

JANUARY 8, 2025

TOWN COUNCIL MEETING

Those present:

Jim Smith	Carrie Mugford	Cam Kissinger	Eric Christiansen
Laura Rager	Matt Mize	Dave McVicker	Alex Downard
Gary Montel	Nate Birch	Ryan Shock	Jeremy Hardy
Chalmer Tobias	Craig Walters	Shannon Carter	Tim McLaughlin
Adam Penrod	Jennifer Hotchkiss	Brandon Whitcraft	

Those absent: Allen Miracle. A quorum was attained.

The January meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on January 8, 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 Councilmember Jim Smith.

ELECTION OF OFFICERS

Clerk-Treasurer Carrie Mugford opened the floor for officer nominations. Motion to retain the officers from 2024: Montel/Tobias. Motion passes with 4 votes in favor and 0 votes against. Mugford announced that officers will be retained from the previous year.

MINUTES

None.

VISITOR COMMENTS

None.

UNFINISHED BUSINESS

1. Authorization of Prepayments, GO#13, Second Reading – Clerk-Treasurer Carrie Mugford read general ordinance #13, 2024, by title only. Mugford summarized the ordinance as authorization to make prepayments to vendors for materials if the request meets specific criteria. Motion to approve GO#13 on second reading: Tobias/Rager. Motion passes unanimously.

2. Pickleball Court Request for Funds – Town Manager Adam Penrod acknowledged a request from Tim McLaughlin for a \$30,000 donation for pickleball courts in Warvel Park. That request and presentation was heard at the December 18 council meeting. McLaughlin reported that the project has received additional donations since the December meeting. McLaughlin is working with Park Director Jennifer Hotchkiss to submit for a matching grant due February 7. The grant will match dollar for dollar up to \$250,000. Motion to approve a \$30,000 pledge toward pickleball courts in Warvel Park, with the understanding that the town money will be last dollar in: Rager/Tobias. Motion passes unanimously. Council President Jim Smith thanked McLaughlin for his work to bring this amenity to North Manchester

NEW BUSINESS

1. Consideration of Precision Medical Technologies CF-1 Approval – Town Manager Penrod presented the CF-1 prepared by Precision Medical Technology's CPA firm. The CF-1 confirms

compliance with the original statement of benefits that was approved as part of the tax abatement process. The equipment being abated is the 2023 coating system that is still in use in their facility. Penrod recommends approval of the CF-1. Motion to approve the CF-1 as presented: Rager/Montel. Motion passes unanimously. Councilmember Chalmer Tobias stated that Precision Medical Technologies is a vital business in town employing people at a good wage.

2. Commonwealth Wastewater Pre-Engineering Services Agreement – Town Manager Penrod explained that this contract is for the upcoming wastewater plant expansion project. The timetable isn't set yet because there may be an extension of the Long Term Control Plan. The cost of the contract is \$160,000. The contract will be paid with proceeds from a bond anticipation note prior to the larger bonds that will cover the cost of construction. The contract will include the LTCP update, regulatory coordination with affected state departments, survey work and geotechnical cores. Jeremy Hardy, Commonwealth Engineers, explained that this is project 9 of the LTCP with modifications from recently completed flow modeling studies. The modification request is a three-year extension for project 9 and then move immediately into project 10 which is the final project. Spacing the projects out allows for more funding opportunities and eliminates projects overlapping. Additional grant opportunities could mitigate the impact on utility rates. The pre-engineering information will flow into the design work which is scheduled to begin in April. Smith asked about the likelihood of getting the extension. Hardy replied that considering the format of the request and the work still being done, the request should be approved in his opinion. Tobias asked what the ramifications would be if the request were denied. Hardy replied that the same work would be done but in a compressed time frame with fewer funding options. Motion to approve the Commonwealth Pre-Engineering contract: Rager/Montel. Motion passes unanimously.

3. Request to Purchase New Town Manager Vehicle – Town Manager Penrod confirmed that the 2016 Traverse with approximately 80,000 miles is a good vehicle. However, the Impala used by Building Commissioner Dave McVicker is not in good working condition. The Traverse will become a vehicle shared by McVicker and Clerk-Treasurer Mugford as she travels the state as an executive officer for AIM. The vehicle being requested is a 2025 Chevy Blazer for \$38,563 from Shepherds Family Auto. Mugford encumbered \$35,000 of appropriations from last year into this year for the purchase. Motion to approve the purchase of the 2025 Blazer: Montel/Rager. Motion passes unanimously.

4. Community Foundation Fund Agreement and Resolution #1, Eel River Commons Fund – Town Manager Penrod explained that the Community Foundation of Wabash County has agreed to be the paying agent for the Lilly grant and associated donations. Manchester University has significant reporting requirements for the grant and this fund will help with that documentation. This resolution will establish the fund for Eel River Commons. The initial donation will be \$25,000 which is part of the \$200,000 pledged toward the project. Penrod and Mugford are the signers on the funds. Mugford read resolution #1, 2025, verbatim. Motion to approve resolution #1: Tobias/Rager. Motion passes unanimously.

