



## **HUNTERTOWN TOWN COUNCIL MEETING AGENDA**

Monday, September 15, 2025, 6:00 p.m.

Huntertown Town Hall, 15617 Lima Road, Huntertown, IN 46748

Call meeting to order with the Pledge of Allegiance

**PUBLIC HEARING** – TC Ordinance 2025-013 Appropriations and Taxes (2026 budget)

Approval of Meeting Minutes

- September 2, 2025

Approval of Claims (General, Water, Sewer) & Payroll

- September 15, 2025

### **NEW BUSINESS**

- TC Ordinance 2025-013 – Appropriations and tax rates
- Indiana Trails Program Grant – Carroll Road Trail gap
- Request for proposals: Solid Waste/Recycling
- Amended Secondary Plat approval – Shadow Creek Section I
- Employee hiring for street department

### **OLD BUSINESS**

### **REPORTS:**

- Council Members
- Resource Officer(s)
- Clerk-Treasurer
- Town Manager
- Engineer
- Attorney

**PUBLIC COMMENTS** – Please keep comments to three (3) minutes.

**ADJOURNMENT** - Next Town Council Meeting is Monday, October 6, 2025

**Meeting can be streamed online at [www.youtube.com/@TownofHuntertownIndiana](https://www.youtube.com/@TownofHuntertownIndiana)**

**Please Note:** Agenda items listed are those reasonably anticipated and may be discussed at the meeting. Not all items listed may necessarily be discussed and there may be other items not listed that may be brought up for discussion.

**Meeting of the Town Council of Huntertown, Indiana**  
**Tuesday, September 2, 2025, 6:00 p.m.**  
**Huntertown Town Hall, 15617 Lima Road**

A public meeting of the Huntertown Town Council was held on Tuesday, September 2, 2025, at Huntertown Town Hall, 15617 Lima Road, Huntertown, IN. Present were town council members Michael Aker, Brad Hite (P); Tina McDonald and Brandon Seifert; Town Manager Hannah Walker; Clerk-Treasurer Ryan Schwab; Resource Officer Brandon Reichert; Steven Cardenas, Jessica Hile and Derek Frederickson of Engineering Resources Inc.; Mike Hawk of Hawk Haynie Kammeyer & Smith; Patrick Rew of the Allen County Department of Planning Services; four (4) members of the public and zero (0) members of the media. Absent was council member Patricia Freck. Due to technical issues, the meeting was unable to be streamed on the Town's YouTube Channel.

Brad Hite called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Brad Hite suspended the meeting at 6:00 p.m. to open a Public Hearing for Huntertown Ordinance 2025-013, Appropriations and Tax Rates. Ryan Schwab provided an overview of the proposed 2026 general fund budget. Copies were made available for those in attendance and are on the town's website. The floor was opened to public comment. None were brought forth. The Public Hearing was closed at 6:16 p.m. and the regular meeting was reconvened.

### **COUNCIL ACTION**

Brandon Seifert made a motion to approve the minutes of August 18, 2025, regular meeting. Tina McDonald seconded. Motion carried 4-0.

Michael Aker made a motion to approve the minute of August 21, 2025, Executive Session. Brandon Seifert seconded. Motion carried 4-0.

Michael Aker made a motion to approve the general, water, and sewer claims dated September 2, 2025, in the amount of \$296,905.77. Brandon Seifert seconded. Motion carried 4-0.

Michael Aker made a motion to introduce Huntertown Ordinance 2025-013, Appropriations and tax rates. Tina McDonald seconded. Motion carried 4-0.

Brandon Seifert made a motion to approve the Huntertown Utility Service Boards' recommendation of Change Order No. 1 for the Huntertown CCMG 2024-2 project. Tina McDonald seconded. Steven Cardenas of Engineering Resources provided an overview of the change order, which required additional utility work related to the roadway project. Ryan Schwab said he wanted both boards to approve the changes. After no further discussion, the motion carried 4-0.

Michael Aker made a motion to approve sidewalk quotes from Messmann Enterprises LLC in the amount of \$3,925.00 for work on Silver Shadow Drive and Towne Gardens Drive. Brandon Seifert seconded. Motion carried 4-0.

Michael Aker made a motion to adopt Huntertown Ordinance 2025-009, an Ordinance to amend Chapter 154 of the Town of Huntertown Ordinance, as amended. Tina McDonald seconded. Motion carried 4-0.

Tina McDonald made a motion to approve a quote from ES De-Icing in the amount of 8,500 for a 6,900-gallon liquid storage tank. Michael Aker seconded. Motion carried 4-0.

## **NEW BUSINESS**

Outside of items listed under Council Action, no other New Business was brought forth.

## **OLD BUSINESS**

Outside of items listed under Council action, no other Old Business was brought forth.

## **REPORTS**

Michael Aker had the following report:

- He visited the compost site at the Huntertown Street Department building and with residents adjacent to the site who have asked the town council to clean the site up and get it permitted. While he did not notice a terrible smell on his visit, he was disappointed in the condition of the fence that separates the two properties and is requesting the town pay to install a new fence. He would also like to see an inventory of the equipment on the property and have the town get rid of what it is not using. Both Tina McDonald and Brandon Seifert said they visited the site as well. Both got a whiff of a terrible scent while on the site and both agreed the fence needed updated. Brad Hite suggested waiting to see what IDEM requires the town to do at the site before making any major changes.

Resource Officer Brandon Reichert had no report.

Outside of items listed under Council Action, Clerk-Treasurer Ryan Schwab had no further report.

Town Manager Hannah Walker had the following report:

- She is working on the application to IDEM to get the compost site properly permitted.
- She asked the council for input on whether to request proposals for attorneys, engineering firms and trash and recycling companies to contract with since the current contracts expire at the end of the year; or to work on extensions with the current providers. Council members were interested in requesting proposals.

