

AUGUST 2, 2023

TOWN COUNCIL MEETING

Those present:

Jim Smith	Matt Mize	Ryan Shock	Eric Christiansen
Laura Rager	Jim Kirk	Alex Downard	Maddie Schultz
Tom Dale	Craig Walters	Brandon Whitcraft	Kathy Metzger
Gary Montel	Dave McVicker	Chris Harrison	Kody Cook
Allen Miracle	Cam Kissinger	Julie Garber	Cody Egner
Adam Penrod	Jennifer Hotchkiss	Tenille Zartman	Dillan Mack
Carrie Mugford	Shannon Carter		

Those absent: None. A quorum was attained.

The August meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on August 2, 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.

AGENDA ADDITION

Town Manager Adam Penrod requested the Rural Development authorization be added to the agenda.

MINUTES

Minutes of the 07/05/23 meeting were presented for approval. Motion to approve the minutes as presented: Rager/Miracle. Motion passes unanimously.

VISITOR COMMENTS

None.

UPDATES

Alex Downard, Director of Imagine One 85, reported that it has been a year since the county governing bodies and plan commissions signed and adopted the countywide comprehensive plan. Downard gave a brief description of the process to get to adopting a countywide plan focused on reversing population decline. Downard has been the acting director since October focusing on 85 initiatives to make Wabash County the best place to live. Wabash County has had a positive net migration the past two years, but still doesn't outpace the death rate. Hopefully, next several years will continue to have a positive net migration but we need to stay focused on attracting new residents to the area. Housing continues to be a priority throughout the county. Downard gave updates on numerous projects and opportunities around the county. Council President Jim Smith and Councilmember Tom Dale expressed their appreciation for Downard and his efforts. Smith stated that too many times these plans are created with the greatest intentions and then sit on the shelf. This plan is not going on the shelf because of Downard's dedication and work. Smith confirmed that council had made a three-year financial pledge to One 85 and Downard's position. The council will continue to fund that commitment.

UNFINISHED BUSINESS

1. Special Event Request, Manchester Alive, GO#6 – Third Reading – Clerk-Treasurer Mugford read GO#6 by title only. Town Manager Adam Penrod gave a brief explanation of the new grilling competition event hosted by Manchester Alive on October 7 at Ogan's Landing. Manchester Alive is asking permission to serve alcohol on town property for a few hours in coordination with this new event. The vendor will be Franklin's Bar. Motion to approve GO#6 on third reading: Montel/Rager. Motion passes unanimously.
2. Special Event Request, Historical Society, GO#7 – Third Reading – Clerk-Treasurer Mugford read GO#7 by title only. Penrod gave a brief explanation of the second annual member and guest event scheduled for October 12. Alcohol will be available to attendees of the event in the alley adjacent to the Center for History. Motion to approve GO#7 on third reading: Miracle/Dale. Motion passes 4-0. Rager abstains.

NEW BUSINESS

1. Operation Change the Future Funding Request – Town Manager Penrod stated that Julie Garber, Vice President of Strategic Initiatives for Community Foundation of Wabash County, attended the July council work session to give an in-depth overview of two innovative education programs the Community Foundation is working on. These initiatives are aimed at advancing educational attainment through early childhood education and early scholarship awards. Garber stated that the Community Foundation is doing its part to raise the population in Wabash County by increasing educational attainment in its youngest population. Counties with better educational attainment are more prosperous and grow faster. The first program that Garber is campaigning for is early childhood education. Garber acknowledged that the town council has been very generous in its support of Manchester Early Learning Center. Supporting early childhood centers allows them to raise wages which reduces employee turnover and allows more students to attend. There are also scholarships so that more families have access to good early education for their children. The second program being promoted is the early award scholarship program. The Community Foundation receives large donations for scholarships but the money often doesn't go to kids in need because disadvantaged kids already decided they aren't going to post-secondary schools. The early award scholarship program gives kids ownership of a college fund in the fourth grade. Awards are given to kids for completing school work and doing college readiness tasks. They are finding out that ownership of a college fund changes the mindset of the child and possibly the family. Garber stated that the Community Foundation has a \$4,000,000 fundraising goal for both campaigns. Half of the campaign goal has been donated to be matching funds for donations, which allows every dollar donated to turn into two dollars. Community Foundation is asking partners whose vision aligns to step in and help. Garber suggested a gift from the town council of \$10,000 per year for three years to support these campaigns. Penrod asked if other community foundations around the state are doing similar programs. Garber acknowledged that these two programs are unique to Wabash County. The Early Award Scholarship is absolutely unique to Wabash County and has been recognized nationally for its impact on children. Garber noted that Patti Grant has been invited to travel the nation to promote and explain the Early Award Scholarship so that others can benefit. Smith thanked Garber for presentation and the work done by the Community Foundation. This request will be considered at the September regular council meeting.

