

FEBRUARY 12, 2025

TOWN COUNCIL MEETING

Those present:

Jim Smith	Carrie Mugford	Cam Kissinger	Chris Harrison
Allen Miracle	Matt Mize	Shannon Carter	Daniel Working
Gary Montel	Nate Birch	Ryan Shock	Cheryl Working
Chalmer Tobias	Craig Walters	Alex Downard	Alison Daniel
Adam Penrod			

Those absent: Laura Rager. A quorum was attained.

The February meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on February 12, 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 12/04/24, 12/18/24 and 01/08/25 meetings were presented for approval. Motion to approve the minutes as presented: Tobias/Montel. Motion passes unanimously.

VISITOR COMMENTS

None.

UPDATES

Council President Jim Smith introduced Cheryl Working, founder of Daniel's Place. Working provided renderings from MKS of the new facility that will be located at the corner of Market and Seventh streets. There will be individual bedrooms for overnight guests as well as day service settings. Daniel's Place currently provides respite services out of Zion Lutheran Church all year long from 7:00 am to 11:00 pm. Guests include individuals with all abilities from birth to end of life. Working has spent significant time seeking grants and funding sources to see the new facility come to life. Funding from United Way, Stellar Pathways, and anonymous donations have gotten them 95% to the goal including an endowment for future maintenance. The goal is to break ground this summer. Working is partnering with AWS Fort Wayne to install immersive playground equipment at Warvel Park and is planning to integrate guests into the community. Councilmember Allen Miracle asked about the prevalence of this kind of facility in Indiana. Working explained that this is only the second facility of its kind in Northern Indiana. Families travel many miles to utilize respite care and will sometimes relocate to communities that provide these kinds of needed services. Respite allows caregivers to rejuvenate and be better caregivers. Daniel's Place currently has 2 full time and 12-15 part time providers. Additional staff will be added as necessary. Daniel's Place is reliant on grants, donations, and business partnerships as all services are private pay based on family circumstances. Medicaid waivers are not accepted because they limit the services that can be provided. Allison Daniel is the new executive director who is focusing on marketing and making sure the public is aware that the services are available. Daniel's Place was incorporated in 2018 and currently has a 12-member board of directors. Councilmember Chalmer Tobias noted how perfect the location is for the new building. Smith thanked Working for the update and stated that council looks forward to touring the new building.

President Smith introduced Chris Harrison of Commonwealth Engineers. Harrison gave updates on the water projects in progress. The new water meter bids will be opened at the end of the month and a recommendation will be brought to the March council meeting. SRF funding applications are prepared and ready to be submitted. A monthly project packet was included in the council packet. Council expressed their appreciation of the written updates in the packet.

UNFINISHED BUSINESS

1. Authorization of Prepayments, GO#13, Third Reading – Clerk-Treasurer Carrie Mugford read general ordinance #13, 2024, by title only. Motion to approve GO#13 on third reading: Tobias/Montel. Motion passes unanimously. Mugford thanked council for their approval of this ordinance in a time when many projects are happening and it may be needed.

NEW BUSINESS

1. Community Crossing Match Grant 2024/2025 Bid Award – Town Manager Adam Penrod noted that the list of streets for the Community Crossing Match Grant was a little smaller this year to compensate for reduced MVH revenues from the state. Three bids were received on time and opened as follows:

Gaunt & Son: \$395,311.25, Alt A: \$29,413.00

Phend & brown: \$404,545.00, Alt A: \$42,200.00

Brooks Construction: \$485,071.00, Alt A: \$59,650.00

Penrod explained that bids came in below engineer's estimate so bid alternate A will be considered along with a small crack seal bid from Pavement Solutions. Penrod recommends approving Gaunt & Son Asphalt for the next Community Crossing Match Grant. Motion to approve: Tobias/Miracle. Motion passes unanimously.