Derek Frederickson of Engineering Resources had the following report:

- He provided the council with an updated capital plan for the water and wastewater utilities. He said that the Utility Service Board at its meeting earlier in the night approved a not-to-exceed amount of \$25,000 for additional water well tests and also approved engaging with the town's attorney to begin preparing documents for potential purchases of land for these test wells. He said the timeline for a new water plant would require permitting in 2026 and a wellfield would need to be identified in 2025. He also said that the town's request for information about potentially connecting the water utility to the City of Fort Wayne on a temporary basis has not been provided by the City. Brandon Seifert asked about the possibility of removing projects from the capital list if the town connected with the city. Brad Hite said until the town gets information on what it would cost to connect, it will not know how many projects to potentially cut. Tony Ramey, president of the Utility Board, said the board was unanimous in its decision and he expressed concern in getting behind on the capital plan. He also said he was not in favor of the talked about 20-year contract with the City. After no further discussion, no action was taken.

Mike Hawk of Hawk Haynie Kammeyer & Smith had no further report.

**PUBLIC COMMENT**

- None were brought forth.

After no further public comment was brought forth, Tina McDonald made a motion to adjourn. Brandon Seifert seconded. The motion passed with a voice vote and the meeting adjourned at 7:01 p.m.

Attest: \_\_\_\_\_

Brad Hite  
President

\_\_\_\_\_  
Ryan Schwab  
Clerk Treasurer



I hereby certify that each of the above listed vouchers and the invoices, or bills attached there to, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

September 15, 2025

Fiscal Officer

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF HUNTERTOWN

SEPTEMBER 15, 2025

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 5 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 1,411,290.20.

Dated this 15th day of September 2025.

MICHAEL AKER

PATRICIA FRECK

BRADLEY HITE (PRESIDENT)

TINA MCDONALD

BRANDON SEIFERT

Signatures of Governing Board

**Accounts Payable Register**  
**APV Register Batch - SEPTEMBER 15, 2025**  
**All History**  
**Ordered By APV Number**

Date: 09/12/2025 10:18:41 AM

APVREGISTER.FRXX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK CHECK # DATE	MEMORANDUM
09/05/2025	48434	PAYROLL FUND		1101001102.000	GEN - CLERK-TREASURER	Clerk-treasurer	1284.15	11445 09/03/2025	
09/05/2025	48434	PAYROLL FUND		1101001106.000	GEN - FICA	Empr Liability FICA	112.17	11445 09/03/2025	
09/05/2025	48434	PAYROLL FUND		1101001106.000	GEN - FICA	Empr Liability Medicare	26.24	11445 09/03/2025	
09/05/2025	48434	PAYROLL FUND		2201001101.000	MVH - WAGES	Salaries - MVH	4615.10	11445 09/03/2025	
09/05/2025	48434	PAYROLL FUND		2201001103.000	MVH - FICA	Empr Liability FICA	268.34	11445 09/03/2025	
09/05/2025	48434	PAYROLL FUND		2201001103.000	MVH - FICA	Empr Liability Medicare	62.71	11445 09/03/2025	
09/05/2025	48434	PAYROLL FUND		1101001108.000	GEN - TOWN MANAGER	GEN - Town Manager	525.00	11445 09/03/2025	
09/05/2025	48435	NET PAY		8901001110.000	PAYROLL - NET SALARIES	Net Entry	25795.79	48435M 09/05/2025	
09/05/2025	48436	PAYROLL FUND		6101001111.000	WATER - SALARIES AND WAGES - OFFICE	WAT - Plant Salaries	15468.04	19987 09/03/2025	
09/05/2025	48436	PAYROLL FUND		6101001131.000	WATER - EMP. FICA, UNEMPLOYMENT INS	Empr Liability FICA	895.10	19987 09/03/2025	
09/05/2025	48436	PAYROLL FUND		6101001131.000	WATER - EMP. FICA, UNEMPLOYMENT INS	Empr Liability Medicare	209.36	19987 09/03/2025	
09/05/2025	48437	PAYROLL FUND		6201001111.000	SEWER - SALARIES & HOURLY WAGES OFFICE	SEW - Plant Salaries	15494.49	12041 09/03/2025	
09/05/2025	48437	PAYROLL FUND		6201001131.000	SEWER - FICA	Empr Liability Medicare	213.12	12041 09/03/2025	
09/05/2025	48437	PAYROLL FUND		6201001131.000	SEWER - FICA	Empr Liability FICA	911.26	12041 09/03/2025	
09/03/2025	48438	INTERNAL REVENUE SERVICE		8901001921.000	PAYROLL - 941 PAYMENTS	FEDERAL	3042.89	48438M 09/05/2025	
09/03/2025	48438	INTERNAL REVENUE SERVICE		8901001922.000	PAYROLL - FICA WITHHELD	FICA	4373.74	48438M 09/05/2025	
09/03/2025	48438	INTERNAL REVENUE SERVICE		8901001922.000	PAYROLL - FICA WITHHELD	MEDICARE	1022.86	48438M 09/05/2025	
09/03/2025	48439	PERF		8901001926.000	PAYROLL - PERF	9/5 PAYROLL	6084.04	48439M 09/05/2025	
09/03/2025	48440	PAYROLL FUND		1101001104.000	GEN - PERF	CLERK/TM 9/5 PAYROLL	202.63	11446 09/03/2025	
09/03/2025	48440	PAYROLL FUND		2201001102.000	MVH - PERF	9/5 PAYROLL	516.92	11446 09/03/2025	
09/03/2025	48441	PAYROLL FUND		6101001130.000	WATER - PERF	9/5 PAYROLL	1732.43	19988 09/03/2025	
09/03/2025	48442	PAYROLL FUND		6201001130.000	SEWER - PERF	9/5 PAYROLL	1735.35	12042 09/03/2025	
09/03/2025	48443	COMMUNITY STATE BANK		8901001590.000	PAYROLL MISCELLANEOUS	9/5 HSA PULL	619.41	48443M 09/05/2025	
09/03/2025	48444	INDIANA STATE CENTRAL COLLECTION UNIT		8901001591.000	PAYROLL GARNISHMENT	CHILD SUPPORT	244.00	48444M 09/05/2025	
09/02/2025	48445	UNITED STATES POSTAL SERVICE		6201001211.000	SEWER - POSTAGE	SEPTEMBER BILLING	1773.04	48445M 09/02/2025	