2. OCRA Planning Grant Agreement – Town Manager Penrod explained that Alex Downard is pursuing a downtown planning grant from OCRA (Office of Community and Rural Affairs). If the grant is awarded, a consultant will be hired to complete the grant and a comprehensive plan for downtown including riverfront amenities. Downard stated that process will give the town a plan with actionable and practical projects on the shelf ready to go when funding comes available. Downard discussed two possible funding opportunities in the future: a \$2,000,000 preserving Main Street grant and the Lilly grant with Manchester University. The town's matching portion of

the planning grant is \$6,000 and the award is \$44,400. The money would be used for a certified grant administrator who writes and administers the grant. No money is obligated unless the grant is received and the grant can be reapplied for until it is awarded. The grant administrator engaged is Mike Kleinpeter of Kleinpeter Consulting Group, LLC who does about 30% of all CDBG OCRA grants. A preliminary score of the grant criteria was already done. The minimum score required is a 450 and the town has an initial score of 490. Kleinpeter is confident the grant will be awarded. The grant is due in November and all the work will be handled by the Kleinpeter office. Downard recommends moving forward with Kleinpeter Consulting Group for a downtown planning grant and asked for council approval of the contract. Penrod noted that he was impressed by Kleinpeter and his track record of awards. Penrod recommends utilizing Kleinpeter Consulting because the amount of money from the town is well worth the effort required to administer a grant. Downard added that Kleinpeter could administer the Preserving Main Street grant if the council chooses to pursue it at a later date. Motion to approve Mike Kleinpeter of Kleinpeter Consulting Group to administer a downtown planning grant: Rager/Dale. Motion passes unanimously.

3. Jones & Henry Engineering Contracts – Town Manager Penrod presented two contracts for Jones & Henry Engineering. The first one is a general services agreement, not to exceed \$10,000, and includes South Market Street bridge replacement that the county is planning to do in the first quarter of 2025. The water main that is parallel to the bridge and the wastewater main that is perpendicular to the bridge are both in conflict with the project and need to be moved. The county is paying for construction but the town is responsible for providing its own engineering. Work plans must be submitted to the county to be included in the larger plans in order to be reimbursed. Any work done before the reimbursement agreement is in place will not be paid for. Once the work plans are done and the reimbursement agreement is signed the survey work for main replacement can begin. This contract will ensure Jones and Henry will get paid for the preliminary work plans that are required. Motion to approve the general services contract for Jones and Henry engineering for the South Market Street bridge, not to exceed \$10,000: Rager/Montel. Motion passes unanimously.

The second proposed contract with Jones and Henry Engineering is to improve water main configuration under the railroad on Wabash Road and State Road 114. There is valving and 1,500 feet of water main that is redundant and needs to be replaced. The project can be paid for with water improvement funds. This contract is not to exceed \$28,000 for design work, permitting and construction services. Penrod recommends the Jones and Henry contract and recommends approval. Motion to approve the Jones and Henry Engineering contract not to exceed \$28,000: Rager/Miracle. Motion passes unanimously.

4. Residential Tax Increment Financing, Resolution #4 – Town Manager Penrod gave a brief description of the residential TIF process. Residential tax increment financing is a new tool for municipalities to capture the growth in assessed value of residential properties to pay for amenities and continued growth. Previously it was only used for commercial development. Chester Heights is successful and houses are being sold. This funding source will provide necessary capital for future developments. The Redevelopment Commission has approved and passed the declaratory resolution on June 14 which outlines the 5 potential areas of growth where increased assessed value will be captured to pay for new infrastructure. The Plan Commission approved of the RDC plan on June 24. The Town Council will now affirm what the Plan Commission approved. The final step is to have the RDC pass a confirmatory resolution. There will be a public hearing at the RDC meeting on August 9 which has been properly advertised. Penrod stated that Jim Higgins of London Witte Group is the consultant on this process and appreciate all his help. Clerk-Treasurer Mugford read resolution #4, approving the Plan Commission order. Motion to approve resolution #4: Dale/Rager. Motion passes unanimously.

5. Baker Tilly Agreement for Water and Wastewater – Town Manager Penrod explained that asset management plans have to be completed for water and wastewater to apply for SRF funding. Each utility is facing significant improvement projects and State Revolving Fund loans are one possible funding source. Commonwealth Engineering has been working on the asset management plan. The financial advisor piece is the last piece that needs to be incorporated and includes costs and financial impact to the utility. The agreements are not to exceed \$20,000 each. Once this process is complete the utility will be able to apply for SRF funding in the spring. Motion to approve the Baker Tilly multi-year capital asset financial planning agreements for water and wastewater: Rager/Montel. Motion passes unanimously.

