

NOVEMBER 1, 2023

TOWN COUNCIL MEETING

Those present:

Jim Smith	Carrie Mugford	Cam Kissinger	Maddie Schultz
Laura Rager	Matt Mize	Dave McVicker	Eric Christiansen
Tom Dale	Jim Kirk	Ryan Shock	Chalmer Tobias
Gary Montel	Craig Walters	Shannon Carter	David McManus
Adam Penrod	Jennifer Hotchkiss	Kody Cook	

Those absent: Allen Miracle. 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 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 07/19/23, 10/04/23 and 10/18/23 meetings were presented for approval. Motion to approve the minutes as presented: Rager/Dale. Motion passes unanimously.

**VISITOR COMMENTS**

None.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

1. 2024 Salary Ordinance, GO#9, First Reading – Clerk-Treasurer Carrie Mugford read GO#9, 2023, on first reading. Motion to approve the 2024 salary ordinance on first reading: Rager/Dale. Motion passes unanimously.
2. EMS Request for Proposal Recommendation – Town Manager Adam Penrod stated that the current 5-year EMS contract with Parkview is finished at the end of December. A request for proposal was sent out in September. Penrod has had discussions with both Lutheran and Parkview; however, Parkview was the only entity to return a proposal. Penrod feels that Parkview provides good service to the area and also holds quarterly progress meetings to discuss any issues that might arise. The proposed contract is a 13% increase over the current contract with an annual \$6,000 escalation. Penrod noted that the proposed increase will not require residents to pay more of a monthly fee for the next 5 years. Penrod recommends approval of the 5-year contract with Parkview for EMS services. Motion to approve the proposed contract with Parkview: Rager/Montel. Motion passes unanimously.
3. EMS County Contract Approval, Resolution #7, 2023 – Town Manager Penrod explained that Wabash County subsidizes EMS service throughout the county. The county provides 63% of the cost of the contract with Parkview to provide EMS service north of State Road 16. Penrod recommends approving the new contract with the county to coincide with the new Parkview contract. Clerk-Treasurer Mugford read resolution #7. Motion to approve resolution #7, 2023: Montel/Rager. Motion passes unanimously.

4. OCRA Area In Need of Redevelopment Declaratory Resolution, Resolution #8, 2023 – Town Manager Penrod explained that this resolution is a step in the process toward a downtown revitalization planning grant. The Office of Community and Rural Affairs requires the council to declare the downtown is in need of revitalization and outlines the area of downtown. Clerk-Treasurer Mugford resolution #8. Motion to approve resolution #8, 2023: Rager/Dale. Motion passes unanimously.

5. OCRA Authorizing Application Submission, Resolution #9, 2023 – Clerk-Treasurer Mugford read resolution #9, 2023. This resolution authorizes the submittal of the Office of Community and Rural Affairs Community Development Block Grant for downtown planning. This resolution also commits the required matching funds of \$5,995 from CEDIT dollars. Motion to approve resolution #9, 2023: Rager/Montel. Motion passes unanimously.

### **DEPARTMENTAL & COMMISSION REPORTS**

Police Dept. – Report included in packet. Police Chief Jim Kirk reported that the hiring process for the new officer has been completed. The hiring board chose Brett Walden to replace Matt Rebholz, who retired after 32 years in law enforcement. Council thanked Rebholz for his service.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that area law enforcement and fire departments participated in an Active Threat exercise hosted by Manchester University on October 25. The exercise went well but the communication system needs improvement. Kissinger recently signed a revised mutual aid agreement with Warsaw/Wayne Township Fire Territory because Warsaw hired a new fire chief.

Building Commissioner – Report in packet. Building Commissioner Dave McVicker reported that the person responsible for 1003 Hillsamer has contacted him with an update.

Plan Commission – No meeting.

Board of Zoning Appeals – No meeting.

Traffic Commission – No meeting.

Parks & Recreation – Report in packet. Parks Director Jennifer Hotchkiss reported that the Halloween pumpkin hunt at Warvel Park was well attended on Monday night. The kids had a good time looking for pumpkins and seeing public safety vehicles. Hotchkiss thanked the police officers and firemen who attended. Hotchkiss is working with Duke to get electricity for the dog park. Hotchkiss and Noah Cain are interviewing potential employees for the open maintenance position. That process will hopefully be done before the next council meeting.

Town Life Center –

Tree Advisory – Report in packet

Grow Wabash County –

Redevelopment Commission –

MEDCOR –

Solid Waste – Councilmember Tom Dale reported that Solid Waste continues to see increased utilization of services. Residential visits are up 26% over a year ago.

Storm Water Board – Penrod reported that the Stormwater Board met and approved the docket. The last payment of \$100,000 for phase 2 of the Grossnickle ditch has been paid to the county. The project went well.

Public Works – Street Superintendent Craig Walters reported that the new F650 dump truck is finally outfitted and delivered. The street department will be starting leaf pick up and plan to be done by the end of November.

Wastewater Superintendent Shannon Carter reported that Merrill Brothers will be hauling sludge out of the plant in the next few days.

Water Superintendent Ryan Shock had nothing to add beyond his report.

### **TOWN MANAGER’S REPORT**

Town Manager Penrod reported that Community Crossing Match Grant for 2022 pay 2023 is coming to a close. The streets and sidewalks look good. The 2023 pay 2024 Community Crossing Match Grant award announcement is Friday in Wabash at the Eagles Theater. Mayor Holcomb and other state officials will be there handing out award checks.

The Mill Street pavilion hosted Harvestfest a few weeks ago. It was a good turnout and lessons were learned about positioning vendors for future events. Project closeout has been completed and the final pay application received. Penrod will hold retainage until the roof is complete.

The South Market Street and State Road 114 bridge projects are in the planning stages. The state has cleared debris under the SR 114 bridge and it made a big difference; however, it was not done soon enough and there is significant bank erosion.

The community received lead service survey pamphlet door hangers. Penrod thanked the street department for walking town and placing the pamphlets on doors. Approximately 260 responses have been received so far but many more are needed. There will be ongoing marketing to try to get as much information and as many responses as possible.

Penrod reported that a Turkey Trot 5K will be held Thanksgiving morning. This is a similar event to last year. The Congregational Christian Church is hosting the event and hopes to have around 200 participants.

### **CLERK-TREASURER’S REPORT**

1. Financial Reports – Approved subject to audit.

2. Claims - The Town claim docket totaling \$815,898.81 and the Public Works docket totaling \$320,368.64 were submitted for payment. Motion to pay our obligations: Rager/Montel. Motion passes unanimously.

### **VISITOR COMMENTS**

Marilyn Groves, 316 Hickory Lane, remarked that she recently had to call 911 and received wonderful service. Groves stated she was amazed at the technology, professionalism of procedures, and compassion of all emergency personnel on scene. Groves thanked everyone involved with the incident. Groves also thanked the council and department heads for the work done everyday to make North Manchester wonderful. Council President Smith expressed his appreciation for the kind words.

### **COUNCIL COMMENTS**

Jim Smith stated the employee appreciation dinner was last week and well attended. It was a lot of fun and the magician was entertaining. Thank you to everyone who participated.

Meeting adjourned at 7:28 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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Tom Dale

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Allen Miracle

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Gary Montel

ATTEST

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Carrie Mugford, Clerk-Treasurer