## Accounts Payable Register

Date: 09/12/2025 10:18:41 AM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK CHECK # DATE	MEMORANDUM
09/05/2025	48446	COMCAST		6201001212.000	SEWER - TELEPHONE	CC SHOP INTERNET	98.65	48446M 09/05/2025	
09/05/2025	48447	BNY MELLON CORPORATE TRUST		6201001524.000	SEWER - B&I SERIES A	SEPTEMBER BOND TRANSFER	134526.56	48447M 09/05/2025	
09/05/2025	48448	INDIANA DEPT. OF REVENUE		6101001501.000	WATER - SALES TAX	AUGUST SALES TAX	17211.43	48448M 09/05/2025	
09/09/2025	48449	NEC CLOUD COMMUNICATIONS AMERICA, INC.		6201001212.000	SEWER - TELEPHONE	TOWN HALL PHONES	191.11	48449M 09/09/2025	
09/10/2025	48450	INVOICE CLOUD INC.		6201001210.000	SEWER - OFFICE SUPPLIES	PORTAL FEE (AUGUST)	25.00	48450M 09/10/2025	
09/11/2025	48451	UNITED STATES POSTAL SERVICE		6601001211.000	SANITATION POSTAGE	POSTAGE (DELINQUENT NOTICES)	237.54	48451M 09/11/2025	
09/11/2025	48452	NORTHEASTERN REMC		6201001353.000	SEWER - UTILITY BILLS	WWTP 1	8752.75	12043 09/11/2025	
09/11/2025	48452	NORTHEASTERN REMC		6201001353.000	SEWER - UTILITY BILLS	WWTP 2	2736.75	12043 09/11/2025	
09/11/2025	48453	INDIANA MICHIGAN POWER		2201001351.000	MVH - ELECTRIC	STREET LIGHT ACCT 043-465-857-0-8	1034.95	11447 09/11/2025	
09/11/2025	48454	REPUBLIC SERVICES #091		6601001360.000	SANITATION CONTRACTURAL SERVICES	TRASH/RECYCLING (AUGUST)	88825.82	11448 09/11/2025	
09/11/2025	48455	REPUBLIC SERVICES #091		6201001220.000	SEWER - CHEMICALS	SLUDGE REMOVAL AT WWTP (8/18, 8/22, 8/28)	4597.67	12044 09/11/2025	
09/11/2025	48456	PRINCIPAL LIFE INSURANCE COMPANY		8901001930.000	PAYROLL-INSURANCE DEDUCTION	HEALTH INSURANCE PREMIUM (OCTOBER)	2480.30	11449 09/11/2025	
09/11/2025	48456	PRINCIPAL LIFE INSURANCE COMPANY		2201001104.000	MVH - INSURANCE	HEALTH INSURANCE PREMIUM (OCTOBER)	965.27	11449 09/11/2025	
09/11/2025	48457	PRINCIPAL LIFE INSURANCE COMPANY		6101001341.000	WATER - HEALTH INSURANCE	HEALTH INSURANCE PREMIUM (OCTOBER)	2940.02	19989 09/11/2025	
09/11/2025	48458	PRINCIPAL LIFE INSURANCE COMPANY		6201001341.000	SEWER - HEALTH INSURANCE	HEALTH INSURANCE PREMIUM (OCTOBER)	2876.54	12045 09/11/2025	
09/11/2025	48459	HUNTERTOWN MUN. UTILITIES		1101001309.000	GEN - UTILITIES	(1/3) TOWN HALL/CC SHOP	55.96	11450 09/11/2025	
09/11/2025	48460	HUNTERTOWN MUN. UTILITIES		6101001351.000	WATER - UTILITIES BILLS	(1/3) TOWN HALL/CC SHOP	55.96	19990 09/11/2025	
09/11/2025	48461	HUNTERTOWN MUN. UTILITIES		6201001353.000	SEWER - UTILITY BILLS	(1/3) TOWN HALL/CC SHOP	55.96	12046 09/11/2025	
09/11/2025	48462	R. YODER CONSTRUCTION		6204001590.000	Sewage - Construction in Progress - Miscellaneous	PAY APP 1 - WWTP PHASE 3	754729.23	12047 09/11/2025	
09/11/2025	48463	R.G. ZACHRICH CONSTRUCTION INC.		6201001430.000	SEWER - IMPROVEMENTS & ADDITIONS	PAY APP 5 - LIFT STATION IMPROVEMENTS	259914.35	12048 09/11/2025	
09/12/2025	48464	WATER OPERATING		6104001391.000	WATER CUSTOMER DEPOSIT REFUNDS	DEPOSIT APPLIED - ANDERSON	25.00	/ /	
09/12/2025	48464	WATER OPERATING		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT APPLIED - REED	25.00	/ /	

