

JUNE 14, 2023

TOWN COUNCIL MEETING

Those present:

Jim Smith	Carrie Mugford	Craig Walters	Eric Christiansen
Tom Dale	Matt Mize	Shannon Carter	Alex Downard
Allen Miracle	Jim Kirk	Jennifer Hotchkiss	Heather Cruz
Gary Montel	Dave McVicker	Ryan Shock	Sebrena Cline
Adam Penrod	Cam Kissinger		

Those absent: Laura Rager. A quorum was attained.

The June meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on June 14, 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 05/03/23 and 05/31/23 meetings were presented for approval. Motion to approve the minutes as presented: Miracle/Dale. Motion passes unanimously.

**VISITOR COMMENTS**

None.

**UPDATES**

None.

**UNFINISHED BUSINESS**

1. Traffic Ordinance Revision, Repeal No Parking, GO#4, Third Reading – Town Manager Adam Penrod gave an overview of the ordinance which repeals the parking prohibition on College Avenue and Bond Street. Parking was once restricted in the area of the former administration building to allow for staff parking. Since that building has been removed the parking restriction can be removed. Clerk-Treasurer Carrie Mugford read general ordinance #4 by title only. Motion to approve GO#4, 2023, on third reading: Miracle/Dale. Motion passes unanimously.
2. Traffic Ordinance Revision, Add Temporary Parking Locations, GO#5, Third Reading –Clerk-Treasurer Mugford read GO#5 by title only. Town Manager Penrod explained that this ordinance will add two 15-minute parking spaces at Manchester University for Sister’s Café. This request was made by the University to accommodate town residents who stop for a refreshment and don’t park in the parking lot. There will also be two 15-minute parking spaces in front of town hall for official business at town hall. An original establishing ordinance for the restricted parking can’t be located so this will codify those temporary parking spaces at town hall. Police vehicles are exempted from the 15-minute limit. Motion to approve GO#5, 2023, on third reading: Dale/Miracle. Motion passes unanimously.

**NEW BUSINESS**

1. Special Event Request, Manchester Alive, GO#6 – First Reading – Town Manager Penrod received a request from Manchester Alive to have an event that includes alcohol. Heather Cruz, Manchester Alive Executive Director, distributed a flyer with information about “Grillin’ & Chillin’” for Harvestfest 2023. This will be a new event located at Ogan’s Landing on October 7. Market Street will continue to have typical vendors and children’s activities throughout the day. The event at Ogan’s Landing will include a grilling competition and live music. Manchester Alive would like to have The Franklin Mobile Bar, hosted by Market Street Grill, selling refreshments from noon to 6:00. Manchester Alive will provide all the necessary barricades and an off-duty officer. Sebrena Cline stated that there are no anticipated street closures except the first two blocks of Market Street. Penrod asked for a clarification on the time of the event. Cline stated that grilling participants will start at 8:00 with tasting at noon. Alcohol service and live music will be noon to 6:00. The event request is 10:00 to 7:00 to encompass the anticipated event time. Clerk-Treasurer Mugford read GO#6. Motion to approve GO#6 on first reading: Miracle/Montel. Motion 3-0. Rager absent. Dale abstains.
2. Special Event Request, Historical Society, GO#7 – First Reading – Town Manager Penrod explained that this is a repeat request from the Historical Society to have an educational program featuring a guest speaker followed by a reception in the alley adjacent to the museum. The request is to include alcohol in a public space on October 12. The alley would be closed 4:00 to midnight. Clerk-Treasurer Mugford read GO#7. Motion to approve GO#7 on first reading: Montel/Miracle. Motion 3-0. Rager absent. Dale abstains.
3. Apex Construction Administration Contract, 2022-2 – Town Manager Penrod explained that Apex Engineering has been great to work with on our previous Community Crossing Match Grant projects. This contract will be for the 2022-2 award. Apex will do the inspections, pay apps, and general construction administration. The not-to-exceed amount of the contract is \$16,744 which is very reasonable. Penrod recommends approval of the contract and moving forward with Apex. Motion to approve the Apex Engineering construction administration contract: Montel/Dale. Motion passes unanimously.
4. Human Rights Commission Appointments – Council President Jim Smith noted that council passed an anti-discrimination ordinance earlier this year. That ordinance establishes a North Manchester Human Rights Commission consisting of five members, two of which are appointed by town council. The other appointments come from Manchester University, Manchester Alive, and Manchester Shepherds Center. Smith is recommending Luke Helton and Joe Accetta as council appointments. Motion to approve the appointments: Dale/Miracle. Motion passes unanimously.

## **DEPARTMENTAL & COMMISSION REPORTS**

Police Dept. – Report included in packet.

