

FEBRUARY 7, 2024

TOWN COUNCIL MEETING

Those present:

Jim Smith	Carrie Mugford	Dave McVicker	Maddie Schultz
Laura Rager	Matt Mize	Ryan Shock	Heather Cruz
Allen Miracle	Jim Kirk	Brandon Whitcraft	Alex Downard
Gary Montel	Craig Walters	Nate Birch	Chris Harrison
Chalmer Tobias	Cam Kissinger	Kody Cook	Jeremy Hardy
Adam Penrod	Shannon Carter	Dave McManus	Molly Shock

Those absent: None. A quorum was attained.

The February meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on February 7, 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.

MINUTES

Minutes of the 08/16/23, 11/29/23, 12/06/23, 12/20/23, 01/03/24 BOPS, 01/03/24, 01/24/24 BOPS, 01/24/24 meetings were presented for approval. Motion to approve the minutes as presented: Rager/Tobias. Motion passes unanimously.

VISITOR COMMENTS

None.

UPDATES

1. Commonwealth Engineers – Town Manager Adam Penrod introduced Chris Harrison and Jeremy Hardy from Commonwealth Engineers. Hardy gave an update on water and wastewater projects that have been ongoing for the past several months. The asset management plans are done and complete with Baker Tilly information. The lead service line inventory has a few questions left but is complete enough to submit to Indiana Finance Authority and IDEM. A table top exercise was completed with water department staff to estimate areas of town where potential lead services would be located. This information will guide future replacement projects and funding opportunities. An application will be submitted to SRF for water, the application will address water main replacement, lead service line replacement and water meter replacement. SRF requires those project costs to be separated. On the wastewater side the PER is finished and an application has been submitted to Rural Development for funding. An application will also be submitted to SRF because of the size of the project. A funding package with the best interest rate and length of bond will be developed once the applications are reviewed and accepted. New flow metering and modeling will be done next month to ensure the scope of the required projects since long term control plan projects 1-8 were completed in 2008.

PUBLIC HEARING

1. Water Rate Increase Public Hearing – President Jim Smith acknowledged that public hearings are a part of a rate increase process. This is an opportunity for residents to speak about the proposed rates. Smith opened the public hearing for proposed water rate increases. No comments were offered. The public hearing was closed.

2. Wastewater Rate Increase Public Hearing – President Smith opened the public hearing for the proposed wastewater rate increases. No comment was offered. The public hearing was closed.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Water Rate Increase, General Ordinance #1, 2024 – Clerk-Treasurer Carrie Mugford read GO#1 verbatim. Town Manager Adam Penrod stated that the prior water rate increase was done in 2021. The proposed 4.7% increase is to keep up with rising costs of operation and maintenance. There will be another increase once projects costs are determined and bonds are closed. Motion to approve GO#1 on first reading: Rager/Miracle. Motion passes unanimously.

2. Wastewater Rate Increase, General Ordinance #2, 2024 – Clerk-Treasurer Mugford read GO#2 verbatim. Town Manager Penrod stated that the proposed wastewater increase is 6.1% to keep up with the rising cost of operation and maintenance of the sewer utility. The required wastewater improvements under the long term control plan have been discussed earlier. Wastewater rates will increase once the project bonds are closed. Motion to approve GO#2 on first reading: Rager/Tobias. Motion passes unanimously.

3. GRIPP Final Approval, Sewer Modeling, Commonwealth Engineering – Town Manager Penrod explained that one of the initial steps of the wastewater improvement project is to accurately determine the scope of work required. Previous long term control plan projects have removed combined sewer overflow outfalls from the river. New flow monitoring is required to determine the actual amount of stormwater directed to the plant versus the river. Penrod presented contracts from Commonwealth Engineering and GRIPP for a total of approximately \$150,000 for wet weather monitoring, data collection, sewer modeling and scope of work determination. Once complete the wastewater utility will have the SWMM model software to use for future potential infrastructure projects. The stormwater board has agreed to participate and pay half the cost or \$75,000. Motion to approve paying \$75,000 for sewer modeling: Rager/Miracle. Motion passes unanimously.