6. Chester Heights Trail Land Transaction, Resolution #5 – Town Manager Penrod stated that the Redevelopment Commission paid for the installation of a trail around Chester Heights. The trail is very popular and used by many community members. However, it does utilize about 3 acres of land given to the developer for the housing addition. The developer has expressed concern about liability and upkeep of the trail and would like to give that land back to the town. Resolution #6 gives authority to Penrod and Town Attorney Matt Mize to transact the land and accept it back to the town. Clerk-Treasurer Mugford read resolution #6. Motion to approve Chester Heights land transaction: Rager/Dale. Motion passes unanimously.

7. Rural Development Authorized Representative, Resolution #4 – Town Manager Penrod reported that Commonwealth Engineering is working on an application for a USDA grant and/or low interest loan to help pay for necessary wastewater improvements. Chris Harrison, Commonwealth Engineers, reported that the Commonwealth team is working through the preliminary engineering report which is almost complete. The USDA Rural Development application requires an environmental review which is also almost complete. The Rural Development application requires an authorized representative and signator for the town. This resolution confirms that Jim Smith, as council president, can fill that role. A public hearing for the application is scheduled for September 6 and application submittal by the end of September. Clerk-Treasurer Mugford read resolution #6. Motion to approve: Rager/Dale. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Police Dept. – Report included in packet. Police Chief Jim Kirk reported that the department had 507 calls for service in the last month with 165 traffic stops and 17 animal complaints. Kirk has been in contact with a sales representative about the Flock license plate reader system and would like to move forward with this purchase. The annual fee is \$9,000 for 3 readers. The department is mourning the loss of K9 Strider who passed on July 10. His name has been engraved on the stone on the east side of the building. Kirk would like to get another drug sniffing dog and a local breeder has been found for a golden retriever. They are just gathering information right now. Kirk noted that 3 applicants have applied for the position that will be available following Sergeant Rebholz retirement in October.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that SCBA equipment was delivered on July 25. The department will be trained on the new equipment before it is placed in service. The fireworks went well and received lots of compliments. The ariel and ground ladder testing went well and everything passed.

Building Commissioner – Report in packet.

Plan Commission –

Board of Zoning Appeals – A busy meeting is scheduled for August 28. The BZA will hear a variance request and 2 special exceptions for consideration.

Traffic Commission –

Parks & Recreation – Report in packet. Parks Director Jennifer Hotchkiss reported that only 2 days are left for summer day camp. It has been a busy summer with lots of campers. On August 17 the Manchester University football team is going to haul and spread engineered wood carpet at Warvel Park. Hotchkiss is appreciative to have approximately 100 big men do a lot of work at the park.

Town Life Center –

Tree Advisory – Report in packet

Grow Wabash County – Tenille Zartman reported on workforce development numbers. There have been 32 scholarships awarded for training programs. 20% of those scholarships were awarded to Manchester residents. Recently 4 Manchester residents graduated from the leadership development class. Registration will begin soon for the next leadership development cohort. August 24 there will be an open house and ribbon cutting for a new business at 505 Strauss Provimi Road.

Redevelopment Commission – Nothing to report.

MEDCOR –

Solid Waste – Councilmember Tom Dale reported that Solid Waste is in the process of bidding for a place to take recycling. There is concern that there might not be any acceptable bids or any bids at all. Dale will keep the council informed.

Storm Water Board –

Public Works – Street Superintendent Craig Walters reported that work is still being done to stone and grate alleyways. They have also picked up a lot of limbs from recent storms.

Water Superintendent Ryan Shock reported that unaccountable water has jumped up 10% over last year. Shock is considering bringing in a leak detection service again to try to keep that number under control.

Wastewater Superintendent Shannon Carter reported that Advanced Rehabilitation Technologies finished up the contracted manhole rehabilitation last week. The sewage plant was inspected by the state inspector last week and had a good report.

TOWN MANAGER'S REPORT

Town Manager Penrod reported that our next Community Crossing Match Grant application was submitted July 26 and should be awarded at the end of October. The projects awarded last December are now being completed around town.

Additional LED lighting and outlets were added to the ceiling in the new pavilion. Additional 220-volt outlets were added for food vendors. Hotchkiss ordered picnic tables.

The human rights commission met today with Attorney Mize to understand roles and responsibilities. Each member was in attendance.

The current EMS contract was signed five years ago. Penrod plans to put out an RFP in August for EMS providers and have the new five-year contract awarded by the end of the year. Any vendor interested in providing EMS service can submit a proposal to town hall. The August 11 second Friday event will be wrestling on the square. State Road 114 through downtown will be shut down for a few hours that evening.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$700,327.03 and the Public Works docket totaling \$309,229.62 were submitted for payment. Motion to pay our obligations: Rager/Miracle. Motion passes unanimously.
3. Budget Update – Clerk-Treasurer Mugford reported that she had a meeting with our DLGF field agent on August 1. The growth quotient is set by the state at 4%. The certified assessed value was released by the county today and it is right at 4%. The budget will be able to maximize the growth occurring in town. The DLGF meeting went well and budgets should be fully funded.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

None.

Meeting adjourned at 7:58 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