

NOVEMBER 6, 2024

## TOWN COUNCIL MEETING

Those present:

Jim Smith	Carrie Mugford	Cam Kissinger	Maddy Shultz
Laura Rager	Matt Mize	Dave McVicker	Tom Brown
Allen Miracle	Nate Birch	Brandon Whitcraft	Kody Cook
Gary Montel	Jennifer Hotchkiss	Jeremy Hardy	Dave Parker
Chalmer Tobias	Craig Walters	Chris Harrison	David Unhoch
Adam Penrod	Shannon Carter	Alex Downard	

Those absent: None. A quorum was attained.

The November meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on November 6, 2024, 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 10/02/24 and 10/16/24 meetings were presented for approval. Motion to approve the minutes as presented: Tobias/Rager. Motion passes unanimously.

### **VISITOR COMMENTS**

Council President Jim Smith responded to comments from the October council meeting regarding Quality Quick Lube property and the number and placement of parked cars on the property. This issue has been addressed with the building commissioner. The business is permissible under the current zoning ordinance. The vehicles blocking views of traffic will be removed. Additional signage will be installed to discourage customers from parking improperly.

Council President Smith responded to comments from October concerning additional trash generated at the new park behind downtown. This park is still being designed and will have trash receptacles just like any other park. The concern that two individuals trespassed on private property is best handled by the police department and the county prosecutor.

### **PUBLIC HEARING**

Clerk-Treasurer Carrie Mugford explained that a public hearing is required for the requested additional appropriations. The public hearing allows residents the opportunity to voice any concerns that may arise about spending cash on hand beyond the original approved budget. Mugford reiterated that this has nothing to do with getting additional money, it is just the permission to spend the money already received. Smith opened the public hearing. No comments were heard. Smith closed the public hearing.

### **UPDATE**

Jeremy Hardy, Commonwealth Engineers, gave an update on the sewer hydraulic study. This is the follow up modeling that was to be done per the Long Term Control Plan. The modeling showed that project 9 has to be expanded to include below grade storage. Project 10 will also include additional storage capacity. Commonwealth has been in communication with Rural Development to update funding options. Funding for these projects will be a combination of Rural

Development, possibly broken into phases, and State Revolving Fund. Each source has its own repayment timetable and interest rate. Hardy acknowledged that part of the planning process is to ensure that contractors aren't on site at the same time. Town Manager Adam Penrod explained that the original data for the LTCP was from 2008. The current modeling reassessed the wastewater system after 8 projects have been completed. Improvements in modeling technology give a more accurate picture of the system and are more predictive of how the system handles storm events. Penrod commented that knowing the system is still undersized allows the current projects to be designed appropriately. Hardy stated that the current design is the most cost-efficient and least environmentally impactful and mimics the original LTCP while doubling capacity. Smith thanked Hardy for the update.

### **UNFINISHED BUSINESS**

1. Water Bond Ordinance, GO#11, Second Reading – Town Manager Penrod explained that this is second reading for the water bond ordinance. There are 8 proposed projects for the water utility. The initial bond anticipation note will provide bridge funding to get engineering started and water meters purchased before the bond is closed. The bond is not to exceed \$15,900,000. There are still multiple moving parts to determine the exact scope of work. Chris Harrison acknowledged the work done by the water department to identify the material in each service line. This information is valuable when determining what needs done at each meter location. Clerk-Treasurer Mugford read general ordinance #11 by title only. Motion to approve GO#11 on second reading: Tobias/Rager. Motion passes unanimously. Motion to suspend the rules and move to third reading: Rager/Tobias. Motion passes unanimously. Clerk-Treasurer Mugford read GO#11 by title only. Motion to approve GO#11 on third reading: Rager/Tobias. Motion passes unanimously. Motion to reinstate the rules: Tobias/Rager. Motion passes unanimously. The ordinance in its entirety is available for review at town hall.

### **NEW BUSINESS**

1. Commonwealth Water Project Design Contracts – Town Manager Penrod confirmed that Commonwealth Engineers are the selected engineers for the proposed water improvement projects. With the water bond approved, council can consider executing a contract with Commonwealth. The contract is not to exceed \$872,742 for the design work for the 8 water projects. The final scope of work will determine the final cost. This contract is included in the bond and will be paid from proceeds of the bond. Councilmember Gary Montel asked if the majority of the projects are federally mandated. Penrod responded that the federal government is requiring all lead to be removed from service lines but these projects also include the replacement of failing water mains and water meter upgrades. All of these projects will decrease utility interruptions to residents and increase customer service. Harrison noted that another benefit will be increased fire flows in the event of a fire emergency. Motion to approve the Commonwealth Engineering design contract for water utility improvements: Rager/Miracle. Motion passes unanimously.

