

APRIL 10, 2024

TOWN COUNCIL MEETING

Those present:

Jim Smith	Craig Walters	Tenille Zartman	Kelly Cordill
Laura Rager	Cam Kissinger	Aubrey Searcy	Blake Hearn
Allen Miracle	Shannon Carter	Katie Robinson	Craig Lutz
Gary Montel	Dave McVicker	Paige Krouse	Don Coble
Chalmer Tobias	Nate Birch	Karen Eberly	Pam Strasser
Adam Penrod	Jeremy Hardy	Christopher Carmien	Jerry Egolf
Carrie Mugford	Eric Ivory	Jim Chinworth	Deb Chalk
Matt Mize	Brandon Whitcraft	Bree Egner	Michelle Holiday
Jim Kirk			

Those absent: None. A quorum was attained.

The April meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on April 10, 2024, 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.

The annual Arbor Day Proclamation was added to the agenda as item #8.

MINUTES

Minutes of the 02/07/24, 02/28/24, 03/06/24 meetings were presented for approval. Motion to approve the minutes as presented: Rager/Tobias. Motion passes unanimously.

VISITOR COMMENTS

Council President Jim Smith responded to Don Coble's comments from the March meeting. Smith explained that the proposed park south of downtown was part of the 2015 comprehensive plan and the 2022 Imagine One 85 plan. Both of those plans allowed for public comment and were adopted by the Plan Commission and Town Council. The creation of the park is dependent on grant awards. The park will be presented to the Plan Commission and Board of Zoning Appeals for consideration. Both of those boards will allow time for public comment. All adjacent property owners will be notified of the public hearings when those meetings are set and allowed appropriate time for comments. Smith thanked Coble for bringing his concerns to council.

UPDATES

1. Grow Wabash County – Tenille Zartman, President and CEO of Grow Wabash County, presented an update of projects. Zartman announced a discounted childcare program for employees who work for an employer that is a member of Grow Wabash County or Manchester Alive. The Community Foundation of Wabash County received a grant of \$750,000 to facilitate this program and is administering it in conjunction with GWC. The program is income dependent and focuses on making quality childcare available to everyone. The Make My Move talent attraction program has been moving slower than anticipated. Chelsea Parson oversees the program and focuses on making personal connections with individuals interested in moving to Wabash County. Zartman remarked that the original contract was modified to remove the end date. The contract will be in effect until 20 new families move into Wabash County. Under talent development, last year 101 Wabash County residents received scholarships for certification

trainings. This year an additional \$100,000 grant was received which will help even more residents work toward certifications in 11 career areas. The Learn More Center has taken the lead to develop an adult education center at the former Miller Furniture building on Cass Street. The large building will have separate areas for different career studies. Zartman noted that several countywide quality of place initiatives are underway. Readi 2.0 funding will be announced on April 11. Zartman reported that economic development is staying busy in North Manchester on many fronts.

PUBLIC HEARING

1. Peabody Retirement Home Refunding Public Hearing – President Smith opened the public hearing. Town Manager Adam Penrod introduced Aubrey Searcy, Bond Counsel with Dinsmore & Shohl LLP, and Katie Robinson, Administrator for Peabody Retirement Home. Searcy explained that the current bond refunding will retire the 2017 debt and issue new debt for the remaining balance of the bonds due. This public hearing gives the public an opportunity to hear about the project and speak about the project if they choose. The bond issuance is called a conduit bond utilizing the town's tax-exempt status. The town is not obligated, in any way, to repay these bonds. The bond issuance is a revenue bond and is not to exceed \$24,000,000. The bonds are being issued under IC 5-1-5 and 36-7-11.9 and 36-7-12 in the name of the town and released to Peabody Retirement Home. The bonds are backed by the revenues of the borrowers and do not constitute debt of the town or affect the town's bonding capacity. The original bonds were issued for the renovations and construction of new units at Peabody. Smith confirmed that the original bond issue was around \$50 million and is down to \$24 million. Craig Walters asked what the consequences are if Peabody were to default on the debt. Searcy explained that the obligation is completely on Peabody and there would not be any responsibility on the town. No other questions. Public hearing is closed.

2. Water Preliminary Engineering Report Amendment – Town Manager Adam Penrod explained that a public hearing was conducted before approval of the original preliminary engineering report. A proposed amendment to the original PER requires a new public hearing to give residents a chance to hear about the proposed infrastructure improvements and speak about the future planning of the utility. President Smith opened the public hearing. Jeremy Hardy, Commonwealth Engineers, explained the process of creating the water PER and proposed projects identified as high priority. Project #1 is water main replacement on State Road 114 on the east side of town. This will include replacing 3,000 feet of 6" and 8" water main with 12" water main. Project #2 is replacing 4,700 ft of 6" and 8" water main on State Road 114 on the west side of town. Replacing these sections of water main is important because of the number of breaks happening on the mains. Project #3 is replacing 4,600 feet of water main in the southwest corner of town. Project #4 is replacing 1,700 feet of main on Wayne Street originally installed in 1965. Project #5 and #6 are heading east and then north on East Street replacing water main. Project #7 is replacing all water meters in the town with newer technology meters. Affected service lines in the main replacement areas will also be replaced. Total project cost is anticipated to be around \$13,000,000. Hardy outlined the project timeline including Indiana Finance Authority State Revolving Fund loan funding. Hardy explained that our high median household income and relatively low utility rates limit the funding options for big utility projects. Water rates below \$45-\$65 per month are considered low. No comments from the public were received. The public hearing was closed.

