

OCTOBER 13, 2021

TOWN COUNCIL MEETING

Those present:

Allen Miracle	Gary Montel	Matt Mize	Eric Christiansen
Jim Smith	Carrie Mugford	Jim Kirk	Alex Downard
Laura Rager	Adam Penrod	Craig Walters	Dave McVicker
Tom Dale			

Those absent: None. A quorum was attained.

The October meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W Main Street, on October 13, 2021, 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, Allen Miracle, who presided.

**MINUTES**

Minutes of the 08/18/21 special meeting and 09/01/21 regular meeting were presented for approval. Motion to approve the minutes as presented: Rager/Montel. Motion passes unanimously.

**VISITOR COMMENTS**

None.

**UNFINISHED BUSINESS**

1. 2022 Budget Ordinance, GO#4 – Second Reading – Clerk-Treasurer Mugford read the 2022 Budget Ordinance, general ordinance #4, 2021, by title only. Mugford stated that nothing has been updated or amended since the first reading. Motion to approve GO #4 on second reading: Rager/Smith. Motion passes unanimously. Mugford requested council suspend the rules and move to third reading so that the budget can be submitted to the Department of Local Government Finance. Motion to suspend the rules and move to third reading: Rager/Dale. Motion passes unanimously. Mugford read the 2022 budget ordinance by title only. Motion to approve GO#4 on third reading: Rager/Dale. Motion passes unanimously. Motion to reinstate the rules: Rager/Dale. Motion passes unanimously. Mugford thanked the council for their support through this budget season.

**NEW BUSINESS**

1. Public Hearing for Additional Appropriations of Home Ruled Funds – Mugford opened the public hearing for 2021 additional appropriations. Hearing no comments, the public hearing was closed.

2. Additional Appropriation Resolution #3, 2021 – Mugford explained that home ruled funds with smaller cash balances are given appropriations based on past usage. This year three of them overspent the appropriations and need additional. The funds are: Police Donation, Walrod Memorial Tree, and Warvel Park Donation. The ARPA Coronavirus fund was not established or even contemplated when the budget was created last year, so it needs to have appropriations to spend the money in this year. The police department were fortunate to receive a reimbursement grant for new radios but the original expenditure used appropriations. The LOIT-Public Safety

fund requires additional appropriations to compensate for the grant. Mugford read resolution #3, 2021, verbatim. Motion to approve 2021 additional appropriations: Rager/Dale. Motion passes unanimously.

3. Approve MKS Contract for Construction Services – Town Manager Adam Penrod stated that the town has been working on projects to enhance development around the river on South Mill Street. A plan for development is part of the town's most recent comprehensive plan. The next step is to build a large pavilion between Ogan's Landing and downtown as a multiuse space. Penrod has been in contact with Michael Kinder and Sons to design the area. Penrod stated that a focus group has been created to give input and direction to the development. At this time Penrod is seeking approval to hire MKS to provide construction management services. MKS will oversee the architect, engineer and construction crews. MKS will help guide the town through design and bidding phases and then follow through construction to make sure the best and most economical pavilion is built with community needs in mind.

Alex Downard, MKS, introduced himself. Downard helped put together a high-level view of the plan for the area east of the river and south of downtown. Downard explained that MKS is proposing to be the construction manager and professional service to guide this project. MKS will work through preconstruction with the architect. MKS will work on behalf of the town to guide where funding is best used. Penrod explained that the MKS contract is broken down into phases. The preconstruction phase includes design, bidding, and contracts up to the point the project is shovel ready. This phase is not to exceed \$10,000 plus reimbursables. The construction management phase will include onsite oversight of the project to ensure design specifications are met and material amounts are correct. This phase is not to exceed \$14,000 plus reimbursables. The overhead fee for a project of this nature costing over \$500,000 is 8%. Councilmember Jim Smith acknowledged that he has worked with MKS on other projects in town and they are worth the money on a project this size. Smith feels the contract is standard language and recommends hiring MKS for construction management services. Motion to approve hiring MKS for the large pavilion project: Smith/Rager. Motion passes unanimously.

4. Approve Phosphorus Project Bids – Town Manager Penrod explained that Jones and Henry Engineering has been working with the Wastewater Superintendent to bid a phosphorus removal project. Phosphorus removal during primary treatment is mandated by the Indiana Department of Environmental Management. The wastewater plant ultimately discharges treated water into the river so it has to contain less than 1 part per million of phosphorus. Bid opening was held September 29 at the wastewater plant. One bid was received on time from RE Crosby for \$64,446. Crosby has done work at the plant in the past. Jones & Henry reviewed the bid and recommend acceptance. Penrod noted that the bid was higher than anticipated but feels Crosby will deliver a good project. Penrod asked for approval of the Crosby contract for the phosphorus removal project. Motion to approve: Rager/Dale. Motion passes unanimously.

5. Permission to Advertise for Aquatic Coordinator – Town Manager Penrod announced that Anne Myers will be retiring as Town Life Center Administrator and the duties will move to the park department. This shift will add responsibilities to Park & Rec Director Jennifer Hotchkiss. Hotchkiss is already busy and spending a lot of time lifeguarding because employees are hard to find. The pool had an aquatics coordinator in the past but the position was absorbed by other employees in 2012. Hotchkiss has developed a job description for the aquatics coordinator which includes, but is not limited to: lifeguard training, hiring and scheduling lifeguards, lifeguarding when necessary, instructor scheduling, and water education. Penrod stated that the Park Board discussed reinstating this position at their last meeting and recommends moving forward with hiring. Smith stated the additional responsibilities as well as being short staffed make it a good time to hire more staff. Miracle stated his desire to support the department heads and the needs

of the department. Motion to approve hiring an Aquatic Coordinator: Rager/Smith. Motion passes unanimously.

