

September 7, 2022

TOWN COUNCIL MEETING

Those present:

Jim Smith	Carrie Mugford	Jennifer Hotchkiss	Diane Randall
Laura Rager	Matt Mize	Ryan Shock	Barb Amiss
Gary Montel	Jim Kirk	Shannon Carter	Eric Lambert
Allen Miracle	Cam Kissinger	Dave McVicker	Clint Bischoff
Adam Penrod	Craig Walters	Alex Downard	

Those absent: Tom Dale. A quorum was attained.

The September meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on September 7, 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 06/01/22, 07/06/22, 07/28/22, 08/03/22, 08/24/22, 08/31/22 meetings were presented for approval. Motion to approve the minutes as presented: Rager/Montel. Motion passes unanimously.

VISITOR COMMENTS

Clint Bischoff, 244 N Main Street, Laketon, submitted pictures of local sidewalks taken while out riding his skateboard. Some sidewalks are fixed and some are not. Bischoff fell and hurt himself on one of the sidewalks that need repair. Bischoff remarked that trees have been planted too close and are tearing up sidewalks, sewers, and other infrastructures. Bischoff asked if the sidewalks belong to the town or the residents and who has the responsibility to repair the sidewalks. Bischoff then asked if there is money set aside for a new communication tower yet.

UPDATES

1. North Manchester Public Library – Diane Randall, Director of North Manchester Public Library, gave a synopsis of the recently completed summer reading program. This year had a Marvel superhero theme and the kids loved it. Five hundred children participated and read for over 5,000 hours. Seventy-one teens and two hundred adults also participated. The library hosted a record number of visitors in June and July numbering over 15,000. Randall appreciates the 43 community sponsors that support the summer reading program. Randall announced that the library is going Fine Free. Fines are not effective to prevent late materials and often create a barrier to getting the materials back to the library. This does not mean Fee Free if there is damage or loss of materials. The library is implementing new software to help those who use the computer labs. One lab for adults and one for children are free to use and will now be easier to access. Randall announced that Sarah Morbitzer is developing neurodiverse resources in the children's department. Parents can use the resources to determine if they are effective and worth purchasing for home use. The library also offers home school kits for learning in subjects such as art, science, and Spanish. The Dirt Diggers group learn about landscaping and growing food and flowers. Randall is excited about the recently added Little Free Library on the west side of the building. This is a place where residents can take or leave books at any time. The library collaborates with several local entities, including: BABE of Wabash County for free early childhood supplies and the Center for History for story time and nature education. This fall a new

3' x 7' electronic message center (digital sign) will be installed. Funding for the sign was provided by Friends of the Library and Shepherds Center. Randall thanked the council for their support. Council Vice President Laura Rager expressed her appreciation for everything the library does to make North Manchester look better and thanked the staff for all their hard work. Council President Jim Smith echoed Rager's sentiments and commented on what an asset the library is to the community. Council member Allen Miracle remarked North Manchester is a great place to raise kids with amenities like the library and the aquatic facility.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Bid Approval – Grant Street Water Project – Town Manager Adam Penrod reported that the bid opening for the Grant Street water project was held at Town Hall on September 1. Two bids were received on time. Penrod clarified that these bids are for the labor and other costs to install new fire hydrants and 1,100' of new water main on Grant, High, and Colfax. Water Superintendent Ryan Shock began ordering materials in March to have it on site and ready. This project will increase water pressure at the houses and help with fire protection. Bids received:

Knecht Development LLC: \$169,054.63

Brainard Excavating: \$189,529.00

Knecht Development is recommended as the lowest qualified bidder. Knecht is available to start the project in about 3 weeks if all remaining required material arrives. Motion to approve Knecht Development, LLC bid at \$169,054.63: Rager/Montel. Motion passes unanimously.

2. 2023 Budget Public Hearing – Council President Smith opened the public hearing for the 2023 budget. Smith explained that the budget is no longer required to be published in the paper and is now advertised on Gateway. No public comments. Smith closed the public hearing.

3. 2023 Budget Ordinance, GO #4 – Clerk-Treasurer Carrie Mugford read the 2023 budget ordinance, general ordinance #4, verbatim. Motion to approve on first reading: Rager/Montel. Motion passes unanimously.

4. Electronic Funds Payment Authorization, GO #3 – Clerk-Treasurer Mugford explained that this ordinance will create a policy to allow payments to be transacted electronically. Too many times checks sent in the mail arrive late or not at all. It is more convenient for the town and the vendor to have payments electronically transferred. Mugford read general ordinance #3 verbatim. Motion to approve on first reading: Montel/Rager. Motion passes unanimously. Smith stated that this ordinance is not controversial and asked council to consider moving to third reading at this time. Motion to suspend the rules and move to third reading: Rager/Montel. Motion passes unanimously. Mugford read general ordinance #3 by title only. Motion to approve on third reading: Montel/Rager. Motion passes unanimously. Motion to reinstate the rules: Rager/Montel. Motion passes unanimously.

