

OCTOBER 2, 2024

TOWN COUNCIL MEETING

Those present:

Jim Smith	Matt Mize	Dave McVicker	Maddy Shultz
Laura Rager	Nate Birch	Alycee Kissinger	Eric Christiansen
Gary Montel	Craig Walters	Brandon Whitcraft	Sam Balsler
Chalmer Tobias	Jennifer Hotchkiss	Jeremy Hardy	Dave Metzger
Adam Penrod	Cam Kissinger	Brenda DeVries	Charles Bell
Carrie Mugford	Shannon Carter	David Unhoch	Robert Sklar

Those absent: Allen Miracle. A quorum was attained.

The October meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on October 2, 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 09/04/24 and 09/18/24 meetings were presented for approval. Motion to approve the minutes as presented: Tobias/Montel. Motion passes 3-0. Rager abstains due to lack of attendance.

VISITOR COMMENTS

David Unhoch, 106 S First Street, asked for assistance with a neighboring property, Quality Quick Lube. Unhoch expressed his concerns about the number of cars around the property, in the alley and in front of the business, restricting views of oncoming traffic.

UNFINISHED BUSINESS

1. 2025 Budget, GO#10, Second Reading – Clerk-Treasurer Carrie Mugford read general ordinance #10 by title only. Motion to approve on second reading: Rager/Tobias. Motion passes unanimously. Motion to suspend the rules and move to third reading: Rager/Tobias. Motion passes unanimously. Motion to approve GO#10 on third reading: Rager/Tobias. Motion passes unanimously. Motion to reinstate the rules: Rager/Tobias. Motion passes unanimously. Mugford thanked the council for their support during the budget process. The budget will be submitted through Gateway tomorrow for DLGF review at the appropriate time.

NEW BUSINESS

1. Water Bond Ordinance, GO#11, First Reading – Town Manager Adam Penrod introduced Brenda DeVries, partner at Bose McKinney & Evans LLP. Packets of information about the project were provided to meeting attendees. Penrod stated that this water project has been discussed for over a year and entails making repairs to an aging infrastructure system. The proposed BAN (Bond Anticipation Note) will cover non-construction costs including, but not limited to, engineering, equipment purchases, and bond issuance. DeVries explained that a BAN is a temporary funding mechanism to bridge to the permanent bond issued through State Revolving Fund loan next fall. It is not uncommon for municipalities to issue a BAN before bond issuance. The bond will pay off the BAN. The proposed bond ordinance and accompanying

exhibits is approximately 60 pages long and available for review in the clerk's office. DeVries clarified that the numbers included in the ordinance are not to exceed amounts, the council is authorizing the issuance up to the amount of \$15,910,000 for the BAN, Bond, and project costs. This allows for changes in the scope or fluctuations in financial parameters but the actual cost is estimated to be less. There is a certain look back period that will allow the utility to capture expenses related to the project and have those be reimbursed. Penrod noted that the SRF application will wait until the next round to allow more time for engineering and information sharing and residential dialogue. DeVries explained that SRF is a competitive, subsidized low interest loan program for municipal utility projects. The application process ranks communities on the amount of need based on a multitude of factors. North Manchester did not rank as a high need community partly because of the low utility rates and relatively high median household income. Councilmember Jim Smith reiterated that the water and wastewater utility needs have been discussed for years. The impact on the user rates is always the highest priority. Councilmember Laura Rager commented that it's unfortunate that rates are going to rise; however, user fees in similar communities are much higher than Manchester. Councilmember Gary Montel asked about recent unaccountable water figures. Penrod stated that unaccountable water was near 20% which creates loss of revenue due to poor infrastructure. Wastewater Superintendent Shannon Carter noted that the loss in revenue effects the sewage utility as well. Councilmember Chalmer Tobias expressed his appreciation for the utility workers who keep infrastructure operating that was installed in 1965. Montel asked about other federal mandates. Penrod stated that the water utility is gathering information on water service lines containing lead. This information is due to be submitted by mid-October and eventually an order will be issued to replace lead service lines. Penrod noted that the utility workers and office staff have done a great job collecting information on houses in town. Motion to approve general ordinance #11, water bond ordinance, on first reading: Montel/Rager. Motion passes unanimously.

