

June 1, 2022

TOWN COUNCIL MEETING

Those present:

Jim Smith	Carrie Mugford	Cam Kissinger	Eric Christiansen
Laura Rager	Matt Mize	Craig Walters	Maddie Shultz
Tom Dale	Jennifer Hotchkiss	Shannon Carter	Eric Lambert
Gary Montel	Dave McVicker	Nate Birch	Alex Downard
Adam Penrod	Ryan Shock	Jeff Hersha	Chalmer Tobias

Those absent: Allen Miracle. A quorum was attained.

The June meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on June 1, 2022 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 05/11/22 and 05/18/22 special meetings were presented for approval. Motion to approve the minutes as presented: Rager/Montel. Motion passes unanimously.

VISITOR COMMENTS

None.

UPDATES

Jeff Hersha, Jones & Henry Engineering – Hersha provided the full wastewater preliminary engineering report for council. The water PER is still waiting on information from Peerless Midwest about the filter media at the water plant. Hersha confirmed that the filter media must be replaced, it is not an option to do nothing. The water PER will hopefully be finished by the July council meeting.

The town is required under the agreed order of the long term control plan to make upgrades to the 60+ year old wastewater system. The system is ready for the final phases of the LTCP. Hersha gave an executive summary of the wastewater PER. The plan recommends use of existing concrete tanks and plant infrastructure, not demolishing and building a new plant.

Once council agrees to the PER, there will be a public hearing followed by a resolution to formally approve the report and utility rate studies will begin. There will also be review by IDEM and SRF. Once the PER is reviewed and approved by the state, then the design phase will begin. Hersha noted that most communities move right into design phase while moving through SRF approval.

Council President Jim Smith stated that the council will review the wastewater PER and discuss. The council will move forward when the water report is ready. The water and wastewater public hearings, resolutions and rate studies will happen at the same time.

UNFINISHED BUSINESS

1. One Time Alcohol Allowance (Center for History) – GO#1, Third Reading – Clerk-Treasurer Carrie Mugford read general ordinance #1 by title only. No new details for the event. Motion to approve GO#1 on third reading: Montel/Rager. Motion passes 3-0. Miracle absent and Dale abstain.

2. One Time Alcohol Allowance (Second Fridays) – GO#2, Third Reading - Clerk-Treasurer Mugford read general ordinance #2 by title only. No new details for the event. Motion to approve GO#2 on third ready: Montel/Rager. Motion passes 3-0. Miracle absent and Dale abstain.

NEW BUSINESS

1. Baker Tilly Water and Wastewater Utility Rate Study Proposal – Penrod confirmed that plans are coming together and studies are being done so that work can begin to replace aging infrastructure. A study of the utility fees and charges is necessary to know what utility rates need to be to support the needed improvements. Councilmember Gary Montel remarked it is too early in the process to determine how much is going to be spent. Penrod explained that by the time the rate study is complete the project costs will be available. Baker Tilly will also complete calculations for the utility receipt tax repeal. Penrod noted that it has been 5 years since the last rate study. The Baker Tilly contract amount for water and wastewater rate study is \$8,500 per utility. Motion to sign the engagement letter with Baker Tilly: Montel/Rager. Motion passes unanimously.

2. Bid Award Recommendation for South Mill Street Pavilion Material – Penrod stated that approving the bid for materials is the first step to getting the South Mill Street pavilion started. The extended lead time on steel makes it necessary to get material ordered and then work on design and construction. The lead time for steel is now 20-22 weeks. One bid for material was received and opened May 18. The base bid of \$187,306 was from Western Steel Buildings. Penrod recommends moving forward and getting steel ordered. MKS will then lead the project into the next phase. Councilmember Tom Dale asked if there are any estimates on construction cost. Alex Downard, MKS, stated there are still too many variables in the design to guess at construction cost. The next package to bid will be dirt work, concrete, and construction. Downard is hopeful that the bid package will have multiple bidders to keep costs reasonable. Penrod commented that only one bidder for the material indicates that there is plenty of work available for contractors. Downard stated that he did meet with Western Steel to ensure all pieces required for construction are included in the bid. Downard gave his recommendation to move forward with Western Steel. Motion to approve the purchase of materials for the South Mill Street pavilion: Rager/Dale. Motion passes unanimously.

3. Fire Department Request to Purchase 800 MHz Radios – Penrod stated that Fire Chief Cam Kissinger has been working on replacing radios to better communicate with fire departments in surrounding counties. Kissinger stated that the radios the department has now are not able to talk to Kosciusko County or Huntington County. The lack of communication inhibits mutual aid. Kissinger presented a proposal to replace radio units in four trucks. The police department recently donated 5 spare portable radios to the fire department. Kissinger feels that the purchase of 4 truck mounted radios and the 5 donated portable radios will increase communication between departments and increase safety. The quote from J&K Communications to provide, install and program 4 truck mounted radios is \$36,247.34. Firetrucks 602, 603, and 605 have outdated Kenwood radios that are over 10 years old. This will be a move toward coordinating with the other Wabash County fire departments. Kissinger commented on the need for an 800 MHz tower to be constructed in town because Manchester is on the outskirts of five towers in the surrounding area. Not having a tower close enough causes many radio dead spots in town. Kissinger is looking for grants to help pay for a new radio tower in town. Penrod recommended using monies from the EMS fund to purchase the radios from J&K. Fire department equipment is an appropriate use of EMS funds. Council Vice President Laura Rager asked if radio equipment could lease a spot on the existing communication towers in town. Kissinger replied that to be on the state radio system it must be a stand-alone structure. Rager requested that the process of

putting radio infrastructure on an existing tower be further investigated. Motion to approve purchase of 4 truck mounted radios from J&K: Rager/Dale. Motion passes unanimously.

