

FEBRUARY 1, 2023

TOWN COUNCIL MEETING

Those present:

Jim Smith	Carrie Mugford	Craig Walters	Maddie Schultz
Laura Rager	Matt Mize	Ryan Shock	Kody Cook
Tom Dale	Jim Kirk	Shannon Carter	Jeff Hersha
Adam Penrod	Cam Kissinger	Alex Downard	Tina Edwards

Those absent: Gary Montel, Allen Miracle. 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 1, 2023, 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 12/07/22, 12/21/22, 01/04/23, 01/04/23 executive, and 01/18/23 meetings were presented for approval. Motion to approve the minutes as presented: Rager/Dale. Motion passes unanimously.

VISITOR COMMENTS

None.

UPDATES

Alex Downard presented two hard copies and a digital copy of the full Imagine One 85 countywide comprehensive plan. Downard has been contracted since October to facilitate implementation of the plan throughout the county. The advisory board is made up of representatives from all 5 county entities and county commissioners, Community Foundation of Wabash County, and Grow Wabash County. The 8-person advisory board meets monthly. The steering committee is made up of original members who conceptualized the project and got it into implementation, meets 2 times a year. Downard prepares a director report monthly for the boards. Downard expressed his appreciation toward all entities in the county for making sure this is a living document and not letting the comprehensive plan sit on a shelf and collect dust. Downard described the four pillars of the plan and their importance throughout the county. Wabash County has for years focused on retaining local people but in this age of remote work emphasis needs to be placed on attracting new people to a great county with low cost of living. Downard asked that his monthly reports be shared with anyone who is interested and stated he will come back to council a couple times a year with updates. Town Manager Adam Penrod expressed his appreciation for the enthusiasm Downard brings to this endeavor.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. ADA Accessible Parking Space Proposal at MU, GO#9 – Town Manager Penrod introduced Tina Edwards from Manchester University. Penrod explained that back in October MU submitted a request to add an additional handicapped parking space on College Avenue just south of Hellman Hall. On January 19 the traffic commission heard and approved the request. Edwards

reported that for safety purposes, MU has gone to one dorm door accessible later at night. The current handicapped parking spaces are across the road on Wayne Street. An additional handicap parking spot on College Avenue will keep those students closer to the open doors. Penrod stated that the traffic commission unanimously approved the request. This parking area is only for students and no community parking will be impacted. Penrod confirmed with Town Attorney Matt Mize that the no overnight parking in this area will be amended to allow overnight parking in this spot. This change will be added for second reading. Clerk-Treasurer Carrie Mugford read general ordinance #1 verbatim. Motion to approve GO#1 creating additional handicapped parking on College Avenue on first reading: Dale/Rager. Motion passes unanimously.

2. Wastewater Digester Upgrade Design & Bid Contract, Jones & Henry Engineers - Town Manager Penrod commented that the utility discussions of 2022 are going to continue into 2023 because of the aging infrastructure. Last year Jones and Henry Engineers completed a study of the digester processes and the condition of the digester building. There is significant damage and wear to the existing digester building, especially the roof. This contract is for design and bid of building restoration and digester process changes and get the project under contract. Jeff Hersha thanked the council for their consideration and noted that the projects could be under construction contract by summer. Penrod recommended moving forward with the Jones and Henry contract which is not to exceed \$85,800. Current project estimates are \$1,000,000 to \$1,200,000. Motion to approve the design and bid contract with Jones and Henry Engineers: Rager/Dale. Motion passes unanimously.

3. 2020 Uncashed Warrants – Clerk-Treasurer Mugford explained that every year a request is made to void checks left uncashed for over 2 years. The 6 checks being presented tonight were originally written in 2020. Mugford commented that this request may go away in the future as less checks are written and more vendors go to EFT receipt of funds. Motion to approve voiding the uncashed warrants: Rager/Dale. Motion passes unanimously.

4. Fire Department Storage Building Contract Approval – Town Manager Penrod stated that the fire department has been looking for a place to store fireworks since the Mill Street building was torn down. Fire Chief Cam Kissinger is requesting to build a new building next to the existing storage building behind the Public Safety Complex. Kissinger reported that numerous quotes for the building were solicited and 3 quotes were received. The bids that were received:

Burns Buildings: \$26,637 (+ \$3,250 for state approval and engineering) Quote does not include the concrete floor or 6x6 posts.