UNFINISHED BUSINESS

1. Water Rate Increase, GO #1, Third Reading – Clerk-Treasurer Carrie Mugford read general ordinance #1 by title only. Town Manager Penrod stated that the proposed water rate increase is

4.7% on the base rate. This increase will be on the May usage and payable on the June bill. Smith noted that this increase is due to inflationary increases, not project costs. Motion to approve GO#1 on third reading: Rager/Miracle. Motion passes unanimously.

2. Wastewater Rate Increase, GO#2, Third Reading – Clerk-Treasurer Mugford read general ordinance #2 by title only. Town Manager Penrod stated that the proposed wastewater rate increase is 6.1% on the base rate. This increase is not project specific, just enough to maintain current services. This increase is also on the May usage and payable on the June bill. Motion to approve GO#2 on third reading: Rager/Miracle. Motion passes unanimously.

3. Manchester Early Learning Center Funding Request – Town Manager Penrod stated that the council heard a request for funding at the March meeting from the Manchester Early Learning Center Board of Directors. That initial request was for \$50,000 to help with operational costs of the center. Councilmember Laura Rager acknowledged that MELC has new funding sources available to them and suggested waiting to see if the full requested amount is needed. Motion to approve \$25,000 funding at this time and revisit request in 6 months: Rager/Tobias. Motion passes unanimously.

4. Creation of 2 Funds for Redevelopment Authority, GO#3, Second Reading – Clerk-Treasurer Mugford read general ordinance #3, 2024, by title only. These two funds will be to monitor the activity of the lease payments for the downtown sidewalk improvements originally completed in 2012. This is a new requirement for the town from State Board of Accounts. The funds will be a sinking fund and an operation and reserve fund. Motion to approve on second reading: Rager/Miracle. Motion passes unanimously. Motion to suspend the rules and move to third reading: Tobias/Rager. Motion passes unanimously. Mugford read GO#3 by title only. Motion to approve on third reading: Rager/Tobias. Motion passes unanimously. Motion to reinstate the rules: Rager/Tobias. Motion passes unanimously.

NEW BUSINESS

1. MRA Board Request for One-Time Alcohol Ordinance, GO #4, First Reading – Town Manager Penrod explained that an ordinance is required to remove the prohibition of alcohol on town property for specific events. The Manchester Recreation Association is requesting permission to have alcohol at the baseball fields for a fundraising event on June 21. Mugford read general ordinance #4, 2024. Blake Hearn, MRA Board President, presented the details of the event that will raise money for new lights on the fields. Penrod asked if a rain date has been determined. Hearn stated that a rain date will be provided before the next meeting. Rager asked how the board intends to secure the border of the designated alcohol area and limit the flow of adults with alcohol. Hearn responded that fencing will be installed but the exact configuration hadn't been determined yet. Penrod noted that the MRA is required to provide proof of event insurance one month before the event. Motion to approve general ordinance #4, 2024, on first reading, to allow alcohol at the MRA on June 21 from 7:00 pm to 11:00 pm: Rager/Miracle. Motion passes unanimously. Smith expressed his appreciation for the work being done by the board at the MRA.

2. Peabody Retirement Community Bond Refunding, GO #5, First Reading – Clerk-Treasurer Mugford read general ordinance #5, 2024. This ordinance authorizes the issuance of new revenue bonds for the purpose of refunding prior bonds and related costs not to exceed \$24,000,000. Motion to approve GO#5 on first reading: Rager/Montel. Motion passes unanimously. Smith asked if the council would consider moving to third reading to facilitate the time schedule of the Peabody bond counsel. The intention is to have the refunding completed in May. Motion to suspend the rules and move to third reading: Rager/Tobias. Motion passes

unanimously. Mugford read GO#5 by title only. Motion to approve GO#5 on third reading: Rager/Tobias. Motion passes unanimously. Motion to reinstate the rules: Tobias/Miracle. Motion passes unanimously.

3. RDC Annual Report Presented to Council – Town Manager Penrod explained that the state now requires the annual report of the Redevelopment Commission to be presented to and ratified by the town council. The report includes information on receipts and disbursements of TIF funds, board members, and a parcel list. The report is submitted through Gateway by April 15. Motion to approve the RDC annual report: Tobias/Rager. Motion passes unanimously.

4. Intertech Products Request for New Equipment Tax Abatement, Resolution #9 – Clerk-Treasurer Mugford read resolution #9, 2024, verbatim. Christopher Carmien, Intertech Products CFO, and Tenille Zartman, Grow Wabash County CEO, presented the details of the requested tax abatement. Intertech Products is installing a new extruding coating machine for additional capacity for industrial customers. It will also provide redundancy to ensure productivity of the facility. This investment will maintain employees and has the possibility of adding additional employees. Motion to approve resolution #9, 2024, a 10-year abatement on new personal property at Intertech Products: Rager/Montel. Motion passes unanimously. Smith expressed the council's appreciation for the investment in the community.

