

MARCH 5, 2025

TOWN COUNCIL MEETING

Those present:

Jim Smith	Adam Penrod	Cam Kissinger	Maddie Schultz
Laura Rager	Carrie Mugford	Shannon Carter	Jeremy Hardy
Allen Miracle	Matt Mize	Ryan Shock	Chris Harrison
Gary Montel	Nate Birch	Jennifer Hotchkiss	Christopher Carmien
Chalmer Tobias	Craig Walters	Dave McVicker	Adam Witmer

Those absent: None. A quorum was attained.

The March meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on March 5, 2025, at 7:00 p.m., pursuant to notice duly given in accordance with the rules of the Council. The meeting was called to order by Council President Jim Smith, who presided.

MINUTES

Minutes of the 01/22/25, 02/12/25 and 02/27/25 meetings were presented for approval. Motion to approve the minutes as presented: Tobias/Rager. Motion passes unanimously.

VISITOR COMMENTS

None.

UPDATES

Commonwealth Engineering – Town Manager Adam Penrod introduced Jeremy Hardy, Commonwealth Engineers, to give an update on water and wastewater projects. On the wastewater side, survey work and soil borings are underway. They are working on construction in a floodway permitting requirements. On the water side, a meeting was held February 19 for 50% design review. On March 17 a 90% drawing review meeting will be held. On April 9 there will be an open house from 4:30-6:30 at the Public Safety building to allow the public to review and discuss proposed water projects. There will be three groups providing information on water services, main replacements, and maintenance and traffic. Bulletin boards will allow residents to find their property and see how it will be affected. The plan is still on schedule to bid the projects this summer. Baker Tilly will provide final edits on the SRF application this month and it will be submitted by April 1. The application will be scored in July. Hardy anticipates the application falling within the pooled funding group.

UNFINISHED BUSINESS

1. Behavior in Public Building, Barnes & Thornburg, GO #1, 2025, Second Reading – Clerk-Treasurer Mugford read general ordinance #1 by title only. Motion to approve GO#1 on second reading: Tobias/Rager. Motion passes unanimously.

NEW BUSINESS

1. Consideration of Proposed Wastewater Funding Options – Jeremy Hardy, Commonwealth Engineers, discussed the wastewater funding options and how they have changed over the course of the last several months. Originally an application was submitted to USDA Rural

Development. That funding wasn't pursued when Rural Development determined they couldn't fund the entire project. Then an application was submitted to SRF for scoring. Before that funding was finalized, Rural Development called and confirmed there is sufficient funding available for the revised project scope. Hardy confirmed that the council needs to decide if they want to move forward with the 2024 preliminary engineering report amendment of 28.5-million-dollar project with Rural Development funding or break the project into smaller pieces of 11.2 million dollars each. RD offers 40-year terms and 3.125% interest rate. SRF offers 20-year terms at 2.5% interest rate. The longer term with RD will have less impact on rate payers. Hardy noted that these are the funding options available right now and there are no guarantees what will be available next year. With the current status of federal programs, RD is requesting a commitment letter before March 14 to ensure funding. The interest rate quoted will be the not to exceed, and could be lower at the time of closing. Hardy is still seeking an extension of the long term control plan from IDEM. RD funding will allow for the extension. The initial project will get started and under construction and then the last project will begin engineering. Mugford asked if the long term control plan will be completed after this last phase. Hardy confirmed that construction will be completed and the plan moves into the monitoring phase. Council President Jim Smith expressed his concern that asking for less than the 28.5 million available now may put the town in a position in the future where funding isn't available. Smith suggested moving forward with the full amount of funding while the opportunity is available. Penrod concurred and noted that the original intent was to apply for full funding of the project. Councilmember Allen Miracle remarked on how circumstances have changed since the initial phases of the current project and agreed to move forward with funding while it is available. Motion to submit a letter of commitment to Rural Development for \$28,500,000 of funding for the current wastewater long term control plan projects: Rager/Miracle. Motion passes unanimously.

2. JPR Route Survey Contract – Town Manager Penrod confirmed that this contract is part of the work necessary for the Eel River Commons Park and will be paid for from Lilly grant funds. This contract will survey the area behind downtown businesses on the north side of the river where additional improvements are planned. Twenty parcels will be surveyed and a description and appraisal will be created; as well as, title and encumbrance reports. This will be important when acquisition of the land nearest the river is required for construction and beautification of the alleyway. The contract will take 3-5 months to complete and be necessary when transfer of title is required. The contract is not to exceed \$73,000. Each parcel will be worked on individually to give each situation it's appropriate time. Motion to approve the JPR route survey contract: Tobias/Rager. Motion passes unanimously.

3. Intertech Products Tax Abatement Compliance – Clerk-Treasurer Carrie Mugford stated that each entity receiving tax abatement was sent a letter notifying them of the dates of the council meetings and requesting they attend to provide an update. Intertech Products CFO, Christopher Carmien, presented the annual tax abatement renewal and gave an update of Intertech operations. Intertech is growing and continuing to add new production lines and equipment and safety upgrades. Carmien expressed his appreciation of the town and county for the cooperation as the business grows. Smith reciprocated his appreciation for Intertech locating and remaining integrated in the community. Smith asked about anticipated effects of federal tariffs on the business. Carmien confirmed that Intertech sources materials from the US and doesn't expect significant impacts. Motion to approve 2025 tax abatement compliance: Rager/Tobias. Motion passes unanimously. Council member Chalmer Tobias thanks Carmien for the continued support Intertech provides to the community.

4. Water Meter Bid Acceptance – Town Manager Penrod stated that in addition to replacing water mains there will also be new water meters in town. This new system will replace each water meter and allow the water utility to have better technology to service customer accounts.