2. TIF College Row, Resolution #3, 2025 – Town Manager Penrod explained the part of the funds from the Lilly CCC grant have been set aside for housing development on the south side of College Avenue between Ruse and Wayne. A development corporation is working to build shared wall townhomes known as College Row Housing. The primary target is Manchester University faculty and staff but will also be available to the public. All homes will be owner occupied. The plan is to build 20 units with the first phase seeing 6 units built. Part of the development costs will be offset by Tax Increment Financing. The Redevelopment Commission has agreed to work with the development group and establish a TIF area to capture the increased assessed value as it is created. The RDC and Plan Commission have already passed declaratory resolutions approving the plan and the economic development area. Now the council will consider a resolution to approve the Plan Commission order approving the plan and area. Lastly, the RDC will hold a public hearing and consider a confirmatory resolution. Clerk-Treasurer Mugford read resolution #3, 2025, verbatim. Motion to approve: Miracle/Tobias. Motion passes unanimously.

3. JPR (LOMA Proposal) – Town Manager Penrod explained that another Lilly CCC grant project is the Eel River Commons Park and accompanying improvements to the south river bank area behind downtown buildings. The alleyway is degrading and improvement will increase utilization and enhance property values. One of the initial steps is to complete a Letter of Map Amendment to remove downtown properties out of the flood plane map. The contract from JPR is not to exceed \$29,600 and includes all work necessary to submit LOMA on behalf of 16 downtown properties. Each property owner will benefit because they will no longer be required to have flood insurance. The contract will be paid from Lilly funds and property owners are aware of this process. It is a savings of \$1,000-\$2,000 for each property owner. Motion to approve the JPR contract: Miracle/Tobias. Motion passes unanimously.

4. MKM Pedestrian Bridge Design Proposal – Town Manager Penrod explained that part of the proposed Eel River Commons Park is a pedestrian bridge across the river over to the Mill Street pavilion. MKM would like to better understand what steps are necessary to complete the bridge in the future and how to design the rest of the park considering the bridge requirements. This will include understanding environmental permitting from Army Corps of Engineers, DNR, IDEM, and any other state or federal agency that will have to approve a project in the river. This contract will be paid for by the Lilly Grant. There will be 50% schematic work to build a budget and provide details necessary for the Read Grant. The MKM contract is \$75,000. Motion to approve: Tobias/Miracle. Motion passes unanimously.

5. Permission to Purchase Hybrid Police Vehicle – Town Manager Penrod reminded council that Police Chief Nate Birch encumbered funds to purchase a new police patrol vehicle. Birch located a Ford Interceptor on the City Ford lot in Columbia City. Birch stated he prefers the hybrid vehicles for the department because they get better gas mileage than non-hybrid vehicles. The cars aren't driven a lot of miles at high rates of speed but they do sit and idle a lot. The department will be keeping the Traverse to use as an extra when a patrol car is in the shop. It will be decommissioned for use by other departments to travel out of town. Penrod noted that Birch did request quotes from other local Ford dealerships. Motion to approve purchase of a hybrid Ford Interceptor from City Ford: Tobias/Montel. Motion passes unanimously.

6. Jones & Henry Water Main Design Agreement – Town Manager Penrod stated that the County expects to begin construction on the South Market Street bridge this fall. The scope of work includes right next to town hall and up to the highway right of way. Replacing water main to that point will create a jog on older pipe and inevitably cause problems in the future. The county is paying for a new water main river crossing including up to the town parking lot. However, it is important to create a new tap and tie into the water main across the street on the northwest corner of Main and Market. This will also add valving on each side for water main isolation. This contract is for design, bid documents, and construction services to bring the water main across the highway. In addition, Jones & Henry has been working with INDOT to facilitate the highway road closure while it is open cut for water main installation this summer. Cost of the contract is not to exceed \$18,000. Motion to approve Jones & Henry contract: Tobias/Montel. Motion passes unanimously.

7. Road Cut Hold Harmless INDOT Approval – Town Manager Penrod explained that council must approve an alternate route when the highway is shut down for water main replacement and agree to hold INDOT harmless in the event local roads are damaged during the requested closure. This is the same process as when the highway is closed for festivals. Motion to approve the INDOT hold harmless form: Tobias/Miracle. Motion passes unanimously.