Fire Dept. – Fire Chief Cam Kissinger reported one of the volunteer fire department lieutenants had a major medical issue on May 17 and is still hospitalized. It is too early to tell when or if he will be back to the department. Fireworks are scheduled for July 1 at 10:00 with a rain date of July 4.

Building Commissioner – Report in packet. Building Commissioner Dave McVicker stated that no rain means no high weed letters.

Plan Commission – No meeting.

Board of Zoning Appeals – A BZA meeting will be scheduled to hear a fence variance request.

Traffic Commission –

Parks & Recreation – Report in packet. Park Director Jennifer Hotchkiss reported that the facility is very busy. Swim lessons are going on in the morning and evening. On Sunday seven new lifeguards finished their certification classes. Summer day camp is averaging 20 kids per day. The Eagle Scout project at Halderman park is completed and looks very nice. All the mulch at Halderman was removed and replaced with river rock. The dog park donation sign has been installed. Timed locks have been installed on all park restrooms restricting entrance after 10:00. Denise Bard has returned to work part time for eight weeks while the facilities manager recovers from a medical issue. Hotchkiss is very appreciative to have Bard back for the summer. Smith commented on the Hoosier Shakes Experience in the new pavilion. Town council member Tom Dale asked if pickleball courts will be installed in the pavilion. Hotchkiss stated that it is still being discussed with lots of details to work out.

Town Life Center – Park Director Hotchkiss reported that the floor has been refurbished and pickleball lines were added.

Tree Advisory – Report in packet

Grow Wabash County –

Redevelopment Commission – Town Manager Adam Penrod reported that the Redevelopment Commission met today and passed a declaratory resolution for a new residential TIF allocation area. This is the first step, next plan commission will discuss and ratify the plan in July, followed by the council consideration in August. The intent of residential TIF is to foster residential growth and is a mechanism used by many communities. The money can fund infrastructure in future developments. The RDC also approved the final surface coat at Chester Heights trail and parking area.

MEDCOR –

Solid Waste – Nothing to report.

Storm Water Board –

Public Works – Water Superintendent Ryan Shock had nothing to add beyond the report. Wastewater Superintendent Shannon Carter reported that the department purchased a new mower last week. A new pump and motor will be installed at the plant. The prior motor was installed in the late 1960's and is original to the plant. Data for root control and manhole rehabilitation is being collected. Should start the process in the next month. Street Superintendent Craig Walters reported that Ford removed the order for the F650 from the system again. Bob Thomas Ford will resubmit the order again. The department has been working on putting stone down in alleys this year.

## **TOWN MANAGER'S REPORT**

Town Manager Penrod reported that the South Mill Street pavilion still has some details to be wrapped up. MKS is reviewing project expenses and found some credits owed to the town for material quantities that were not used. Penrod is waiting on MKS to provide that final information. Conduit and outlets will be added around the top of the pavilion. Painting is done and grass is trying to get started.

Plan Commission meeting is scheduled for June 26 to consider amending the plat for Northridge Estates. The builder has requested removing the play/park area and adding three building lots.

Commonwealth Engineers are working with town personnel to complete utility asset management plans and lead and copper inventory. Penrod is impressed with the amount of communication and time spent getting what the projects need. The lead and copper inventory is due to IDEM in October of 2024 and requires each residence to have visual confirmation or a best guess on pipe material from water main to house. Angie Casper, Utility Clerk, has done a tremendous amount of work to gather relevant data on each building in town. Commonwealth Engineers has secured a \$15,000 grant from Indiana Finance Authority to pay for efforts to gather remaining data. Mailers will be sent out and a social media blitz requesting citizen assistance in getting the additional required information.

Penrod reported that Readi 2.0 has been announced. Northeast Region is hoping to get 50 million dollars of state funding. If it is awarded, each county will get a few projects funded. This is a 20% funding match with 80% coming from public and private investment. Penrod met with Wabash County representatives to discuss possible projects. One option is the proposed Riverfront development.

Penrod thanked all employees and departments who helped with the Second Fridays car show.

### **CLERK-TREASURER'S REPORT**

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$894,903.23 and the Public Works docket totaling \$246,564.67 were submitted for payment. Motion to pay our obligations: Miracle/Dale. Motion passes unanimously.
3. Budget Schedule – Council consensus to meet with department heads on July 19 at 2:00 to discuss 2024 budgets.

### **VISITOR COMMENTS**

None.

### **COUNCIL COMMENTS**

Jim Smith commented that every month department heads come to the council meeting to give a report and he is continually impressed with how well the machine of the town works. Smith thanked all the employees of the town for their outstanding effort every day.

Meeting adjourned at 7:40 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