

DECEMBER 17, 2025

TOWN COUNCIL MEETING

Those present:

Jim Smith	Chalmer Tobias	Nate Birch	Jennifer Hotchkiss
Laura Rager	Adam Penrod	Shannon Carter	Jeremy Hardy
Allen Miracle	Carrie Mugford	Craig Walters	Miriah Tobias
Gary Montel	Matt Mize	Cam Kissinger	

Those absent: None. A quorum was attained.

The second December meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on December 17, 2025, at 5:30 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 10/15/25, 11/14/25, 11/19/25 meetings were presented for approval. Motion to approve the minutes as presented: Tobias/Rager. Motion passes unanimously.

**VISITOR COMMENTS**

Council President Jim Smith responded to concerns presented by Laura Gale at an earlier meeting.

**UNFINISHED BUSINESS**

1. 2026 Salary Ordinance, GO#9, Third Reading – Clerk-Treasurer Carrie Mugford read general ordinance #9 by title only on third reading. This ordinance defines the compensation, including benefits, of all town employees and elected officials. Motion to approve GO #9 on third reading: Tobias/Rager. Motion passes unanimously.

2. Stormwater Ordinance Update, GO#10, Third Reading – Clerk-Treasurer Mugford read general ordinance #10 by title only on third reading. Motion to approve GO#10 on third reading: Tobias/Rager. Motion passes unanimously.

**NEW BUSINESS**

1. 2025 into 2026 Encumbrances, Resolution #8 – Clerk-Treasurer Mugford explained the annual appropriation encumbrance resolution, which moves the permission to spend funds from the current year to the next year. There are two encumbrances from 2025 into 2026 for the fire department totaling \$70,664. The encumbrances will go toward the purchase of a new fire chief vehicle and 4 sets of turnout gear. Motion to approve the 2025 encumbrances: Rager/Tobias. Motion passes unanimously.

2. APEX Contract Amendment – Town Manager Penrod presented an amendment to the Apex Engineering contract for the Manchester Mile project. This amendment covers additional engineering needed for a significant retaining wall and street lighting integration along College Avenue. The amendment adds an additional \$9,916 to the contract which will be paid from Lilly Grant funds. Motion to approve the amendment to the Apex contract: Tobias/Rager. Motion passes unanimously.

3. Boards & Commissions Appointments – President Smith presented a list of appointments and re-appointments to boards and commissions for the coming year. Laura Rager and Andy Brown reappointed to Plan Commission. Dennis Unger and Randy Self reappointed to Traffic Commission. Brendyn Mugford will be the 2026 high school representative to the Traffic Commission. Richard Nichols is appointed to the Tree Commission, while Deb Hustin, Gary Eberly, Bernie Ferringer, and David Kreps are re-appointed. Jeff Hire and Allen Miracle are re-appointed to the Storm Water Board. Motion to approve the boards and commissions appointments as presented: Montel/Rager. Motion passes unanimously.

### **DEPARTMENTAL & COMMISSION REPORTS**

Police Dept. –

Fire Dept. –

Building Commissioner –

Plan Commission –

Board of Zoning Appeals –

Traffic Commission –

Parks & Recreation – Report in packet.

Town Life Center – Park and Recreation Director Jennifer Hotchkiss reported that the TLC gym is now open for walking from 8:00 am – 11:00 am Monday thru Friday.

Tree Advisory –

Grow Wabash County –

Redevelopment Commission –

MEDCOR –

Solid Waste –

Storm Water Board –

Public Works – Street Superintendent Craig Walters reported that crews will attempt another round of leaf collection early next week.

Wastewater Superintendent Shannon Carter thanked everyone for a good year.

Town Manager Penrod reported for the water department that the new meters are continuing to demonstrate that they are a good investment. The meter detected a 700 gallon per hour leak at a gas station closed during bridge construction, possibly from a frozen pipe. The owner could not be contacted but the water was shut off quickly to prevent further flooding and damage. Penrod acknowledged that without the meters it could have taken weeks to find the situation.

### **TOWN MANAGER'S REPORT**

Town Manager Adam Penrod reported that the water infrastructure project was scheduled to start in January but is probably going to be closer to a February start.

Penrod has been meeting with employees to distribute and discuss the new employee handbook. There were 31 applicants for the building commissioner position that will soon be vacated when Dave McVicker retires. A committee will go through the applications to determine who will be interviewed. Interviews are planned for the end of the month.

Penrod commented that this has been the fastest year of his employment with the town. Penrod thanked all the employees for their dedication and hard work with all the projects and events going on. There were lots of extra meetings and work to be done to keep everything moving forward. Penrod thanked the council for their collective support and for staying involved with all the ongoing projects.

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

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$449,395.07 and the Public Works docket totaling \$545,899.46 were submitted for payment. Motion to pay our obligations: Tobias/Rager. Motion passes unanimously.

### **VISITOR COMMENTS**

None.

### **COUNCIL COMMENTS**

Laura Rager thanked the volunteers who accepted appointments to boards and commissions and agree to give up their evening for the good of the community.

Jim Smith echoed Penrod's sentiments regarding the progress made during the year and looking forward to 2026.

The next regularly scheduled town council meeting will be January 7, 2026.

Meeting adjourned at 5:45 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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Allen Miracle

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Gary Montel

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Chalmer Tobias

ATTEST

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Carrie Mugford, Clerk-Treasurer