## Accounts Payable Register

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09/12/2025	48464	WATER OPERATING		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT APPLIED - MAROTTI REFUNDS	25.00	/ /		
09/12/2025	48464	WATER OPERATING		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT APPLIED - SEQUEIRA REFUNDS	25.00	/ /		
09/12/2025	48464	WATER OPERATING		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT APPLIED - JENNINGS REFUNDS	25.00	/ /		
09/12/2025	48464	WATER OPERATING		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT APPLIED - SALMONS REFUNDS	25.00	/ /		
09/12/2025	48464	WATER OPERATING		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT APPLIED - JOHNSON REFUNDS	25.00	/ /		
09/12/2025	48464	WATER OPERATING		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT APPLIED - HILSMIER REFUNDS	25.00	/ /		
09/12/2025	48464	WATER OPERATING		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT APPLIED - HOWARD REFUNDS	25.00	/ /		
09/12/2025	48464	WATER OPERATING		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT APPLIED - JUMPER REFUNDS	25.00	/ /		
09/12/2025	48464	WATER OPERATING		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT APPLIED - WILLIAMS REFUNDS	25.00	/ /		
09/12/2025	48464	WATER OPERATING		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT APPLIED - JACKSON REFUNDS	25.00	/ /		
09/12/2025	48464	WATER OPERATING		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT APPLIED - CHAVIS REFUNDS	25.00	/ /		
09/12/2025	48465	INDIANA UNDERGROUND PLANT PROTECTION SERVICE INC.		6101001232.000	WATER - LOCATES	AUGUST LOCATES	164.82	/ /		
09/12/2025	48466	INDIANA UNDERGROUND PLANT PROTECTION SERVICE INC.		6201001232.000	SEWER - LOCATES	AUGUST LOCATES	164.83	/ /		
09/12/2025	48467	HUNTERTOWN CHAMBER OF COMMERCE INC		1101001322.000	GEN - CITY & TOWN DUES	ANNUAL MEMBERSHIP	50.00	/ /		
09/12/2025	48468	FORT WAYNE IT SOLUTIONS		6201001361.000	SEWER - CONTRACTURAL SERVICES	MANAGED IT SERVICES	1836.00	/ /		
09/12/2025	48469	SHERIFF OF ALLEN COUNTY		1101001304.000	GEN - POLICE PROTECTION	RESOURCE OFFICE CONTRACT (AUGUST	19457.36	/ /		
09/12/2025	48470	LAWNSPLUS LANDSCAPING SERVICES		1101001311.000	GEN - MISC SERVICES	HERBICIDE FOR ISLAND BEDS	100.00	/ /		



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09/12/2025	48471	ATOMIC WATER SOLUTIONS, LLC		1101001201.000	GEN - OFFICE SUPPLIES/POSTAGE	5-GALLON WATER JUGS (6)	56.00	/ /		
09/12/2025	48472	ATOMIC WATER SOLUTIONS, LLC		6101001360.000	WATER - CONTRACTUAL SERVICES	WATER SOFTENER RENTAL	35.00	/ /		
09/12/2025	48473	GETTIN' LIT DIESEL LLC		2201001361.000	MVH - REPAIRS AND MAINTENANCE	(1/3) CRANE TRUCK REPAIR	1332.89	/ /		
09/12/2025	48474	GETTIN' LIT DIESEL LLC		6101001362.000	WATER - REPAIRS & MAINTENANCE	(1/3) CRANE TRUCK REPAIR	1332.89	/ /		
09/12/2025	48475	GETTIN' LIT DIESEL LLC		6201001360.000	SEWER - REPAIRS & MAINTENANCE	(1/3) CRANE TRUCK REPAIR	1332.89	/ /		
09/12/2025	48476	ABONMARCHE CONSULTANTS INC		6101001312.000	WATER - ENGINEERING	(1/2) DUNTON ROAD MAIN EXTENSION	445.00	/ /		
09/12/2025	48477	ABONMARCHE CONSULTANTS INC		6201001312.000	SEWER - ENGINEERING & LEGAL SERVICES	(1/2) DUNTON ROAD MAIN EXTENSION	445.00	/ /		
09/12/2025	48478	J & S LIQUID WASTE SERVICE, IN		6201001360.000	SEWER - REPAIRS & MAINTENANCE	HYDRO-JETTING AT APOLLO AND SR3	5200.00	/ /		
09/12/2025	48479	WATER SOLUTIONS UNLIMITED		6101001220.000	WATER - CHEMICALS	CHLORINE	2870.00	/ /		
09/12/2025	48480	INGERSOLL-RAND INDUSTRIAL U.S. INC		6201001230.000	SEWER - MATERIALS & SUPPLIES	SEPERATOR ELEMENT FOR WWTP	574.71	/ /		
09/12/2025	48481	BROWN & SONS FUEL CO. INC		2201001201.000	MVH - GARAGE & MOTOR	UNLEADED/DIESEL (AUGUST)	1477.34	/ /		
09/12/2025	48482	BROWN & SONS FUEL CO. INC		6101001320.000	WATER - FUEL/GASOLINE	UNLEADED/DIESEL (AUGUST)	1477.35	/ /		
09/12/2025	48483	BROWN & SONS FUEL CO. INC		6201001320.000	SEWER - FUEL/GASOLINE	UNLEADED/DIESEL (AUGUST)	1477.35	/ /		
09/12/2025	48484	DELTA T MECHANICAL, INC.		6101001362.000	WATER - REPAIRS & MAINTENANCE	BALL VALVE AND METER REPAIR; 1323 RAMBLER	312.58	/ /		
09/12/2025	48485	WM IMAGING SOLUTIONS, INC		6201001361.000	SEWER - CONTRACTURAL SERVICES	MONTHLY COPIER CONTRACT	50.52	/ /		
09/12/2025	48486	CINTAS CORP		6101001132.000	WATER - UNIFORMS	(1/2) UNIFORMS 9/3 AND 9/10	108.80	/ /		
09/12/2025	48487	CINTAS CORP		6201001132.000	SEWER - UNIFORMS	(1/2) UNIFORMS 9/3 AND 9/10	108.80	/ /		
09/11/2025	48488	ALLEN COUNTY TREASURER		1101001311.000	GEN - MISC SERVICES	FALL PAYMENT FOR PROPERTY TAX 2123 TRINITY	719.64	/ /		
09/11/2025	48488	ALLEN COUNTY TREASURER		1101001401.000	GEN - EASEMENT LAND DRAINAGE	FALL PAYMENT FOR DRAINAGE ASSESSMENT	120.00	/ /		
09/11/2025	48488	ALLEN COUNTY TREASURER		1101001401.000	GEN - EASEMENT LAND DRAINAGE	FALL PAYMENT FOR DRAINAGE ASSESSMENT	27.75	/ /		
09/11/2025	48488	ALLEN COUNTY TREASURER		1101001401.000	GEN - EASEMENT LAND DRAINAGE	FALL PAYMENT FOR DRAINAGE ASSESSMENT	37.63	/ /		