4. Agreement to Participate in MU/Lilly Grant Application, Resolution #3, 2024 – Town Manager Penrod stated that Manchester University has received a planning grant worth \$250,000. This planning grant is to pay for the necessary work to complete the Lilly grant application. The steering committee has been working diligently to put together plans for college and community collaboration projects that will enhance quality of life and retain students and staff. The final list of projects is a park south of downtown, housing on college avenue, and a complete street on Market Street and College Ave. The deadline for grant application is March 1. Lilly's grant contribution is 30% of projected costs. Penrod explained that the steering committee is asking the town to pledge \$200,000 in 2024 and 2025, in addition to, purchasing the 3 acres of ground south of downtown for the park. Penrod stated that this is a total pledge of \$520,000, but will only be expended if the Lilly grant is awarded. MEDCOR has agreed to purchase the 3 acres and will close in the next few weeks. Manchester University has projects on campus that will also be partially funded with the grant. Clerk-Treasurer Mugford read resolution #3, 2024, verbatim. Motion to approve resolution #3 and pledge \$520,000 over the next 2 years: Rager/Tobias. Motion passes unanimously.

5. Write off Stale Checks – Clerk-Treasurer Mugford explained that every year the town can write-off outstanding checks. The checks must be outstanding on December 31 and over two

years old. This year's checks were originally written in 2021. One check for the town (\$50) and 4 checks for the utility (\$113.28) are eligible to be written off. Motion to approve the request to cancel outstanding checks over 2 years old: Rager/Tobias. Motion passes unanimously.

6. Approval of Northridge Estates Re-Plat, Resolution #4, 2024 – Town Manager Penrod stated that this is a final step for the developer of the housing addition on East Street. The original plat was created in the 1980's in an area outside town corporate boundaries but within our zoning limits. This replat will add 3 additional lots in the front and straighten a property line. The North Manchester Plan Commission approved the re-plat last June and has been waiting on a determination from the county since that time. It has now been determined that it is the responsibility of the town council to provide final approval. Penrod recommends council approval and signature on the re-plat. Once the document is signed it will be recorded at the county. Clerk-Treasurer Mugford read resolution #4, 2024, verbatim. Motion to approve resolution #4 and the re-plat of Northridge Estates: Rager/Miracle. Motion passes unanimously.

7. MKM Contract for OCRA Planning Grant – Town Manager Penrod confirmed that the town was awarded an Office of Community and Rural Affairs planning grant worth \$40,000 for the downtown area late last year. This plan will look at downtown and ways to engage downtown business owners. Once this planning phase is complete the town can apply for a two-million-dollar grant for downtown revitalization. As part of the planning grant application, MKM architecture + design was chosen to provide professional services. Now that the grant has been awarded it's time to sign the contract with MKM to complete the agreed upon services. Motion to approve MKM architecture + design for professional planning services: Rager/Miracle. Motion passes unanimously.

8. Wabash Road Water Valve Project Bid Acceptance – Town Manager Adam Penrod explained that the water department has received a second set of bids for the Wabash Road water valve replacement project. The first set of bids were received in December and all were rejected. The second set of bids were received and the lowest is still approximately \$40,000 more than anticipated. Penrod does not have a good explanation for why the bids are so high. Water Superintendent Ryan Shock has decided to engage a local excavator and replace each valve as time and money allow. Penrod recommends rejecting all bids for the water valve replacement project. Motion to reject all bids as received: Tobias/Rager. Motion passes unanimously.

9. Permission to Purchase Leaf Machine – Town Manager Penrod stated that the leaf vacuum machine is in need of significant repairs. Leaf pick-up is a convenience the residents really appreciate every fall. The street department is having trouble every year getting enough seasonal employees to work and have to rely on other town employees to get the job done. One solution is to get a machine that is self-contained. Street Superintendent Craig Walters explained that the current machine needs approximately \$20,000 worth of repairs. A self-contained machine is hydraulically operated and eliminates the need for additional leaf rakers. The quote from Hoosier Equipment for a Titan Leaf Pro Plus is \$94,464.00. Penrod recommends not repairing the old machine in favor of purchasing the new machine. A new hydraulic machine also eliminates the need to hire additional leaf rakers. Walters noted that the machine would be ordered this year but not delivered or paid for until 2025. The old machine will be duct taped together to get through this fall. Motion to approve purchase of a hydraulic leaf machine: Tobias/Rager. Motion passes unanimously.

