

DECEMBER 20, 2023

TOWN COUNCIL MEETING

Those present:

Jim Smith	Adam Penrod	Jim Kirk	Ryan Shock
Laura Rager	Carrie Mugford	Jennifer Hotchkiss	Dave McVicker
Tom Dale	Matt Mize	Craig Walters	Cam Kissinger
Allen Miracle			

Those absent: Gary Montel. A quorum was attained.

The second December meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on December 20, 2023, at 5:30 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**

None.

### **VISITOR COMMENTS**

None.

### **UNFINISHED BUSINESS**

1. 2024 Salary Ordinance, GO#9, Third Reading – Clerk-Treasurer Carrie Mugford read GO#9, 2023, by title only on third reading. Motion to approve the 2024 salary ordinance on third reading: Rager/Dale. Motion passes unanimously. Mugford thanked the council.

### **NEW BUSINESS**

1. Boards & Commissions Appointments – President Jim Smith read the list of appointments and renewals.

Parks & Recreation Board: Mel Sautter

MEDCOR: Missy Damron, Matt Nettleton, Laura Rager, Chalmer Tobias, Bob Fawcett

Redevelopment Commission: Chalmer Tobias

Plan Commission: Laura Rager, Gary Beck

Board of Zoning Appeals: Dennis Ayres

Traffic Commission: Eric Lambert, Dennis Unger, Gary Montel

Tree Commission: Deb Hustin, David Kreps, Bernie Ferringer

Solid Waste District: Gary Montel

Motion to approve the appointments as presented: Rager/Miracle. Motion passes unanimously.

2. 2023 Utility Account Write-Off Request – Clerk-Treasurer Carrie Mugford presented the 2023 list of utility account write-offs. The request list is comprised of 4 accounts that total \$550.67. Mugford noted that the TRECS recovery system was not as successful this year, only bringing in \$285.18 from income tax returns of past customers. Angie Casper will continue to upload customer files in the hopes of getting a match and recovering past accounts. Mugford noted that \$15,160.25 just hit 31+ days past due. The incredibly small amount of requested write-off and past due balance is a testament to the tenacity of the utility office employees, Angie Casper and

Jessica Diaz. Motion to approve the 2023 utility account write-off request: Rager/Miracle. Motion passes unanimously.

3. 2023 Encumbrance Request – Clerk-Treasurer Mugford explained the 2023 list of encumbrances. These are unused appropriations that will be moved into 2024 and used for specific projects.

Clerk: \$16,064.23 for a new server

Police: \$48,540.25 for a new hybrid patrol vehicle

Fire: \$12,735.00 for 3 sets of turnout gear

Town Manager: \$15,399.77 to close out the Community Crossing Match Grant

Motion to approve the 2023 encumbrances: Rager/Dale. Motion passes unanimously.

4. Town Life Center Acquisition – Town Manager Penrod explained that the Town Life Center building has been owned by Indiana Landmarks since 2004. Indiana Landmarks has requested the town assume ownership of the building. The town already maintains the building and the tenants and the short-term rentals. Indiana Landmarks is the deed holder of record and would like to have this building off their records. There will be some ongoing covenants to retain the integrity of the building but the internal usage of the building can change. Penrod stated that the proposed resolution would transact the building for \$1 and if approved the closing will be tomorrow. Clerk-Treasurer Mugford read resolution #12, 2023, verbatim. Motion to approve the transaction of real property known as Town Life Center, for Adam Penrod to transact said property, and the resolution as read: Rager/Dale. Motion passes unanimously. Council Vice President Laura Rager asked for a joint meeting between the council, the park department, and the park board to discuss the future of TLC and surrounding ground. Rager remarked that the park department has borne the responsibility of caring for the building and tenants for years and should have a say in its future as the process moves forward.

## **DEPARTMENTAL & COMMISSION REPORTS**

Police Dept. –

Fire Dept. – Fire Chief Cam Kissinger reported that on the morning of December 9 the department received a call of a female in labor. Dan Renz responded along with the EMTs on station. The baby was born on scene. Carla Gebert nominated Renz and the medics for a stork award from the state. The awards were presented yesterday.

Building Commissioner –

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 Christmas Break day camp starts next week and will run for two weeks while kids are out of school. The pickleball net is set up and ready at the Town Life Center gym. Hotchkiss met with Duke Energy to discuss options for electricity at the dog park. The initial proposal from Duke is over \$6,000 to install the necessary electricity for lighting and locks. Hotchkiss would like to discuss options before moving forward.

Town Life Center –

Tree Advisory –

Grow Wabash County – Town Manager Penrod announced that Tenille Zartman has taken over the position as the new President and CEO of Grow Wabash County. Keith Gillenwater has accepted a position with Jackson County, Michigan. The GWC State of the Community breakfast is scheduled for February 15 at the Honeywell Center. Everyone is invited to attend.

Redevelopment Commission –

MEDCOR –

Solid Waste – Councilmember Tom Dale reported that Solid Waste has changed leadership and they are dealing with some personnel issues.

Storm Water Board –

Public Works – Street Superintendent Craig Walters reported that the department is in clean up and repair mode in preparation for snow.

Water Superintendent Ryan Shock reported that 400' of water main was recently installed on Sixth Street where there wasn't a main. Three water services in the area were reworked in conjunction with the installation. The Town of Roann purchased and picked up the old hydrovac machine this week.

**TOWN MANAGER'S REPORT**

Town Manager Penrod reported that bid opening for a water valve replacement project will be December 28 at 2:00 at town hall. This is a small project and the bids are just for labor to install valves that will isolate the main under the railroad track and replace a 10" valve.

Penrod has been working with APEX Engineering to create design and bid specs for parking areas, sidewalks and street lights around the South Mill Street pavilion. This work will be an alternate bid to the Community Crossing Match Grant application this year. A donor would like to pay for the work to be done and making it part of the Community Crossing Match Grant should allow for quantity discounts. There will still be flexibility to accept or deny the alternate bid. Penrod has been consulting with Jennifer Hotchkiss on placement of amenities at the pavilion.

Penrod and Shock have been working with Commonwealth Engineers on the lead service line inventories. There was an initial survey response of about 30%. Commonwealth is now determining what areas need further exploration. The inventory is ready to be submitted to the state, but information will continually be collected and recorded.

**CLERK-TREASURER'S REPORT**

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$419,838.70 and the Public Works docket totaling \$157,696.08 were submitted for payment. Motion to pay our obligations: Rager/Dale. Motion passes unanimously.
3. 2024 Calendar – Council reviewed the meeting dates of the first Wednesday of each month. The meetings will remain on the first Wednesday of the month at 7:00 except in April. The April 3 meeting will be moved to April 10. Motion to approve the 2024 schedule of meetings as presented and amended: Rager/Miracle. Motion passes unanimously.

**VISITOR COMMENTS**

None.

**COUNCIL COMMENTS**

Jim Smith presented a plaque to Tom Dale for his years of service on the council. Smith expressed his appreciation for Dale's commitment and wisdom throughout his time. Dale acknowledged what an honor it is to serve this community along with the wonderful staff who dedicate themselves everyday to doing their best. Smith remarked that he has served with Dale on the school board and the council and always appreciated Dale's insight.

Merry Christmas, Everyone!

Meeting adjourned at 5:53 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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Allen Miracle

\_\_\_\_\_  
Gary Montel

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Chalmer Tobias

ATTEST

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Carrie Mugford, Clerk-Treasurer