2. Request to Purchase Security Cameras – Town Manager Penrod stated that several departments would like to install new or updated cameras around their facilities. Intersect Technologies will install cloud-based technology that can be viewed from anywhere. The cameras will have a 10-year warranty and a 5-year license. The \$51,000 invoice will be paid from remaining ARPA funds. Motion to approve the request to purchase security cameras: Montel/Rager. Motion passes unanimously.

3. Consideration of Full-Time Chief Position – Town Manager Penrod explained that the fire department has 3 full-time drivers to staff the department 24 hours a day. A part-time chief and deputy chief are paid a stipend for additional work. It has become increasingly difficult to get relief drivers throughout the day because those volunteers have full-time employment. A full-time chief position can float to cover shifts for vacation or training and be extra hands during daytime runs. This new position was considered in the 2025 budget. Penrod acknowledged that Kissinger would be available to fulfill Fire Chief duties that have been neglected such as resident engagement and fire checks and fire education. Compensation will be similar to other department heads. Motion to create the position of full-time fire chief: Rager/Tobias. Motion passes unanimously. Penrod stated that the change in personnel will begin after the first of the year. Rager commented that last year there were two extended illnesses within the fire department and it would be negligent to not prepare for staff challenges.

DEPARTMENTAL & COMMISSION REPORTS

Police Dept. – Report included in packet. Police Chief Nate Birch reported that August was a busy month. There were 264 calls for service. Officer Wilson resigned and the process has begun to replace him.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that it was also a busy month for the fire department. The pump trucks and SCBA equipment passed inspections. The firetrucks have been seen in the homecoming parade and a library event. The annual pancake breakfast was well attended.

Building Commissioner – Report in packet. Building Commissioner Dave McVicker reported that Hillsamer Drive property is down and leveled off.

Plan Commission – Plan Commission met September 23.

Board of Zoning Appeals –

Traffic Commission –

Parks & Recreation – Report in packet. Park Director Jennifer Hotchkiss reported that a kick off meeting was held with the Dilling Group to get the dehumidification project started. The meeting went well but the equipment has a 22 week lead time. The facility will be shut down for equipment installation next August. The Halloween pumpkin hunt will be held October 28 at 7:15 at Warvel Park. Fall break camp will be open during the week of MCS fall break.

Town Life Center –

Tree Advisory – Report in packet.

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 – RDC will meet October 9.

MEDCOR – Did not meet.

Solid Waste – Minutes included in packet. Councilmember Gary Montel reported that Solid Waste is saving a lot of money since changing recycling vendors.

Storm Water Board – Stormwater met and paid the bills.

Public Works – Street Superintendent Craig Walters reported that fall clean up is scheduled for October 18 & 19. Road salt has arrived and ready for winter.

Wastewater Superintendent Shannon Carter reported that a sewer repair on North Market from 20+ years ago has become a problem again. The week of October 14 there will be 45' of sewer main replaced by Knecht Development. A new inline mag meter will be installed the week of October 28. Penrod shared his thanks for pictures in the wastewater report.

TOWN MANAGER'S REPORT

Town Manager Penrod reported that a preconstruction meeting will be October 11 for the State Road 114 bridge project. All effected agencies will be represented on the call. The project was bid and a contractor has been selected. The contractor will talk about timing and answer

questions. We are on the cusp of major construction on the bridge one lane at a time. Montel asked why this bridge work is being done. Penrod explained that Indiana is working on all bridges and culverts toward the end of their useful life. This bridge was installed in the 1960's. The South Market Street bridge project was pushed back about 9 months. Mike Kleinpeter has reported that the income surveys for wastewater are favorable. Wastewater qualifies for grant funding which will help stabilize rates. The Grow Wabash County annual dinner will be held at the Honeywell on October 10. The AIM Ideas Summit is being held in Fort Wayne next week. Penrod and Mugford will be presenting on Reach Alert and mass communication with residents. The Stellar Pathways regional grant is due at the end of October. This grant could potentially bring seven million dollars from various state departments to the county. Wabash is one of 4 finalists. The award will be made in January.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$571,868.60 and the Public Works docket totaling \$274,008.73 were submitted for payment. Motion to pay our obligations: Tobias/Rager. Motion passes unanimously.

VISITOR COMMENTS

Robert Sklar, 116 W Main Street, expressed two concerns. Sklar asked about the variance for the park south of downtown and the plan for handling increased trash in a new park. Sklar stated that two town representatives vandalized his property.

COUNCIL COMMENTS

None.

The next council meeting is scheduled for November 6.

Meeting adjourned at 7:50 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