

MAY 3, 2023

TOWN COUNCIL MEETING

Those present:

Jim Smith	Carrie Mugford	Craig Walters	Maddie Schultz
Laura Rager	Matt Mize	Shannon Carter	David Grant
Tom Dale	Cam Kissinger	Alex Downard	Ben Gleason
Allen Miracle	Dave McVicker	Jim Chinworth	Troy Dahlstrom
Gary Montel	Jennifer Hotchkiss	Bree Egnor	Rocky Addair
Adam Penrod	Jim Kirk	Rick Sereno	

Those absent: None. A quorum was attained.

The May meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on May 3, 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 04/05/23 and 04/19/23 meetings were presented for approval. Motion to approve the minutes as presented: Rager/Dale. Motion passes unanimously.

VISITOR COMMENTS

None.

UPDATES

None.

UNFINISHED BUSINESS

1. Anti-Discrimination Ordinance, GO#2, Third Reading – Clerk-Treasurer Carrie Mugford read general ordinance #2, 2023, by title only. Motion to approve on third reading: Rager/Miracle. Motion passes unanimously.
2. Building Code Revisions, GO#3, Third Reading – Clerk-Treasurer Mugford read general ordinance #3, 2023, by title only. Motion to approve on third reading: Rager/Montel. Motion passes unanimously.
3. Traffic Ordinance Revision, Repeal No Parking, GO#4, Second Reading – Clerk-Treasurer Mugford read general ordinance #4 by title only. Motion to approve GO#4, 2023, on second reading: Rager/Miracle. Motion passes unanimously.
4. Traffic Ordinance Revision, Add Temporary Parking Locations, GO#5, Second Reading – Clerk-Treasurer Mugford read GO#5 by title only. Town Manager Adam Penrod explained that this ordinance will add two 15-minute parking spaces at Manchester University for Sister's Café. There will also be two 15-minute parking spaces in front of town hall for official business at town hall. Police vehicles are exempted from the 15-minute limit. Motion to approve GO#5, 2023, on second reading: Rager/Dale. Motion passes unanimously.

NEW BUSINESS

1. Annual Tax Abatement Certifications – Clerk-Treasurer Mugford explained that each business receiving a tax abatement must fill out an annual certification of compliance with the terms of the abatement. That certification must be signed by the local legislative body indicating compliance and submitted to the county with other tax abatement forms. Each business receiving a tax abatement is asked to come to a council meeting to give an update. Mugford expressed her appreciation to each of the businesses receiving an abatement because it signifies growth and investment in the community. Town Manager Penrod noted that HF Group, Shepherd’s Family Auto and MPS Eggs were not able to make it to the meeting.

David Grant, Strauss Veal Feeds, thanked the council for their support and all the town departments for their cooperation as infrastructure was determined and constructed for the newest expansion. Grant stated that the company recently pivoted to a new name to reflect the focus on the products from the spray dryer. The new name is Strauss Dairy Ingredients and all marketing will be focusing on the new direction. Grant stated that the company has chosen to concentrate on retaining employees by hiring less but paying much more. So far it is working out. Council President Smith expressed his appreciation for the expansion.

Ben Gleason, Precision Medical Technologies, emphasized that employees are one of their most important concerns also. PreMedTech is selective of employees because they want to hire the right person not just any person. They try to foster a family environment. PreMedTech saw a 22% growth in 2022 over the previous year. Safety is a top priority with 1035 days without a lost time accident. Focusing on work flow to reduce and eliminate late orders to customers. Gleason noted the emphasis in community focused culture and talked about numerous community focused events held for the employees at the facility. There are currently 51 employees, and should be at 57 employees by the end of 2023. New safety and manufacturing equipment is being added to increase productivity. Penrod noted the pride in the facility demonstrated by the staff and employees.

Rick Sereno, InterTech Products, thanked council for the tax abatement and continued support of the business. InterTech employees average pay is \$19.77 per hour. One of the biggest hurdles is the constant need for a reliable workforce. InterTech is working with an app called VaryAble to get part time employees with flexible schedules. Sereno feels this is helping them engage with a hidden work force. There is significant growth and investment in the business planned in the future. One of those advancements is reducing and eliminating landfill usage by 97% by coordinating with Bright Mark in Ashley, Indiana, to recycle plastic waste into fuel. Currently have 90-100 employees but always looking for additional staff. Sereno spoke of the benefits of using VaryAble for flexible benefits for the employer and employee. Town Manager Penrod and Clerk-Treasurer Mugford have reviewed the paperwork and recommend approval of all tax abatements as presented. Motion to approve six tax abatements as presented: Rager/Dale. Motion passes unanimously.