2. Baker Tilly Water BAN and Bond Service Contract – Town Manager Penrod confirmed that with an approved water bond the town needs a fiscal advisor to facilitate the bond process. The bond requires parity work (\$6,000), bond anticipation note issuance (\$20,000), and due diligence for the debt service and bond issuance (\$65,000). This contract can be paid from cash on hand or can be rolled into the bond. Motion to approve the Baker Tilly bond service contract: Tobias/Miracle. Motion passes unanimously.

3. 2025 Salary Ordinance, GO#12 – Clerk-Treasurer Mugford read general ordinance #12, the 2025 salary ordinance, verbatim. Motion to approve GO #12 on first reading: Rager/Tobias. Motion passes unanimously.

4. Additional Appropriation Consideration, Res #14 – Clerk-Treasurer Mugford read resolution #14 verbatim. This resolution is requesting permission for additional appropriations beyond the original budget and reducing appropriations in the 2024 annual budget so that they can be used in the 2025 annual budget. Additional appropriation requests are: Parks, \$50,000 and Park Revolving, \$4,600. The budget reduction requests are: ARPA, \$800,000 and Revolving Loan, \$110,000. Motion to approve resolution #14: Rager/Miracle. Motion passes unanimously.

5. APEX Survey Contract for the Manchester Mile – Town Manager Penrod explained that the council is considering the contract with APEX for survey work to be done for the Manchester Mile project. However, the Lily Community College Collaboration grant money will pay the invoices. This will be a one-mile designated path from Main up Market to College over to Manchester University. The town has worked with APEX for the past several years on Community Crossing Match Grant projects and they do a good job. The contract amount is \$46,807. The Community Foundation of Wabash County will receive money from Manchester University and then pay invoices as received. Motion to approve the APEX contract: Rager/Tobias. Motion passes unanimously.

6. JPR Design Scope Contract for the Manchester Mile – Town Manager Penrod explained that JPR will create two concepts for the design of the Manchester Mile. Once the concept is chosen by the steering committee, JPR will finish the design of the designated pathway. The JPR design scope contract is not to exceed \$23,000. Penrod noted that the first Manchester Mile steering committee meeting will be held November 14. Motion to approve the JPR design scope contract for Manchester Mile: Tobias/Rager. Motion passes unanimously.

7. JPR Preliminary Environmental Contracts for Eel River Commons – Town Manager Penrod explained that another project supported by the Lilly CCC grant is Eel River Commons. This park is located south of downtown in the bend of the river. This area needs to have some environmental work done like wetland delineation, ordinary high water mark, and a check for endangered bat habitats. The work can be done before winter arrives and the river freezes. JPR is not the main engineer for this project but will work with MKM. The contract for preliminary work is not to exceed \$14,800. Motion to approve the JPR preliminary environmental contract: Tobias/Miracle. Motion passes unanimously.

8. MKM Project Design Contract, Eel River Commons – Town Manager Penrod stated that MKM will be the primary architects for Eel River Commons. Stage 1 to get to 50% design and through the permitting phase is scheduled to be \$135,000. This project will also include bank stabilization on the north side of the alley. Motion to approve the MKM design contract: Tobias/Miracle. Motion passes unanimously.

Council President Smith acknowledged the number of projects going on around town that are not supported by property taxes. Multiple grants, ARPA funds, and user fees will pay for the improvements the town will see in the next few years. All the grants are appreciated but also very time consuming. Smith thanked the staff and consultants working on the various endeavors.

9. Center for History, Request for Funding – Council President Smith introduced Tom Brown to present the Center for History request for funding. Brown took a moment to talk about his service on various boards and to thank the council for their service. Brown then spoke on the many programs offered at the museum and invited everyone to participate. There is also a lineup of guided trips planned to take residents to places and programs around the state. Smith acknowledged receipt of the request paperwork and stated that a decision will be made at the next regularly scheduled council meeting.