O&R Buildings: \$44,800

Shenkle Development: \$59,040

Kissinger recommends moving forward with the quote from O&R Building. Motion to approve the quote from O&R Building and pursue construction of a storage building: Rager/Dale. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Police Dept. – Police Chief Jim Kirk reported that Records Clerk Jenny Faust passed away on January 17. Faust worked for the town for 27 years. She will be deeply missed. Kirk announced that the department is accepting applications for a new records clerk. That position will hopefully be filled before the end of the month. Sergeant Rebholtz and Chief Kirk recently attended the police chiefs conference in Indianapolis where over 200 chiefs were in attendance.

Fire Dept. – Fire Chief Cam Kissinger reported that a grant for 4 SCBA was not received. Kissinger will continue applying for grants to assist with the expense of the new equipment.

Kissinger reinforced that the equipment needs replaced soon. The fire department has been testing Motorola 800 radios. Those tests are going very well and the radios appear to work everywhere in town. Kissinger stated that 6 firefighters were fitted for new gear and it will be delivered in 90 days.

Building Commissioner – Report in packet

Plan Commission –

Board of Zoning Appeals –

Traffic Commission –

Parks & Recreation – Report in packet

Town Life Center –

Tree Advisory – Report in packet

Grow Wabash County – Town Manager Penrod announced that the State of the Community breakfast is scheduled for February 16. Everyone is welcome to attend.

Redevelopment Commission –

MEDCOR –

Solid Waste – Councilmember Tom Dale reported that visits were up again this last year. Dale commented that he is continually amazed that visits go up every year.

Storm Water Board – Town Manager Penrod reported that the storm water board met and elected officers. The county Grossnickle Ditch project financials were discussed and it actually cost less than anticipated.

Public Works – Water Superintendent Ryan Shock reported that all 5 wells and 2 high service pumps are serviced in January by Peerless Midwest. This year it is recommended that well #2 needs pulled and overhauled.

Wastewater Superintendent Shannon Carter reported that the new pickup truck is built but on delay and not sure of delivery date.

Street Superintendent Craig Walters reported that the department survived the recent snow event. The Ford F650 dump truck was ordered January 9 and is scheduled to be built in the first quarter of this year. Fingers crossed.

TOWN MANAGER'S REPORT

Town Manager Adam Penrod reported that he met with APEX Engineering today to discuss this years Community Crossings Matching Grant projects. The plan is to advertise next week for bids. Bid opening is scheduled for February 24 at Town Hall and bid award will be at the March 1 council meeting. The project has to be under contract by mid-March.

The Grant Street water main project is done except some remaining restoration. Gaunt and Son Asphalt will now be able to mill and resurface streets around the project. There will also be some new sidewalks added. This will complete the 2021 Community Crossing grant.

The South Mill Street pavilion work is moving slow in the cold and muddy weather. The limited crew is working under the tent on the constructing the restrooms. The plan is still to have the work finished in April.

Penrod commented that Baker Tilly was contracted last June to complete a utility rate study considering the number of utility projects being considered. Penrod was contacted by Baker Tilly today and told the initial utility rate reports should be done in the next week. Penrod and Mugford will review the reports and present to council their recommendations.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$688,234.75 and the Public Works docket totaling \$320,492.02 were submitted for payment. Motion to pay our obligations: Dale/Rager. Motion passes unanimously.

VISITOR COMMENTS

Jeff Hersha, Jones & Henry Engineers, gave project updates. Hersha has been updating Baker Tilly as requested. Hersha thanked council for approving the digester building renovation contract. The long-term control plan project #9 study is underway and contractors are providing updated cost estimates. The State Road 114 water and wastewater main relocation for bridge reconstruction has received survey information from INDOT. Hersha commented that Jones and Henry have hired more staff and are capable of doing the SRF required asset management plan if the town is interested.

COUNCIL COMMENTS

None.

Meeting adjourned at 7:34 pm.

TOWN COUNCIL, TOWN OF N. MANCHESTER

Jim Smith, President

Allen Miracle

Laura Rager, Vice-President

Gary Montel

Tom Dale

ATTEST

Carrie Mugford, Clerk-Treasurer