Accounts Payable Register

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								CHECK #	DATE	
09/11/2025	48488	ALLEN COUNTY TREASURER		1101001401.000	GEN - EASEMENT LAND DRAINAGE	FALL PAYMENT FOR DRAINAGE ASSESSMENT	82.25	/	/	
09/11/2025	48488	ALLEN COUNTY TREASURER		1101001401.000	GEN - EASEMENT LAND DRAINAGE	FALL PAYMENT FOR DRAINAGE ASSESSMENT	15.00	/	/	
09/11/2025	48488	ALLEN COUNTY TREASURER		1101001401.000	GEN - EASEMENT LAND DRAINAGE	FALL PAYMENT FOR DRAINAGE ASSESSMENT	12.80	/	/	
*** GRAND TOTAL ***							1411290.20			

# Allowance Docket

For payfile ending 08/30/2025 12:00:00 AM

All Records

Ordered by Employee Name

Grouped By Location

Page : 1

Date: 09/12/2025 10:23:10 AM

EMPDOCK.FRX

User ID: RYAN

Pay Period	Employee Ending Number	Employee Name	Distribution Name	All Paytypes Except Overtime	Overtime Only
Location : Blank					
08/30/2025	322	Arrowsmith, Tyler D.	SEW - Plant Salaries	\$1389.17	\$0.00
08/30/2025	322	Arrowsmith, Tyler D.	Salaries - MVH	\$694.58	\$0.00
08/30/2025	322	Arrowsmith, Tyler D.	WAT - Plant Salaries	\$1389.17	\$0.00
08/30/2025	318	Bailey, Randy C.	SEW - Plant Salaries	\$1000.00	\$0.00
08/30/2025	318	Bailey, Randy C.	Salaries - MVH	\$500.00	\$0.00
08/30/2025	318	Bailey, Randy C.	WAT - Plant Salaries	\$1000.00	\$0.00
08/30/2025	309	Brindle, Gabriel S.	SEW - Plant Salaries	\$256.25	\$21.09
08/30/2025	309	Brindle, Gabriel S.	Salaries - MVH	\$256.25	\$21.10
08/30/2025	309	Brindle, Gabriel S.	WAT - Plant Salaries	\$2050.00	\$168.73
08/30/2025	304	Chesney, Tyler J.	SEW - Plant Salaries	\$841.92	\$63.15
08/30/2025	304	Chesney, Tyler J.	Salaries - MVH	\$420.96	\$31.58
08/30/2025	304	Chesney, Tyler J.	WAT - Plant Salaries	\$841.92	\$63.15
08/30/2025	311	Dafforn, Darren W.	SEW - Plant Salaries	\$2167.68	\$81.30
08/30/2025	311	Dafforn, Darren W.	Salaries - MVH	\$270.96	\$10.16
08/30/2025	311	Dafforn, Darren W.	WAT - Plant Salaries	\$270.96	\$10.16
08/30/2025	324	Deisler, Drew K.	SEW - Plant Salaries	\$722.24	\$13.54
08/30/2025	324	Deisler, Drew K.	Salaries - MVH	\$361.12	\$6.78
08/30/2025	324	Deisler, Drew K.	WAT - Plant Salaries	\$722.24	\$13.54
08/30/2025	314	Marquart, Anthony K.	SEW - Plant Salaries	\$722.24	\$0.00
08/30/2025	314	Marquart, Anthony K.	Salaries - MVH	\$361.12	\$0.00
08/30/2025	314	Marquart, Anthony K.	WAT - Plant Salaries	\$722.24	\$0.00
08/30/2025	207	Payne, Sheridan L.	SEW - Plant Salaries	\$1052.00	\$0.00
08/30/2025	207	Payne, Sheridan L.	WAT - Plant Salaries	\$1052.00	\$0.00
08/30/2025	310	Roberson, Austin P.	SEW - Plant Salaries	\$862.97	\$47.36
08/30/2025	310	Roberson, Austin P.	Salaries - MVH	\$431.48	\$23.69
08/30/2025	310	Roberson, Austin P.	WAT - Plant Salaries	\$862.97	\$47.36
08/30/2025	317	Schobert, Timothy L.	SEW - Plant Salaries	\$915.84	\$0.00
08/30/2025	317	Schobert, Timothy L.	Salaries - MVH	\$457.92	\$0.00
08/30/2025	317	Schobert, Timothy L.	WAT - Plant Salaries	\$915.84	\$0.00
08/30/2025	105	Schwab, Ryan M.	Clerk-treasurer	\$1284.15	\$0.00
08/30/2025	105	Schwab, Ryan M.	SEW - Plant Salaries	\$642.07	\$0.00
08/30/2025	105	Schwab, Ryan M.	WAT - Plant Salaries	\$642.08	\$0.00
08/30/2025	306	Shellman, Dillon J.	SEW - Plant Salaries	\$770.80	\$28.20
08/30/2025	306	Shellman, Dillon J.	Salaries - MVH	\$385.40	\$14.10
08/30/2025	306	Shellman, Dillon J.	WAT - Plant Salaries	\$770.80	\$28.20
08/30/2025	208	Sprague, Martha	SEW - Plant Salaries	\$1176.40	\$71.69
08/30/2025	208	Sprague, Martha	WAT - Plant Salaries	\$1176.40	\$71.70
08/30/2025	209	Thews, Leslie M.	SEW - Plant Salaries	\$862.80	\$0.00