#### **DEPARTMENTAL & COMMISSION REPORTS**

Police Dept. – Report included in packet. Police Chief Nate Birch reported that Officer Alex Vice was sworn in October 3. Vice was previously employed by the Noble County Sheriff Department and is quickly learning the town. Birch reported that Wabash County is considering a new digital record keeping network. The software called Caliber being considered is more efficient and more widely used. The initial fee will be \$32,000 with an annual fee of \$7,100. This switch has to be a collaboration with all county law enforcement but the final decision has not been made yet. Birch stated that another round of interviews was conducted yesterday with a good group of six candidates. Birch will be ordering a car during the Ford order window. This does not obligate the town to purchase the vehicle, but there won't be one to purchase if an order isn't initiated. Council will discuss the purchase of a new vehicle after the first of the year.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that the department was not awarded the Assistance to Firefighter Grant and will submit a new application in the next round. Applications for full time fire truck driver are being accepted until tomorrow. Kissinger plans to conduct interviews in the next few days and have a recommendation to hire at the December council meeting.

Building Commissioner – Report in packet. Building Commissioner Dave McVicker reported that two more villas are being built at Chester Heights.

Plan Commission – Did not meet.

Board of Zoning Appeals – Did not meet.

Traffic Commission – Did not meet.

Parks & Recreation – Report in packet. Park Director Jennifer Hotchkiss reported that the pumpkin hunt event on October 28 was well attended. Hotchkiss thanked the police and fire departments for attending and handing out lots of candy. Hotchkiss reported that Kiwanis donated 3 red maple trees and America in Bloom donated 3 honey locust trees that have been planted at the South Mill Street Pavillion. They look very nice. The swim season is going strong and keeping the facility busy.

Town Life Center –

Tree Advisory – Report in packet.

Grow Wabash County –

Redevelopment Commission – Town Manager Penrod reported that the RDC met October 9 to approve the new required annual spending plan. The spending plan is an estimate of what

funding will be used and for what developments. Penrod asked council to acknowledge receipt of the plan. The RDC will meet December 11 to hold a public hearing and discuss proposed town homes on College Avenue. The RDC is considering creating a residential TIF district to capture revenue from increased assessed valuation that will offset the cost of developing the homes.

MEDCOR – Did not meet.

Solid Waste – Minutes included in packet. Councilmember Gary Montel reported that Solid Waste had a short meeting on Monday. Street Superintendent Craig Walters reported that the recycling containers at the street barn are getting more use all the time. They are being emptied by Republic Services more than once a week.

Storm Water Board – Did not meet.

Public Works – Street Superintendent Craig Walters reported that multiple Bradford pear trees were removed at the corner of Market and Damron. The visibility at that intersection is much better now. Walters estimates that leaf pickup is about ¼ complete. The new leaf machine ordered 5 months ago is estimated to be delivered in August. The current leaf machine is broken and the department is now renting a machine to get through the season. Wastewater Superintendent Shannon Carter reported that the effluent meter is installed and is helpful for reporting to the state. Steve Landrigan will be taking the test to become a certified operator at the plant.

### **TOWN MANAGER'S REPORT**

Town Manager Penrod reported that the current round of Community Crossing Match Grant award announcements should be tomorrow.

The improvements at the South Mill Street pavilion are continuing. The light pole bases have been constructed and the light poles should be delivered next week and installed shortly thereafter.

The Stellar Pathways strategic investment plan was delivered October 31. Projects included in the plan will benefit all Wabash County communities. Initiatives that will directly benefit North Manchester are additional funding for Daniel's Place, Manchester Mile additional enhancements, and the creation of sidewalks on St Rd 114 toward St Rd 13.

### **CLERK-TREASURER'S REPORT**

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$730,259.19 and the Public Works docket totaling \$233,422.94 were submitted for payment. Motion to pay our obligations: Tobias/Rager. Motion passes unanimously.

### **VISITOR COMMENTS**

None.

### **COUNCIL COMMENTS**

Laura Rager expressed her appreciation for all the poll workers who spent a very long day working on election day.

The next council meeting is scheduled for December 4.

Meeting adjourned at 8:02 pm.

TOWN COUNCIL, TOWN OF N. MANCHESTER

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Jim Smith, President

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Laura Rager, Vice-President

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Allen Miracle

\_\_\_\_\_  
Gary Montel

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Chalmer Tobias

ATTEST

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Carrie Mugford, Clerk-Treasurer