8. Permission to Write off FY 2022 Outstanding checks - Clerk-Treasurer Mugford noted that part of the new year process is determining stale checks and requesting permission to clear them from the books. The checks on this list were originally written in 2022. The utility department list includes 9 checks for a total of \$231.08 and the town list is 1 check totally \$52.00. Mugford explained that these checks represent meter refunds that are sent to people at a time when they are moving and often get lost. The utility is moving toward returning meter deposits electronically to eliminate misplaced paper checks. Motion to write off 2022 stale checks: Miracle/Montel. Motion passes unanimously.

9. Behavior in Public Building, Barnes & Thornburg, GO #1, 2025 – Town Manager Penrod remarked that working with the public is not always easy and conversations are not always calm and pleasant. This ordinance is being considered for the safety of all employees so that they can

know that they can come to work and be safe. This ordinance will allow for repercussions if someone crosses the line of civil behavior with our employees. Municipal attorneys from Barnes and Thornburg drafted this ordinance to state what conduct is not allowed on town owned property and accompanying penalties including, but not limited to, trespass and fines. This ordinance will be posted in all buildings and will be enforced by law enforcement. Clerk-Treasurer Mugford read general ordinance #1 verbatim. Motion to approve GO#1 on first reading: Tobias/Miracle. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Police Dept. – Report included in packet. Police Chief Nate Birch reported that the department escorted Manchester Community school buses to the Shrine Circus in January. Officer Dylan Mack has resigned from the department.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that Brandon Whitcraft, Cody Meeks, and Matt Ozenbaugh all passed the instructor 1 class and are all certified instructors.

Building Commissioner – Report in packet.

Plan Commission – Met January 27 to consider and approve the TIF plan and area.

Board of Zoning Appeals – No meeting.

Traffic Commission – No meeting.

Parks & Recreation – Report in packet. Town Manager Penrod reported on behalf of Jennifer Hotchkiss that the pickleball court grant application was submitted. Tim McLaughlin's last minute fundraising efforts brought the total matching funds to over \$120,000. The total project, including lights, will be completed if the grant is awarded.

Town Life Center –

Tree Advisory – Minutes included in packet.

Grow Wabash County – Town Manager Penrod reminded council that the State of the Community breakfast is February 20.

Redevelopment Commission – Town Manager Penrod reported that the RDC met earlier this afternoon to select officers and discuss possible projects for the next year.

MEDCOR – No meeting.

Solid Waste – Minutes included in packet.

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

Public Works – Street Superintendent Craig Walters reported that his department is ready for spring and has spread more salt and sand than most years. Wastewater Superintendent Shannon Carter reported that Steve Landrigan is taking the wastewater test prep course and is doing well.

Water Superintendent Ryan Shock reported that all 5 wells and 2 high service pumps were serviced. The report came back that everything is normal and within limits. The plant is still pumping more than it should so they are on the lookout for leaks. Please report any suspicious standing water. Water softening salt had to be delivered from a secondary source for one delivery but is back to the original contractor now.

TOWN MANAGER'S REPORT

Town Manager Penrod reported that the Eel River Commons Park will have a construction manager to oversee pay applications and manage sub-contractors. The arrangement will be construction manager at risk, similar to when the aquatic facility was built. The construction manager will have a not to exceed project amount and they assume the risk to reduce overages. The construction manager can self-perform up to 20% of the work. Request for proposals have been received and a committee will conduct construction management interviews next week. A recommendation will be brought to the March meeting.

The downtown revitalization planning grant committee met and approved plan revisions. Penrod noted that the committee was very good and looked over the plan carefully. The revised plan has been submitted to OCRA for review. Once it is approved by OCRA, it will come back to council for a public hearing and approval. It will then become the downtown revitalization plan.

Penrod stated that he has been certified as the employee in responsible charge for INDOT. This required a training course and will be renewed annually.

The current Manchester Mile project estimates will require all of the Stellar Pathways money set aside from INDOT. The sidewalks to the east of town can still be submitted in the competitive round of the highway safety grant. The sidewalk is still in the strategic investment plan.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$678,499.62 and the Public Works docket totaling \$206,038.63 were submitted for payment. Motion to pay our obligations: Tobias/Miracle. Motion passes unanimously.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

None.

The next regularly scheduled town council meeting will be March 5.

Meeting adjourned at 7:58 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