# Allowance Docket

For payfile ending 08/30/2025 12:00:00 AM  
All Records  
Ordered by Employee Name  
Grouped By Location

Page : 2  
Date: 09/12/2025 10:23:10 AM  
EMPDOCK.FR  
User ID: RYAN

Pay Period	Employee Ending Number	Employee Name	Distribution Name	All Paytypes Except Overtime	Overtime Only
08/30/2025	209	Thews, Leslie M.	WAT - Plant Salaries	\$862.80	\$0.00
08/30/2025	115	Walker, Hannah C.	GEN - Town Manager	\$525.00	\$0.00
08/30/2025	115	Walker, Hannah C.	SEW - Plant Salaries	\$1050.00	\$0.00
08/30/2025	115	Walker, Hannah C.	WAT - Plant Salaries	\$1050.00	\$0.00
08/30/2025	315	Worman, Thomas L.	SEW - Plant Salaries	\$722.24	\$13.54
08/30/2025	315	Worman, Thomas L.	Salaries - MVH	\$361.12	\$6.78
08/30/2025	315	Worman, Thomas L.	WAT - Plant Salaries	\$722.24	\$13.54
<b>Location Subtotal : Blank</b>				\$36516.34	\$870.44
<b>**Total**</b>				\$36516.34	\$870.44

I hereby certify that each of the above listed vouchers and the invoices or bills attached there to, are true and correct and I have audited same in accordance with IC5-11-10-1-6.

\_\_\_\_\_

Date

\_\_\_\_\_

Fiscal Officer

## Allowance Of Accounts Payable Vouchers

Town Of Huntertown

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 2 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$37386.78

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures of Governing Board



# ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
Approved by the State Board of Accounts, 2015  
Prescribed by the Department of Local Government Finance

Budget Form No. 4  
Generated 9/12/2025 10:42:17 AM

Ordinance / Resolution Number: 2025-013

Be it ordained/resolved by the **Huntertown Town Council** that for the expenses of **HUNTERTOWN CIVIL TOWN** for the year ending December 31, **2026** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **HUNTERTOWN CIVIL TOWN**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **Huntertown Town Council**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Huntertown Town Council	Town Council	09/15/2025

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0005	CASINO/RIVERBOAT	\$50,000	\$0	0.0000
0061	RAINY DAY	\$15,000	\$0	0.0000
0101	GENERAL	\$683,000	\$310,104	0.0343
0254	LOCAL INCOME TAX	\$10,000	\$0	0.0000
0283	LEASE RENTAL PAYMENT	\$108,834	\$103,458	0.0114
0706	LOCAL ROAD & STREET	\$200,000	\$0	0.0000
0708	MOTOR VEHICLE HIGHWAY	\$603,500	\$0	0.0000
2379	CUMULATIVE CAPITAL IMP (CIG TAX)	\$15,000	\$0	0.0000
2391	CUMULATIVE CAPITAL DEVELOPMENT	\$500,000	\$531,631	0.0500
2402	ECONOMIC DEVELOPMENT	\$200,000	\$0	0.0000
2411	ECONOMIC DEV INCOME TAX CEDIT	\$2,500,000	\$0	0.0000
		<b>\$4,885,334</b>	<b>\$945,193</b>	<b>0.0957</b>

Home-Ruled Funds (Not Reviewed by DLGF)		
Fund Code	Fund Name	Adopted Budget
9500	9500 ARPA 2021	\$0
		<b>\$0</b>

# ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
Approved by the State Board of Accounts, 2015  
Prescribed by the Department of Local Government Finance

Budget Form No. 4  
Generated 9/12/2025 10:42:17 AM

Name		Signature
Michael Aker	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Patricia Freck	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Bradley Hite	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Tina McDonald	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Brandon Seifert	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

## ATTEST

Name	Title	Signature
Ryan Schwab	Clerk-Treasurer	

## MAYOR ACTION (For City use only)

Name		Signature	Date
	Approve <input type="checkbox"/> Veto <input type="checkbox"/>		

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1

Yes ☐ No ☐

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31

Yes ☐ No ☐





## **Indiana Trails Program**

### **What is the Indiana Trails Program grant?**

The Indiana Trails Program (ITP) is a grant program to support the development of trails throughout the state. The program uses state funds to help connect Hoosiers to outdoor recreation opportunities and natural environments without needing to rely on the use of a vehicle.

### **Who is eligible?**

All units of government and certain 501(c)3 not-for-profit agencies are welcome to apply. Eligible not-for-profit organizations must have a central mission that focuses on providing public outdoor recreation opportunities and has the capability to maintain the facilities developed with grant funds for a minimum of 25 years. Please contact a program administrator if you have questions regarding your organization's eligibility.