2. Consideration of Manchester Early Learning Center Funding Request – President Smith stated that the council heard an explanation of this request at an earlier meeting and will be considering it for approval at this meeting. Jim Chinworth stated that the facility is still moving out of COVID but doing it with momentum. Facility enrollment is now around 40%. Chinworth emphasized the importance of the timing of this request because most of the fundraising dollars are received in the second half of the year. There is a reintroduction of programming for school age children who will hopefully stay for afterschool programs throughout the year. Motion to approve the Manchester Early Learning Center request for contribution of \$30,000: Dale/Rager. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Police Dept. – Report included in packet. Police Chief Jim Kirk reported that Officer Cook is going through K9 training with K9 Sarge. Sarge is adapting well to Cook. Officers in training completed a search of Allen County jail where Sarge located fentanyl in a cell.

Fire Dept. – Fire Chief Cam Kissinger reported that O&R Building has started construction of the new storage building.

Building Commissioner – Report in packet. Building Commissioner Dave McVicker stated that grass is growing and high weed letters are being sent out.

Plan Commission – No meeting.

Board of Zoning Appeals – Met April 24.

Traffic Commission –

Parks & Recreation – Report in packet. Park Director Jennifer Hotchkiss reported that locks are ordered for the new dog park. The park department is now taking suggestions for a name for the dog park. Hotchkiss will do a community survey to allow people to vote on a name. The restrooms under Scout Hall and at Ogan's Landing are now open for the season. The first farmer's market of the season will be the first Saturday of May.

Town Life Center –

Tree Advisory – Report in packet

Grow Wabash County –

Redevelopment Commission –

MEDCOR –

Solid Waste – Nothing to report.

Storm Water Board –

Public Works – Wastewater Superintendent Shannon Carter reported that Manchester will host a NIOA meeting on May 10. This will bring 30-40 operators into the community to hear a presentation from Duke's Root Control. Carter reported the need to start a manhole rehabilitation program throughout the system. This process will stabilize the manhole structure and reinforce the mortar and brick. Carter feels it is important to maintain these structures because replacing them is very expensive.

Street Superintendent Craig Walters reported that the trash part of spring clean-up is done. There were 11 dump truck loads totaling about 64 tons of trash removed. Next, they will be picking up limbs and yard waste. Wabash County Solid Waste District Tox-away Day will be held at the street barn this Saturday from 8:00-1:00.

TOWN MANAGER'S REPORT

Town Manager Adam Penrod reiterated that Tox-Away Day is May 6th from 8:00-1:00 at the Street Barn. Wabash County Solid Waste District facilitates this day.

The 2021 Community Crossing Match Grant projects are finally complete. Grant Street was delayed because of the water projects. That grant can now be closed out. The 2022 Community Crossing Match Grant projects have started with Second and Merkle Streets. Other streets on the list will get sidewalks first and then paved.

The South Mill Street pavilion construction is working through punch list items. The steel under the roof needs painted but won't get done till the weather warms up. Duke Energy is hooking up electric service this week. Restroom accessories are being installed. A stone drive will be added just north of the restrooms to allow vehicles to drive up to the pavilion. Penrod commented that local organizations have volunteered to do the landscaping at the appropriate time.

Grant Street water main project is complete.

Penrod has been meeting with Commonwealth Engineers focusing on wastewater plant and system upgrades. Work is being done on a Rural Development grant application to help fund necessary improvements. The deadline for that grant application is September.

There is some funding available for the water main relocation in conjunction with the South Market Street bridge reconstruction. This is through INDOT and could pay up to 90% of costs.

Penrod attended the Indiana Municipal Managers Association conference in Winona Lake. There were several good sessions on homeland security, cyber security, malware, and new legislation. Wes Bennett spoke about trending assessed values and increases in tax bills.

Penrod received three requests for repeat temporary street or alley closures. First Brethren Church would like to have a block party on July 1. Junior Achievement will hold a fun run on July 29. A bike show in conjunction with the car show will be held in the Legion parking lot on June 9.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$472,340.92 and the Public Works docket totaling \$146,260.34 were submitted for payment. Motion to pay our obligations: Rager/Miracle. Motion passes unanimously.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

None.

Meeting adjourned at 7:52 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