10. Community Crossing Match Grant Bid Award – Town Manager Penrod stated that the Community Crossing Match Grant was awarded in December and has to be under contract by March 3. Three bids were received and opened February 2 as follows:

Guant & Son Asphalt: \$700,738.15

Phend & Brown: \$788,040.00
Brooks Construction: \$846,448.00

Penrod recommends approving Gaunt & Son Asphalt for the 2024 Community Crossing Match Grant street paving. Motion to approve the bid received from Gaunt & Son: Tobias/Rager. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Police Dept. – Report included in packet. Police Chief Jim Kirk reported that several applications were received for open officer positions. Ten applicants went through testing and interviews. Three candidates have been selected and will be offered positions contingent on polygraph results. Maureen Zinn applied for and was awarded a Department of Justice grant for \$70,500 to be used for new body and car cameras that are cloud based. Officer Parker Stouffer was sworn in as the new Detective Sargeant. The order for a new police car was rejected by Ford. Kirk will try to locate another car for the department.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that Fire Fighter Dan Renz has been conducting maintenance on fire apparatus. On January 30 the department completed an ISO evaluation. The results will be released in 4-7 months. Kissinger stated that Manchester, Chester and Pleasant departments are working on a collaborative Regional Assistance to Fire Fighters grant. The grant application is due March 8.

Building Commissioner – Report in packet. Building Commissioner Dave McVicker reported that an order to vacate and demolish was sent to 1004 Hillsamer Drive on February 2. McVicker has not heard a response.

Plan Commission – Meeting held on January 22.

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 – Penrod noted that the State of the County address is scheduled for February 15. Council President Jim Smith will present on behalf of the town.

Redevelopment Commission – Penrod reported that the RDC met in January to elect officers and discuss 2024 projects.

MEDCOR – Penrod reported that MEDCOR met in January and approved the purchase of the 3 acres south of downtown. MEDCOR heard an update on the industrial park project.

Solid Waste – Penrod met with officials from Solid Waste on February 6 to discuss placing limited recycling containers at the street department. The containers will initially be placed for 3 months to see how residents utilize the service. Cardboard and metal products will be the only materials accepted. The containers will be available for drop off during normal business hours while the

fence is open. There are cameras watching the entire yard at the street department. If this new arrangement doesn't work out, the containers will be removed and residents will have to take materials to Wabash.

Storm Water Board – Penrod reported that Stormwater Board did meet in January to discuss potential cost sharing of preliminary work for the wastewater projects. The board agreed to pay 50% of the flow modeling and related contracts.

Public Works – Street Superintendent Craig Walters reported that potholes are blooming everywhere. The department is spending its time filling potholes and sweeping streets.

Wastewater Superintendent Shannon Carter had no additional report.

Water Superintendent Ryan Shock commented that there has been plenty of ground movement recently. The water department has fixed 4 leaks in 2 weeks and is searching for other leaks. One of the leaks was at the South Market Street bridge and was flowing into the river. That leak has been isolated and will be fixed when river conditions allow. Shock has contracted a leak detection service which identified 2 areas in town for further inspection. The water plant is pumping approximately 150,000 gallons more per day than it should be. If the leaks aren't in these 2 areas, Shock will have leak detection done all over town.

TOWN MANAGER'S REPORT

Town Manager Penrod thanked Officer Kody Cook for his service to the town. Officer Cook will be leaving to work for the Wabash County Sheriff's office.

Penrod is working with INDOT and engineers to get the preliminary engineering costs reimbursed from the state as the 2 bridge projects progress.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$597,463.85 and the Public Works docket totaling \$323,962.00 were submitted for payment. Motion to pay our obligations: Tobias/Rager. Motion passes unanimously.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

Jim Smith thanked Craig Walters and Shannon Carter for coming to a recent Rotary meeting and speaking to the attendees. Smith remarked that Carter went above and beyond by bringing show and tell from the plant. The clean water that leaves the plant is amazing.

Meeting adjourned at 7:56 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