

SEPTEMBER 4, 2024

TOWN COUNCIL MEETING

Those present:

Jim Smith	Matt Mize	Dave McVicker	Maddy Shultz
Allen Miracle	Nate Birch	Alycee Kissinger	Eric Christiansen
Gary Montel	Craig Walters	Brandon Whitcraft	Cheryl Working
Chalmer Tobias	Ryan Shock	Dave Good	Barb Amiss
Adam Penrod	Cam Kissinger	Jim Chinworth	Jerry Egolf
Carrie Mugford	Shannon Carter	Karen Eberly	Deb Chalk
		Bri Egnor	

Those absent: Laura Rager. A quorum was attained.

The September meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on September 4, 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 06/05/24, 06/19/24, 07/30/24, 08/07/24, and 08/21/24 meetings were presented for approval. Motion to approve the minutes as presented: Tobias/Miracle. Motion passes unanimously.

VISITOR COMMENTS

Jim Smith responded to questions raised at the August meeting.

PUBLIC HEARING

1. 2025 Budget Public Hearing – Clerk-Treasurer Carrie Mugford explained that the budget has been created with consideration to all department needs. The budget revenues are conservative but reasonable and enough to fund the budget as created. The levy increase is capped at 4% statutorily. The Form 3 is submitted in Gateway and available for review. The public hearing was opened. Hearing no comments the public hearing was closed.

UNFINISHED BUSINESS

1. Manchester Alive 2025 Request for Funding – Town Manager Adam Penrod stated that Manchester Alive presented a request of \$15,000 to fund operations at the last meeting. Board member Cheryl Working was present to answer questions. Motion to approve the request for funding: Miracle/Montel. Motion passes unanimously. President Jim Smith commented on all the good work being done at Manchester Alive.

2. Diversity Coalition Request for Funding – Town Manager Penrod stated that McKenzie Coulter-Kern presented a request for funding from the Diversity Coalition at the August council meeting. This funding will support outreach and education. The Community Foundation of Wabash County sponsors this initiative and Manchester University provides an office. This is a first-time request of \$10,000. Motion to approve the funding request: Montel/Miracle. Motion passes unanimously.

NEW BUSINESS

1. 2024 Constitution Proclamation – President Smith read the 2024 Constitution Proclamation verbatim. Barb Amiss thanked Smith for reading the proclamation and read the Constitution preamble. Amiss noted that 2026 is the 250th anniversary of the Constitution.

2. Water and Wastewater Cost of Service Study, Baker Tilly – Town Manager Penrod spoke about the process the water and wastewater utilities have been undergoing to stay in compliance with state mandates, as well as, maintaining and improving current infrastructure. Part of the due diligence is ensuring that all rate payers are paying proportionate rates that are adequate and fair. The contract presented from Baker Tilly is for a cost of service study to review current and future rate structures. This study will focus on rates paid by classes of rate payers including residents, commercial, industrial, and institutional. The contracts are not to exceed \$30,000 for each utility. Penrod recommends moving forward with the cost of service study. Smith emphasized that it is the duty of the council to do its due diligence on these large projects. Motion to approve the Baker Tilly contracts as presented: Tobias/Miracle. Motion passes unanimously.

3. MELC Follow Up Request – Town Manager Penrod stated that Manchester Early Learning Center made an initial funding request in March. At that time the council agreed to provide \$25,000 and asked for updated information if a second request was required. Bri Egner gave an update on the current situation at MELC. It's no surprise that fees will never cover expenses; however, enrollment has increased 30% since March putting them at near record enrollment. A second infant room has been opened. There are currently 27 staff members mostly from North Manchester. The director is doing a phenomenal job and the staff are pursuing educational certificates. This can lead to more funding from the state. A new staff member will have part-time duties as a full-time fundraiser to help bridge the gap between income and expenses. Jim Chinworth explained some of the fee structure and fee income. The current request will assist with payroll and potential wage increases. The program to cover a portion of child care fees initiated by the Community Foundation has been very helpful. Motion to approve the second half of the funding request from MELC: Tobias/Miracle. Motion passes unanimously.

4. Authorized Personnel Only, GO#7, First Reading – Town Manager Penrod explained that it is a best practice to have an ordinance confirming that areas in municipal buildings marked as "Authorized Personnel Only" are not for the public unless invited. Clerk-Treasurer Mugford read general ordinance #7 verbatim. Motion to approve GO#7 on first reading: Miracle/Tobias. Motion passes unanimously. Motion to suspend the rules and move to third reading: Tobias/Montel. Motion passes unanimously. Mugford read GO#7 by title only. Motion to approve GO#7 on third reading: Miracle/Montel. Motion passes unanimously. Motion to reinstate the rules: Tobias/Miracle. Motion passes unanimously.