5. Community Foundation Fund Agreement and Resolution #2, Manchester Mile Fund – Town Manager Penrod explained that the initial donation to this fund is \$1,000. The town contributions to Manchester Mile are the Community Crossing Match Grant and associated matching funds. The rest of the project will be funded by INDOT and Lilly grant. Mugford read resolution #2, 2025, verbatim. Motion to approve resolution #2: Tobias/Montel. Motion passes unanimously.

6. Request to Purchase New Service Truck for Water Department – Town Manager Penrod acknowledged that the 2012 Chevy Colorado used by the water department is facing significant repairs. This purchase was brought up during budget discussions last summer as a potential

capital expense. Josh Kiger researched purchasing a cab and chassis and outfitting it as necessary for the water department. A Ford F-350 was quoted at \$75,153 and a Chevy Silverado 3500 was quoted at \$75,941. Both of these vehicles would be ordered and have an unknown build date. With further research, Kiger located a red Silverado 3500 with the service bed already installed in Pennsylvania. It can be purchased through Shepherd's Family Auto for \$71,948. Water Superintendent Ryan Shock stated that the department needs a sturdier truck to pull the heavier vac machine. Mugford commended Shock for saving for this purchase by making monthly transfers into the improvement fund. The Colorado will be taken to auction. Motion to approve the purchase of the 2025 Silverado 3500: Tobias/Montel. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Police Dept. – Report included in packet. Police Chief Nate Birch reported that Sam Allen has graduated from ILEA. Last week the department hired Ryan Skeens and Roger Morrow Jr as patrol officers.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that Brandon Whitcraft, Cody Meeks, and Matt Ozenbaugh are attending instructor one class. The class lasts for one month. Kissinger is looking forward to having more instructors for required training hours. Cody Meeks started as a full-time driver on New Year's Eve. As the full-time fire chief, Kissinger now has the ability to be on station while drivers go to training.

Building Commissioner – Report in packet. Building Commissioner Dave McVicker reported that there were 5 more building permits issued in 2024 than 2023.

Plan Commission – Meeting planned for January 27.

Board of Zoning Appeals – No meeting.

Traffic Commission – No meeting.

Parks & Recreation – Report in packet. Parks Director Jennifer Hotchkiss reported that the facility has been busy with day camp, swim meets, and walk-in visitors.

Town Life Center – Parks Director Hotchkiss reported that as of January 1 there are 2 open suites at TLC. Those rental spaces are advertised and there has been some interest in them.

Tree Advisory –

Grow Wabash County – Town Manager Penrod reminded council that the State of the Community breakfast is February 20. The implementation of the Stellar Pathways initiatives has begun and requires lots of extra meetings.

Redevelopment Commission – Town Manager Penrod reported that the RDC met December 11 to pass a declaratory resolution for a new TIF area and will meet again in February.

MEDCOR – No meeting.

Solid Waste –

Storm Water Board – Town Manager Penrod reported that Stormwater Board met and approved claims.

Public Works – Street Superintendent Craig Walters reported that the department is picking up Christmas trees and very happy we didn't get the snow like other areas.

Wastewater Superintendent Shannon Carter reported that the Alliance of Indiana Rural Water is putting on an exam prep course in South Whitley beginning January 3 for six weeks. Steve Landrigan will take the course to ready him for the operator test.

Water Superintendent Ryan Shock reported that the department has been dealing with water main breaks around town.

TOWN MANAGER'S REPORT

Town Manager Penrod reported that the Community Crossing Match Grant bid opening will be January 29 at 10:00 am at Town Hall. The bid will be reviewed by Apex Engineering and awarded at the February 12 council meeting. The project has to be under contract by March 1.

The new light poles are installed on South Mill Street. They provide nice sidewalk lighting without being too bright for neighboring properties.

MKM still hasn't presented the final plan for the downtown planning grant. Once that is delivered, it will be presented to the downtown planning committee and then submitted to OCRA. OCRA will review the plan for approximately 60 days. There will be a public hearing in April and then adoption by the town council.

Baker Tilly will be advertising to financial institutions for water bond anticipation note by mid-January. Proceeds of the BAN may be available by early February to pay for pre-engineering costs and water meter replacement.

The new Region 3A representative will be Allen Miracle, taking over for Laura Rager.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.

2. Claims - The Town claim docket totaling \$489,280.27 and the Public Works docket totaling \$316,116.71 were submitted for payment. Motion to pay our obligations: Tobias/Rager. Motion passes unanimously.

3. 2024 Financial Recap – Clerk-Treasurer Mugford noted the December trial balance included in the council packet. All funds ended the year with a positive balance. Any questions about fund balances can be sent to the Clerk-Treasurer.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

None.

The next regularly scheduled town council meeting will be February 12.

Meeting adjourned at 7:42 pm.

TOWN COUNCIL, TOWN OF N. MANCHESTER

Jim Smith, President

Laura Rager, Vice-President

Tom Dale

Allen Miracle

Gary Montel

ATTEST

Carrie Mugford, Clerk-Treasurer