4. Community Foundation Nonpermanent Fund Creation, Resolution 3 – Penrod acknowledged that the pavilion on South Mill Street is a significant project. Engineer's estimates are near \$1,000,000 to complete construction of all amenities. The council has pledged \$500,000 of CEDIT dollars towards the project. The pavilion committee is hoping to have a public/private partnership with significant fundraising. By creating a donation fund at the Community Foundation of Wabash County the donations will be tax deductible. The fund has already been created at the Community Foundation. The resolution before council tonight designates signatories for the fund which will be the town manager and the clerk-treasurer. Smith observed that the same process was followed when the community pool was built. Mugford read resolution #3 verbatim. Motion to approve: Rager/Montel. Motion passes unanimously.

5. Manchester Early Learning Center Request for Funding – Clerk-Treasurer Mugford stated that the council heard the original request for funding at the May 18 special meeting at town hall. Chalmer Tobias and Jim Chinworth presented a request for \$25,000 for MELC. The written request and updated financials were also presented. Mugford noted that MELC is in a better financial position and this contribution will allow them to continue to hire and retain qualified staff. Motion to approve MELC funding request: Rager/Montel. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Police Dept. – Report Included.

Fire Dept. – Report Included. Fire Chief Cam Kissinger reported that all SCBA equipment has been tested and passed. The aerial ladder has been tested and passed inspection. Kissinger and Whitcraft were Center for History volunteers when elementary students visited the museum and did a great job. Rager remarked that the Center for History greatly appreciates their time and so did the 3rd graders. Kissinger stated that fireworks will be at the high school on July 2 with a rain date on July 3. The volunteers are planning a pancake breakfast in September.

Building Commissioner – Building Commissioner Dave McVicker reported that lots of letters went out for high weeds in the last month. Penrod thanked Wastewater Superintendent Shannon Carter for doing the mowing at high weed properties.

Plan Commission – There was no May meeting.

Board of Zoning Appeals – Report Included. McVicker reported that BZA considered 4 items at the June meeting. Two fence and two sign requests were all approved.

Traffic Commission – Did not meet

Parks & Recreation – Report included in packet. Park & Recreation Director Jennifer Hotchkiss reported that the dog park construction contract has been signed. The fencing will begin once the contractor is available. The slide at the pool is being reinstalled now that the required lift is finally available. Hotchkiss is pleased with the work and stated everything looks brand new. The steam room will be open later this week after repairs are completed. Summer break camp started with around 40 kids the first two days. It is going to be a busy summer.

Town Life Center – Nothing to report.

Tree Advisory – Minutes included in packet.

Grow Wabash County – Nothing to report.

Redevelopment Commission – Jim Smith reported that the RDC met and held a public hearing, giving overlapping taxing units the opportunity to request pass through assessed valuation from TIF properties. No taxing units attended the meeting.

MEDCOR – Did not meet.

Solid Waste – Nothing to report.

Storm Water Board – Did not meet.

Public Works – Reports Included. Wastewater Superintendent Shannon Carter reported that the guys have been mowing high weeds and replacing mower blades. The final payment was made on the chemical feed project.

Street Superintendent Craig Walters reported that spring clean up went well. Two full crews allowed them to work faster and it was over in 3 ½ days. Walters commented that lots of residents are using the yard waste pile at the plant making less to pick up around town.

Water Superintendent Ryan Shock reported that Maple Street repairs have been done before the concrete and sidewalk work started. A small water main was added on Maple Street. The roads should be ready for paving soon. Shock reported that the meter readers are using bicycles to get around town. Bicycles make the process more efficient and gets the guys some exercise. They are becoming a popular sight around town.

TOWN MANAGER'S REPORT

Town Manager Adam Penrod reported that Imagine One 85 has scheduled a joint plan commission meeting on June 17 at 7:00 pm at Wabash High School. The meeting is open to the public and will include a public hearing. Each plan commission will adopt a resolution approving the plan and recommending it to the proper legislative body.

Ogan's landing canoe launch repairs continue. Gaunt and Son Asphalt should be bringing in precast sections of concrete ramp next week and placing boulders. It is estimated to take about a week to get the project complete.

Grossnickle Ditch has been bid and awarded by the county. The contractor may get started yet this summer when the ground is dry.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$712,353.05 and the Public Works docket totaling \$234,437.78 were submitted for payment. Motion to pay our obligations: Rager/Dale. Motion passes unanimously.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

None.

Meeting adjourned at 7:55 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