6. Capital Asset Capitalization Policy, GO#5, 2021 – First Reading – Clerk-Treasurer Mugford explained that the State Board of Accounts will no longer be reviewing capital assets as a note to the audited financials. Capital assets are now a part of the audit. The town is required to keep good records of assets owned by the municipality. Mugford stated that the records kept for the annual report include any tangible asset purchased over \$5,000 with a relatively long lifespan. However, there is no record of a codified capital asset capitalization policy. Mugford asked council to consider the ordinance formally establishing a capitalization policy. Mugford read general ordinance #5 verbatim. Motion to approve GO#5 on first reading: Montel/Rager. Motion passes unanimously.

7. Capital Asset/Inventory Valuation Contract, Ron Heller – Clerk-Treasurer Mugford explained that along with having a capital asset policy, the current inventory of assets needs to be reviewed and updated. Mugford has contacted Ron Heller to come to town and do a physical inventory of all the assets and provide a report that can be used for future audits. Mugford requested approval of a contract with Ron Heller, not to exceed \$6,000. Motion to approve: Smith/Dale. Motion passes unanimously.

8. APEX Engineering 2021 CCMG Construction Admin/Inspection Services Contract – Town Manager Penrod stated that APEX Engineering has been our engineer for street projects for the last few years. APEX does the design and bid work for the Community Crossing Matching Grant. In the second round this year, the town was awarded another half million dollars to be used by June of next year on paving. The contract to be considered tonight is for construction administration and inspection services not to exceed \$18,960. Gaunt & Son was already awarded the project and anticipate starting this October but may not get started till spring. Councilmember Tom Dale asked if there are any infrastructure lines under the streets to be paved that need to be addressed before asphalt. Penrod confirmed that Water Superintendent Ryan Shock has been notified of the streets that will be worked on so they can do any repairs ahead of time. Penrod remarked that Buffalo Street is paving over a previous water project. Motion to approve the APEX Engineering construction administration and inspection services contract: Dale/Montel. Motion passes unanimously.

9. Acknowledge Quotes for Storage Building at Water Plant – Town Manger Penrod stated that three quotes were solicited to replace the cold storage building for the water department. The original storage building burnt and will be replaced with insurance money on the water plant property. The building will be 40' x 40' with a concrete floor placed on the back side of the property. The three quotes received were:

O&R Buildings LLC: \$34,500

J&R Swartz Construction LLC: \$38,875

Pacemaker Buildings: \$40,763

Penrod and Shock recommend O&R Buildings. Motion to accept O&R as quoted: Smith/Dale. Motion passes unanimously.

## **DEPARTMENTAL & COMMISSION REPORTS**

Appointments – See Schedule

Police Dept. – Report included in packet. Police Chief Jim Kirk reported that the department will have Trunk or Treat in conjunction with Parks Department event at the Scout Hall on October 29.

There will not be a haunted jail this year. Town wide trick or treating will be 5:30 to 8:30 on October 31.

Fire Dept. – Report included in packet.

Code Enforcement – Report included in packet.

Plan Commission –

Board of Zoning Appeals –

Traffic Commission – Did not meet

Parks & Recreation – Report included in packet.

Town Life Center – Report included in packet.

Tree Advisory – Minutes included in packet.

Grow Wabash County –

Redevelopment Commission – Did not meet.

MEDCOR – Did not meet.

Solid Waste – Tom Dale reported that normal tipping fees are \$27,000 – \$30,000 per month. This month is \$71,000. Solid Waste is not sure why there is such an increase but it is a pleasant surprise.

Storm Water Board –

Public Works – Reports included in packet.

## **TOWN MANAGER'S REPORT**

Town Manager Adam Penrod reported that the small pavilion at Ogan's landing is 90% done. This pavilion is a project of and paid for by the Redevelopment Commission. Council member Laura Rager commented on how nice it looks in that area. Penrod is hopeful to get a ReadI grant and private investment dollars to help build the large pavilion on South Mill Street.

Wabash County is working on phase 2 of the Grossnickle Ditch. Each resident along the ditch will have an assessment fee to pay for the project. Residents who live within town limits pay a monthly stormwater fee and will have their fee paid by the town. Any agricultural land not in town limits will have to pay the assessment fee. The cost of the assessment will be determined after bids are received and the cost of the project is determined. A public hearing is scheduled for November 15 at 10:00 am at the Wabash County Courthouse. Anyone can speak about the project or ask questions to the county surveyor.

The annual holiday event Light Up the Town will be November 20. There will be the downtown tree lighting, parade of lights, and Santa. Streets will be closed temporarily as the parade passes and then opened immediately.

Penrod commented that he, Kirk, Rager, Smith, and Mugford attended the AIM conference last week. Lots of good information was presented and connections were made.

**CLERK-TREASURER'S REPORT**

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$433,808.59 and the Public Works docket totaling \$193,158.04 were submitted for payment. Motion to pay our obligations: Smith/Rager. Motion carried by unanimous voice vote of members present.

**VISITOR COMMENTS**

None.

**COUNCIL COMMENTS**

Jim Smith echoed the comments made by Penrod about the AIM conference. Lots of good topics and vendors. Interesting sessions to learn from and bring information back to town.

Meeting adjourned at 7:26 pm.

TOWN COUNCIL, TOWN OF N. MANCHESTER

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Allen Miracle, President

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Jim Smith, Vice-President

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Tom Dale

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Laura Rager

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Gary Montel

ATTEST

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Carrie Mugford, Clerk-Treasurer