5. 2024 Trash Bid Opening – Town Manager Penrod explained that the current trash contract will expire July 1. A request for proposal process was initiated and tonight those proposals will be opened. Town Attorney Matt Mize opened three proposals that were received on time at town hall. Proposals were opened as follows:

Borden Wasteaway: \$12.72 plus \$4.58, year 1 contract total \$423,090

Waste Management: \$12.45 plus \$5.50, year 1 contract total \$436,185

Republic Services: \$13.26 plus \$5.00, year 1 contract total \$443,718

All proposals will be taken under advisement and carefully reviewed. There are many factors in the proposals to consider. A bid tab will be created and distributed to interested parties. The contract award recommendation will be made at the May council meeting.

6. Local Fire Departments Joint Purchase of Radio Repeater, Resolution #10 – Clerk-Treasurer Mugford explained that the adjoining fire departments of Manchester, Chester, and Pleasant have agreed to purchase a radio repeater in an effort to improve communication in the northern part of the county. Fire Chief Cam Kissinger explained that radio signal in town is not good because of the location of surrounding 800 MHz towers. The construction of a new tower in town is not financially possible. This repeater will enhance the signal and improve radio communication between departments. The cost of the new equipment will be split between the three departments, but Manchester will incur the costs of maintaining the equipment. Mugford read resolution #10, 2024. Motion to approve resolution #10 and the joint purchase of the radio equipment: Tobias/Miracle. Motion passes unanimously.

7. Annual Tax Abatement Certification – MPS Eggs – Clerk-Treasurer Mugford explained that every year any business that has been granted a tax abatement must have council certification that they are complying with the terms of the abatement. MPS Eggs submitted the required CF-1 and are requesting certification. Motion to approve the annual tax abatement certification for MPS Eggs: Rager/Tobias. Motion passes unanimously.

8. 2024 Arbor Day Proclamation – President Smith read the 2024 Arbor Day proclamation. April 26, 2024, is officially proclaimed Arbor Day in North Manchester.

DEPARTMENTAL & COMMISSION REPORTS

Police Dept. – Report included in packet. Police Chief Jim Kirk gave his final police report for the North Manchester Police Department. On March 20 the drug task force steering committee gave a talk at Manchester High School about the dangers of drug use. Officers Wilson and Calhoun have completed their pre-basic courses and are learning quickly.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that 6 sets of SCBA gear have been ordered. The delivery date should be 60-90 days. The Assistance to Fire Fighters grant was submitted on March 6 and should be awarded in May.

Building Commissioner – Report in packet. Building Commissioner Dave McVicker reported that a permit has been issued for a new house at Northridge Estates. Another permit is anticipated soon.

Plan Commission – No meeting.

Board of Zoning Appeals – No meeting.

Traffic Commission – No meeting.

Parks & Recreation – Report in packet.

Town Life Center –

Tree Advisory – Report in packet

Grow Wabash County –

Redevelopment Commission –

MEDCOR – Did not meet.

Solid Waste – Councilmember Gary Montel reported that approved minutes of the Solid Waste meetings will now be included in the council packet.

Storm Water Board – Did not meet.

Public Works – Street Superintendent Craig Walters reported that the dump truck ordered two years ago and built two months ago is now at WA Jones to be upfitted. Spring clean-up begins April 29. Residents can start putting items at the roadside on April 19. Wastewater Superintendent Shannon Carter noted that the department will receive training on April 23 on a new sewer camera. The sewer plant is taking on a lot of water with all the rain.

TOWN MANAGER'S REPORT

Town Manager Penrod reported that Guant & Sons have started work this week on the most recent Community Crossing Match Grant projects. There is a lot of construction going on around town. Sidewalk and concrete work will be done first followed by milling and asphalt. The South Mill Street Pavilion has received a \$50,000 donation for additional improvements that were removed from the original project. Those improvements will include sidewalks, ADA parking spaces, and street lighting.

Penrod reiterated that bridge projects on State Road 114 and South Market Street are going to make travel difficult in 2025 and 2026. The South Market Street bridge reconstruction was pushed back 8-9 months, so the projects won't overlap as much. Penrod attended a stakeholder meeting to discuss travel concerns for schools and commercial vehicles and impacted business. There will be a signal at each side to allow alternating traffic. Penrod will continue to relay information as it becomes available.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$539,667.21 and the Public Works docket totaling \$440,773.79 were submitted for payment. Motion to pay our obligations: Tobias/Rager. Motion passes unanimously.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

The next council meeting is scheduled for May 1.

Meeting adjourned at 8:28 pm.

TOWN COUNCIL, TOWN OF N. MANCHESTER

Jim Smith, President

Laura Rager, Vice-President

Allen Miracle

Gary Montel

Chalmer Tobias

ATTEST

Carrie Mugford, Clerk-Treasurer