5. Behavior of Meeting Attendees, GO#8, First Reading – Town Manager Penrod explained that town council meetings are meetings in the public but not public meetings. There is certain behavior and decorum that is expected in a town council meeting. Legislation was passed this past session that allowed for spectators to be removed if they do not follow the meeting rules established by the council. This ordinance follows the law and confirms the meeting rules of the North Manchester town council. Mugford read general ordinance #8 verbatim. Motion to approve GO#8 on first reading: Miracle/Montel. Motion passes unanimously. Motion to suspend the rules and move to third reading: Miracle/Tobias. Motion passes unanimously. Mugford read GO#8 by

title only. Motion to approve GO#8 on third reading: Tobias/Miracle. Motion passes unanimously. Motion to reinstate the rules: Tobias/Miracle. Motion passes unanimously.

6. Traffic Code Amendments, GO #9, First Reading – Town Manager Penrod thanked Craig Walters for auditing street signs in town. General Ordinance #9 updates the schedule of street signs and specialty signs and removes 2 hour parking restrictions around town. The Traffic Commission reviewed the changes and recommended approving the ordinance as presented. Mugford read GO#9 verbatim. Motion to approve GO#9 on first reading: Miracle/Tobias. Motion passes unanimously. Motion to suspend the rules and move to third reading: Tobias/Miracle. Motion passes unanimously. Mugford read GO#9 by title only. Motion to approve GO#9 on third reading: Miracle/Tobias. Motion passes unanimously. Motion to reinstate the rules: Tobias/Montel. Motion passes unanimously.

7. 2025 Budget, GO#10, First Reading – Clerk-Treasurer Mugford presented the 2025 budget ordinance for consideration on first reading. Mugford read general ordinance #10 verbatim. Motion to approve GO#10 on first reading: Tobias/Miracle. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Police Dept. – Report included in packet. Police Chief Nate Birch reported that the three officers at academy have graduated and are back at the department. The newest officer, Sam Allen, has left to start academy. The newest patrol car ordered at the beginning of the year has arrived and will be outfitted.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that he and Dan Renz completed live fire training for instructors' class at the training facility in Wabash. New turnout gear ordered in April was delivered in August. The volunteer fire department pancake breakfast will be September 21.

Building Commissioner – Report in packet. Building Commissioner Dave McVicker reported that demolition on the Hillsamer Street property began on Tuesday and should be complete by Friday.

Plan Commission – Plan Commission will meet September 23.

Board of Zoning Appeals – BZA met in August.

Traffic Commission – No meeting.

Parks & Recreation – Report in packet. Town Manager Penrod reported that the Dilling Group was approved as the contractor for the dehumidifier system replacement at the most recent park board meeting. The new system has a life expectancy of 20-25 years at a cost of \$760,000 of ARPA funds. Plans are to have the work done in August next summer. The pool should only be shut down for about two weeks.

Town Life Center –

Tree Advisory – Report in packet. Dave Good reported that Ben Vineyard has stepped down his involvement with the tree commission. Lewis Tree Service is no longer in business. The tree commission is taking bids from local vendors for the work that needs done.

Grow Wabash County – Town Manager Penrod reported that the Grow Wabash County annual dinner will be held October 10 at the Honeywell Center.

Redevelopment Commission – Did not meet, will meet in September.

MEDCOR – Did not meet.

Solid Waste – Minutes included in packet. Councilmember Gary Montel reported that Wabash County Solid Waste changed providers and went to Republic Services. This move will reduce fees and help the budget. Republic has also put new dumpsters at the street barn and is accepting a wider variety of recyclables.

Storm Water Board – Did not meet.

Public Works – Street Superintendent Craig Walters reported that there's a lot of brush to be picked up after recent storms. It will take some time to get it all cleaned up. Water Superintendent Ryan Shock reported that a water line on Third Street will be replaced which will consolidate 5 service lines. Residents should expect some road closures in the area. Wastewater Superintendent Shannon Carter reported that a new effluent flow meter was installed but having issues with it and may have to go back to an inline flow meter. The influent meter is working well.

TOWN MANAGER'S REPORT

Town Manager Penrod reported that Daniel's Place will have a Halloween Trunk or Treat on October 19 at the town hall parking lot from 4:30-8:30. This is the 3rd year for this event. Gaunt & Son Asphalt has completed the work for this round of Community Crossing Match Grant. Gaunt is now working on sidewalks, curbs, and ADA parking at the South Mill Pavilion. Additional light poles should be installed by Riverbridge Electric by the end of September. Hoffman's Nursery installed landscaping around the walkways. The State Road 114 bridge project bid opening is scheduled for September 11. Penrod and Ryan Shock have been working with Jones and Henry to determine the how to make water connections without shutting off parts of town. There is an initial conservative plan. The water utility is working with Baker Tilly to initiate a bond anticipation note to pay for preliminary engineering and non-construction costs. There are seven identified projects to be completed. Penrod anticipates first reading of the BAN ordinance in October. The Lilly Grant subcommittees are being formed and beginning to meet. Projects involving the town include: Manchester Mile (pedestrian Safety access) and Eel River Commons.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$905,859.01 and the Public Works docket totaling \$172,987.56 were submitted for payment. Motion to pay our obligations: Tobias/Montel. Motion passes unanimously.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

Jim Smith congratulated Clerk-Treasurer Carrie Mugford for receiving the designation of Master Municipal Clerk (MMC).

The next council meeting is scheduled for October 2.

Meeting adjourned at 7:54 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