### **What types of projects may be funded?**

Projects will be eligible if they provide public access to trails. ITP funds can be used for:

- Construction of trails
- Development of trailheads and other support amenities (parking, water fountains, benches, etc.)
- Construction of bridges, boardwalks, and crossings
- Acquisition of easement or property for trails
- Projects that can be completed within four years

All facilities should be universally designed to accommodate all people.

### **How much grant funding is available to applicants?**

The Indiana Trails Program will provide a maximum of 80% reimbursement for eligible projects, up to the maximum grant award amount. The applicant must have at least 20% of the total project cost available at the point of application.

The grant request minimum is \$100,000, and the maximum is \$400,000.

### **When is the application deadline?**

The 2025 ITP application window is Sep. 1 – Oct. 1. Applications must be submitted electronically to [ITP@dnr.IN.gov](mailto:ITP@dnr.IN.gov) by the end of business hours on Oct 1.

The Indiana Trails Program is a biennium grant program, only accepting applications every two years. This allows the program to award more actionable grant amounts. The next ITP application round will be in the spring of 2028.

### **Quarterly Reporting**

Quarterly reporting is a requirement of all Indiana State Parks Community Grants and Trails grant programs. Quarterly reports are due in the first week of the new fiscal quarter, unless a specific date is set by the Grant Coordinators. Failure to submit quarterly reports in a timely manner may result in the local sponsor being barred from receiving grant assistance in the future. Quarterly Report resources are linked below.

- [Quarterly Report Template](#)
- [Quarterly Report Instructions](#)
- [Hoosiertown Quarterly Report Example](#)

### **How do I apply?**

The ITP Handbooks below contain application and programmatic guidance. Applicants should read both handbooks prior to applying to gain an understanding of the whole program and its expectations.

Applicants are strongly encouraged to schedule a pre-application meeting during the summer months prior to application. These meetings allow grants staff an opportunity to give programmatic advice and redirect the application away from ineligible items.

- [ITP Application Handbook](#)
- [ITP Grantee Handbook](#)
- [NLT Real Estate Handbook](#)

The Indiana Trails Program shares this real estate handbook with the NLT program.

### **Supplemental Documents**

- [Application Checklist](#)
- [Assurance of Compliance Civil Rights Act of 1964, Title VI Rehabilitation Act of 1973, Age Discrimination Act of 1975](#)



- [Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion](#)
- [DNR Early Coordination Recommendations Certification of Compliance](#)
- [DNR Subrecipient Information Sheet](#)
- [Grant Billing Form instructions](#)

## **ITP Program Contact Information**

### **Indiana Trails Program Team**

#### [Community Grants and Trails Section](#)

Indiana Department of Natural Resources

402 W. Washington Street, Room W298

Indianapolis, IN 46204

Email: [ITP@dnr.IN.gov](mailto:ITP@dnr.IN.gov)

North ↑

Fairgrounds

Byron Center



South ↓

**Estimated Carroll Road Trail Gap Funding Match  
(Unofficial Estimates Used for Discussion Purposes)**

Allen County Commissioners	\$50,000 + Dedication of Right-of-Way
City of Fort Wayne	\$100,000 + In-House Engineering
FW Trails	\$100,000
	\$100,000 + Right-of-Way Document Preparation
Town of Huntertown	(\$15,000-\$20,000)



## **TOWN OF HUNTERTOWN**

15617 Lima Road ★ P.O. Box 95 ★ Huntertown, IN 46748

Phone: (260) 637-5058 ★ Fax: (260) 637-5891

### **TOWN OF HUNTERTOWN, INDIANA**

#### **Request for Proposals**

### **RESIDENTIAL CURBSIDE SOLID WASTE AND RECYCLING COLLECTION AND DISPOSAL**

Issued: Thursday September 18, 2025

Deadline for Proposals: 3:00 p.m. on Friday October 31<sup>st</sup>, 2025



# **REQUEST FOR PROPOSALS**

## **Executive Summary/Introduction**

The Town of Huntertown, Indiana, by and through its Huntertown Town Council, (the “Town”) is pleased to present this Request for Proposals (“RFP”) to prospective entities (the “Offeror(s)”) interested in submitting proposal and statement of qualifications (“Proposals(s)”) to exclusively provide for residential solid waste, and recycling collection and disposal within the Town (the “Services”).

Bids may be forwarded by registered mail addressed to the Huntertown Town Council, Attn: Town Manager, Huntertown Town Hall, Post Office Box 95, Huntertown, Indiana, 46748, or delivered in person to the Huntertown Town Hall at 15617 Lima Road, Huntertown, Indiana before 3:00 p.m. on Friday October 31<sup>st</sup>, 2025. Bid must be sealed in an envelope marked “Curbside Trash & Recycling Pickup”. All sealed bids will be opened at the Huntertown Town Hall at 3:00 p.m. on Friday October 31<sup>st</sup>, 2025. Bids will be read publicly during the Huntertown Town Council meeting on Monday, November 3<sup>rd</sup>, 2025 beginning at 6:00 p.m..

## **General Services Description**

In general, the Town of Huntertown, Indiana is seeking proposals for residential curbside trash and recycling pickup for Huntertown residents.

## **Term of Contract**

The bid shall be submitted for a three (3) year contract period commencing on January 1, 2026 using a guaranteed rate for contract period to provide weekly residential trash pickup and every-other-week recycling services with a specified pickup day for each week of said service. Bids may provide for up to three (3) one-year renewals for the calendar years 2029, 2030, and 2031.