5. Constitution Proclamation – Council President Smith stated that Daughters of the American Revolution requested a proclamation to proclaim September 17-23 as Constitution Week. Smith read the 2022 proclamation verbatim. Smith observed it is an important time in our history to know what the constitution says.

DEPARTMENTAL & COMMISSION REPORTS

Police Dept. – Report Included. Police Chief Jim Kirk recognized Sergeant Birch and Officer Houser who are volunteering as coaches for the Unified Flag Football team at the high school. The department has accepted two new reserve officers who will begin training soon.

Fire Dept. – Report Included. Fire Chief Cam Kissinger reported the department has had another busy month. Kissinger has applied for two grants to help with the cost of replacing SCBA equipment. The grants will be awarded by the end of the year. The Fire Department pancake breakfast is September 17. On August 26 Renz Repair performed annual pump tests on the trucks. Truck 601 and 603 passed, but 602 needed valves replaced. All repairs are complete.

Building Commissioner – Report Included. Building Commissioner Dave McVicker met with the contractor for Family Dollar today to discuss plans for moving forward with the building.

Plan Commission – Did not meet.

Board of Zoning Appeals – Report Included. McVicker reported that the BZA met and approved 2 items in August.

Traffic Commission – Did not meet. Penrod noted that the Traffic Commission will meet on Monday, September 12 at 5 pm to consider an alley closure request.

Parks & Recreation – Reports included in packet. Park Director Jennifer Hotchkiss reported that the pool was recently closed for a week for the final coat of finish on the pool deck. The fall membership discount sale is now till the end of year. The contractor chosen to install the dog park fencing went out of business. A new vendor has been chosen and plans to start in November.

Town Life Center – Hotchkiss reported WIC will be vacating, but a replacement tenant has already been found. The rent at TLC will be increasing by 15% effective October 1. Hotchkiss stated that revenues are lagging expenses and rent has not been raised in over 15 years.

Tree Advisory – Report included.

Grow Wabash County – Penrod reminded council that the GWC annual dinner is October 13.

Redevelopment Commission – Penrod reported that the RDC met to discuss residential tax increment financing.

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 Lab Technician Ron McConnell passed DMR-QA Study 42 Lab Proficiency testing. Carter explained that this test ensures the lab is accurate and correct. Carter noted that McConnell does a good job with the lab. Rick Prater and Steve Landrigan took the Vector to Bippus to clean out their main lift station on August 22.

Street Superintendent Craig Walters reported they have been busy cleaning up limbs and chipping yard debris. Fall cleanup will be at the Street Barn on October 14 from 7:00 to 4:00 and October 15 from 9:00 to 2:00.

Water Superintendent Ryan Shock reported that Manchester University has a significant water main leak on campus. Shock has been working with university staff to determine the best way to get the leak fixed. The water plant will have significant unaccountable water this month. Shock reported there is also a leak on Elm Street that will be repaired.

TOWN MANAGER'S REPORT

Town Manager Adam Penrod reported that the S Mill Street pavilion bid opening was September 1 at Town Hall. Three bids were received and are under review by MKS. Bids were 30% higher than expected. The pavilion committee will meet Friday, September 9, to discuss bid alternates and what direction to take the project.

The Grossnickle Ditch project has progressed to State Road 13. The contractor is waiting on jack and bore under the highway to be able to finish.

The Chester Heights walking trail is unofficially open. Several people have been seen using and enjoying the trail. Penrod commented that the trail is not complete until the surface layer is applied and restoration and signs are done next summer. Excited to see so much interest in it.

The utility advisory group met last week and discussed the preliminary engineering reports. Pressure testing of water infrastructure will start next Tuesday. That data is needed for the water report. Penrod is hopeful the engineer will present two finished PER in October.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$545,247.26 and the Public Works docket totaling \$275,472.11 were submitted for payment. Motion to pay our obligations: Rager/Montel. Motion passes unanimously.

VISITOR COMMENTS

Alex Downard, chair of the board of directors for Manchester Alive, commented that the organization is going through lots of transitions. Downard invited everyone to the Manchester Alive quarterly meeting this Friday, September 9 at 12:00 at the library. There will be a speaker on social meeting marketing and lunch served.

COUNCIL COMMENTS

None.

Meeting adjourned at 7:54 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