The bids received are for the purchase of the required equipment and contracting the labor to install the meters. Bids were let in February and 2 bids were opened February 28. Jeremy Hardy, Commonwealth Engineers, explained that costs of purchase and installation are covered by the bond anticipation note that was completed earlier. Vanguard Utility Services, Inc. submitted the low bid, including base bid and all mandatory alternates, totaling \$1,238,035.10. Cooper Rall Service, Inc. submitted the other bid at a total of \$1,394,503.00. Hardy commented that Vanguard is known in the industry for this kind of work and should do a good job. Smith asked if there is a timeline to begin water meter installation. Penrod noted that the plan is to begin work in August and be done before the end of the year. Penrod recommended acceptance of the bid submitted by Vanguard for purchase and installation of water meters throughout town. Motion to accept the bid from Vanguard Utility Service, Inc: Tobias/Rager. Motion passes unanimously.

5. Eel River Commons Construction Management Contract Approval – Town Manager Penrod explained that Eel River Commons Park construction is a large project with a unique set of challenges associated with the flood plain. It was decided that Construction Manager as Constructor services best suit this kind of project. On February 14, two complete bids for CMc services were received at town hall. On February 21, a selection committee interviewed the respondents. The selection committee recommendation is to contract with The Hagerman Group for CMc services. The contract is for construction manager at risk services to incentivize meeting the budget and timeline. The Hagerman Group will be allowed to self-perform up to 20% of the project and will bring different ideas to enhance the project. Adam Witmer will be a project supervisor and is a resident of North Manchester. The plan is to have all bidding done by the end of the year and construction complete by the end of 2026. Motion to approve The Hagerman Group contract for CMc services for Eel River Commons: Rager/Tobias. Motion passes unanimously. Council Vice President Laura Rager commented on the professionalism of the Hagerman presentation and the extent of projects similar to this one that Hagerman has successfully completed.

DEPARTMENTAL & COMMISSION REPORTS

Police Dept. – Report included in packet. Police Chief Nate Birch reported that the vehicle that was approved for purchase has been delivered and will begin the process of being outfitted. Officer Ray Houser has been promoted to Sergeant. Congratulations Sergeant Houser.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that the drivers have been reviewing truck specs in preparation for ordering a new engine in the future.

Building Commissioner – Report included.

Plan Commission – No February meeting. A meeting is planned for later in March.

Board of Zoning Appeals – No February meeting. A meeting is planned for later in March.

Traffic Commission – No meeting.

Parks & Recreation – Report included in packet. Park Director Jennifer Hotchkiss reported that swim season is over for the high school and university teams. The American Legion is working on a project at Halderman Park to add a statute, lighting, and signage. During the research it has been discovered that the park was originally named Holderman Park and it was mistakenly changed to Halderman at some point. The Park Board discussed the situation and has decided to honor the original gentleman who started the park by ensuring the signage reads Holderman

Park. The plan is to have the improvements completed by Memorial Day. The daddy daughter dance has a third session this year and the tickets are selling fast.

Town Life Center –

Tree Advisory – Minutes included in packet.

Grow Wabash County – Town Manager Penrod stated that the State of the Community breakfast was February 20. Penrod noted that Alex Downard is taking on a new role with the Community Foundation of Wabash County which will require changes to the Imagine One 85 structure.

Redevelopment Commission – Town Manager Penrod reported that the annual report and possible project funding is being considered.

MEDCOR – No meeting.

Solid Waste – Minutes included in packet.

Storm Water Board – No meeting.

Public Works – Street Superintendent Craig Walters reported that pot hole season is busy so far. Spring clean-up begins April 28.

Wastewater Superintendent Shannon Carter reported that the Vactor truck was recently serviced and is running well and is being well maintained by Rick Prater and Steve Landrigan.

Water Superintendent Ryan Shock reported that the department handled a main break on Saturday. On Monday a leak detection company was in town and found two more leaks on Sunset Court and Villa Court. Unfortunately, the repairs caused other problems that were then addressed. Certain plastic fittings are leaking in the water plant and Shock is trying to determine the best solution to repair or adjust the fittings. The north water tower will be taken off line and painted this summer. This is another project to coordinate but it is already paid for through the annual contract for scheduled maintenance.

TOWN MANAGER'S REPORT

Town Manager Penrod gave updates on the bridge projects. The State Road 114 water main relocation will happen in April and will cause traffic interruptions at the corner of Wayne Street and Main Street. The sewer relocation is scheduled for May and will cause similar traffic concerns. Once those utilities are relocated, bridge demolition will begin and traffic will be one lane for a year or more.

The downtown planning grant from OCRA is still ongoing. An application for a 60-day extension through May has been submitted. There will be an additional public hearing once revisions are approved.

Frontier is bringing fiber into our community this summer. This will require some boring and some aerial infrastructure as they bring the fiber to property lines. Multiple right-of-way permit applications are being submitted. Penrod appreciates being included in the discussion so that guidance can be given to avoid intersecting underground utilities.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.

2. Claims - The Town claim docket totaling \$548,467.65 and the Public Works docket totaling \$187,931.78 were submitted for payment. Motion to pay our obligations: Tobias/Rager. Motion passes unanimously.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

None.

The next regularly scheduled town council meeting will be April 2.

Meeting adjourned at 7:52 pm.

TOWN COUNCIL, TOWN OF N. MANCHESTER

Jim Smith, President

Laura Rager, Vice-President

Allen Miracle

Gary Montel

Chalmer Tobias

ATTEST

Carrie Mugford, Clerk-Treasurer