## **Proposal Contents:**

- 1) Weekly trash collection per household. Providing (1) wheeled trash tote per residence (65 or 95 gallon, at option of resident) for 6,000 homes, as well as the Town Hall, Town Utility Shop, Wastewater Treatment Plant, and Water Plant.
- 2) Bids shall include a total cost to provide curbside pickup for unlimited amounts of garbage, including large appliances, furniture, carpeting (excluding hazardous substances), rubbish or trash for one (1) day in either May or June of each year and one (1) day in either October or November, Dates shall be scheduled by mutual agreement between the Bidder and Town Utility Office. Bid may include option for a ‘limited’ amount of items being picked up or for an alternative to bi-annual large trash pickup on a townwide basis.
- 3) Every other week provide Curbside Collection of Single Stream Recyclable Service from all residential buildings, including residential buildings with not more than four (4) dwelling units, by supplying a wheeled tote per residence (65 or 95 gallon, at option of resident) for each residence located in Huntertown, and explain service frequencies. The recycling materials shall be taken to an authorized processing facility that segregates

recyclables and uses commercially accepted practices to locate the highest market prices for the sale of processed recyclables collected from Huntertown. If the bidder does not operate a recycling processing facility, a summary plan describing how recyclables will be processed (including processing facilities and partners), and a plan for sharing revenues shall be required to report quarterly on volumes of each commodity collected, revenue generated through this program and distributed revenue.

### **Overview of Proposal/Bid Requirements**

- 1) Bidder shall comply with Ind. Code § 36-9-30.
- 2) Bidder shall provide a bid bond guaranteeing that, should bidder be awarded the bid, it shall execute an acceptable contract within 30 days of the award date. Moreover, said bid bond shall be in the amount of not less than ten-percent (10%) of bidder's total base bid for one (1) full calendar year.

The successful Bidder will be required to furnish and provide, at their own expense, within 30 days of the award date, a Performance Bond equal to one (1) full year's contract price.

Bidder to provide Certificate of Insurance certifying coverage for the following, which shall include the Town of Huntertown as an Additional Insured under all policies:

1. Automobile – a \$1,000,000 combined single-limit for bodily injury and property damage liability, including non-ownership and hired car coverage.
2. Comprehensive General Liability Insurance – including broad form liability coverages, with a combined single limit of \$1,000,000 for bodily injury and property damage liability.
3. Workman's Compensation Insurance with employer's liability, each accident, \$500,000; employers' liability, disease, \$500,000 each employee; and employers' liability disease policy limit, \$500,000.
4. Environmental Impairment Liability - \$1,000,000.
5. Umbrella Policy – providing limits of \$4,000,000 as excess coverage to items specified in 1, 2, 3, and 4, above.

Following receipt of the Proposals, the Town shall evaluate the Proposals pursuant to the procedures and processes established in Ind. Code § 36-9-30, and may accept any Proposal and proceed with entering into a formalized Contract with the successful Bidder, or may conduct discussions with Offerors, negotiate with Offerors, and/or may enter into an amended contract with revised specifications that the Town determines to be most responsible to the needs of the Town and its residents.

### **Procurement Process**

Pursuant to Ind. Code § 36-9-30, the Town is authorized to solicit proposals, to conduct discussions with Offerors, to have eligible Offerors revise their proposals, and to negotiate best and final offers with responsible Offerors who submit proposals that the Town determines to be reasonably susceptible of being selected for award of the Contract of Services.



Questions regarding this RFP should be submitted in writing via email to [TownManager@Huntertown.in.gov](mailto:TownManager@Huntertown.in.gov). The Town may, in its sole discretion, respond to submitted questions. All responses to submitted questions will be made available in written format and available to other Offerors.

An approximate schedule of the procurement process is as follows:

Huntertown Town Council Adopts Request for Proposals	September 15, 2025
Town of Huntertown Publishes Notice of RFP	September 18, 2025
Town of Huntertown Publishes Notice of RFP	September 25, 2025
Deadline to Submit Proposals (Due by 3:00 p.m.)	October 31, 2025
Huntertown Town Council Consideration of Award Via Resolution	November 17, 2025
Town Council Rate Ordinance & Public Hearing, if Required	December 2025
Services to Begin	January 1, 2026

This schedule is subject to modification as may be required by applicable law, publication deadlines, and/or at the discretion of the Town.

### **Proposal Evaluations**

The Town's decision to enter into a Contract with a Offeror will be made primarily on the basis of the most advantageous price to the Town and its residents for the most advantageous services by a qualified Offeror, and may also include consideration of Services approach, ability to provide the Services in a timely and professional manner, cost considerations, impact on the Town's other services and infrastructure, and ability to deliver the Town with the best value and public benefit over the life of the Services, and the best interest of the Town and its residents. The Town reserves the right to reject all offers and shall make a decision it believes is the most responsible to the needs of the Town.

When awarding the Contract, the Town shall evaluate the Proposals as to net cost or revenues. The Town, pursuant to Ind. Code § 36-9-30, may also evaluate the proposals on the basis of additional factors including:

- The highly complex and innovative nature of byproduct recovery technology;
- The variety of waste collection and disposal technology available;
- The desirability of flexibility for the development of these complex facilities; and
- The economic and technical utility of contracts for byproduct recovery projects that include in their scope various combinations of design, construction, operations, management, or maintenance responsibilities over prolonged periods.

Further, when awarding the Contract, the Town recognizes that in some instances it may be beneficial to award a Contract on the basis of factors other than cost alone – factors such as

facility design, system reliability, energy efficiency, and compatibility with source separation, other recycling systems, and environmental protection.

*Note: The Town of Huntertown reserves the right to reject any or all bids and to waive any informalities or irregularities in the bid received or to accept any bid which is deemed most favorable, responsible, and responsive to the Town of Huntertown as determined by the Huntertown Town Council.*

Hannah Walker, Huntertown Town Manager

Direct Phone: (260) 338-2707

Town Hall: (260) 637-5058

Email: [TownManager@Huntertown.in.gov](mailto:TownManager@Huntertown.in.gov)



