

MAY 4, 2022

## TOWN COUNCIL MEETING

Those present:

Jim Smith	Jim Kirk	Jeff Hersha	Eric Christiansen
Laura Rager	Craig Walters	Cheyenne McDaniel	Maddie Shultz
Tom Dale	Jennifer Hotchkiss	Wayne Robison	Troy Dahlstrom
Allen Miracle	Dave McVicker	Rick Sereno	Rocky Addair
Gary Montel	Ryan Shock	Wendel Aldrich	Jeff Hartman
Adam Penrod	Cam Kissinger	Jeff Thornburgh	Jerry Egolf
Carrie Mugford	Shannon Carter	Benjamin Gleason	Deb Chalk
Matt Mize	Eric Lambert	Cathy Johnston	

Those absent: None. A quorum was attained.

The May meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on May 4, 2022 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 04/13/22 regular meeting were presented for approval. Motion to approve the minutes as presented: Rager/Dale. Motion passes unanimously.

### **VISITOR COMMENTS**

None.

### **UPDATES**

Jeff Hersha, Jones and Henry Engineering, presented council with a 97% complete preliminary engineering report for the wastewater treatment plant. This report is required by the state to show that the infrastructure has been reviewed in a technical manner in order to receive funding. The report illustrates the current system and needed improvements. This document is in support of updates required under the long term control plan. Hersha noted that the last project to complete the LTCP is improvements at the wastewater facility. Hersha detailed some of the suggested updates as enumerated in the PER. The PER is available at the clerk's office for review. Hersha explained that this plan does not suggest building an entirely new plant. There is capacity at the current facility with specific enhancements to comply with treatment requirements. Hersha noted that engineer's contingency estimates are 25% to compensate for supply chain variables. When considering funding, including green components to equipment will give credits toward lowering the loan rate. Council President Jim Smith noted that Hersha has been meeting with a utility committee to discuss these plans. The council will lean heavily on the recommendation of that committee. Town Manager Adam Penrod commented that the treatment facility has capacity for residents but increased capacity will help recruit industry to the area.

### **UNFINISHED BUSINESS**

1. One Time Alcohol Allowance (Center for History) – GO#1, Second Reading - Clerk-Treasurer Carrie Mugford read general ordinance #1 by title only. Motion to approve general ordinance #1

on second reading: Miracle/Montel. Motion passes by a majority of members present. Rager and Dale abstain.

2. One Time Alcohol Allowance (Second Fridays) – GO#2, Second Reading - Mugford read general ordinance #2 by title only. Councilmember Tom Dale asked if the event will be closed to the public and for ticketed guests only. Penrod confirmed that the event will have a limited number of presale tickets. Dale expressed his opposition to setting a precedent for future events that might consider having alcohol as part of the event. Motion to approve general ordinance #2 on second reading: Rager/Miracle. Motion passes by a majority of members present. Dale abstains.

### **NEW BUSINESS**

1. Annual Tax Abatement Renewals – Clerk-Treasurer Mugford explained that companies receiving tax abatements were sent a letter this year inviting them to address council. Tax abatements allow businesses to buy equipment and make improvements while foregoing the tax impact. Mugford thanked all those present at the meeting tonight.

Wendel Aldrich, Intertech Products, gave an overview of the business. Intertech Products was recently acquired by a local investor, Wayne Robison. Aldrich stated that it has been a seamless transition and the company continues to have strong sales and profits. There are currently 40 automotive and 60 industrial production lines. However, the business has been affected by chip shortages. Inflation and rising overhead are a concern just like all other businesses, but Intertech is working through the issues. Rick Sereno, Intertech Products President, stated that employee retention and recruitment are the biggest struggles. Intertech has developed creative solutions to attract good employees such as part-time positions and flexible scheduling. Other employment incentives include onsite training and paying for advanced education. Intertech is working on additional automation of mundane positions because machines never get bored. Intertech is proud to be on the horizon of new opportunities to continue to grow the business.

Benjamin Gleason, Precision Medical Technologies, reported PMT is happy to be cultivating a great employee environment. PMT currently has 52 employees and 4 open positions. Gleason noted that employees continued to work 40 hours a week during COVID 19 without implementing a reduced work schedule or eliminating positions. PMT has invested \$3.2 million in equipment in the North Manchester facility. Significant investment was made in 2021 to automate processes and allow for more production runs. The goal is to employ 85 people at the facility in a clean manufacturing environment. Penrod expressed his thanks to PMT for reaching out to the school system to collaborate for interns and future opportunity development. Dale thanked Gleason for the recent tour the council took through the facility. Dale stated it was impressive.

Jeff Hartman, Strauss Veal Feeds, reported that the new spray dryer process has allowed Strauss to hire an additional 8 employees. Strauss is facing the same employment struggles as other businesses.

Tax abatement approval was also requested by HF Group, MPS Eggs, and Shepherds Automotive but they were unable to attend the meeting.

The six abatements received will be reviewed by council and approved at a special meeting.

2. ARPA Plan Amending Resolution – Resolution #1, 2022 – Clerk-Treasurer Mugford explained that the US Treasury has finally released a final ruling on the American Recovery Plan Act funds sent to all municipalities. Part of this final rule is a new provision that municipalities can take a standard deduction of up to \$10 million for general government purposes. This means that all money allocated to the town can be used for necessary projects around town without the specific reporting requirements included in the interim final rule. This eliminates the need to fit expenditures into the four narrow categories, as well as, the complicated federal reporting. In

order to use funds under this provision the town must adopt new language into ARPA plan. Resolution #1, 2022, will include the standard allowance section into the town's plan. Mugford read resolution #1 verbatim. Motion to approve: Dale/Rager. Motion passes unanimously.

3. Plan Commission and Board of Zoning Appeals Alternate Members - Resolution #2, 2022 – Penrod explained that it can be difficult to get a quorum and enough members to conduct business at Plan Commission and BZA meetings. After consulting with Town Attorney Matt Mize, Penrod found that there is statute to allow for alternate members. Having alternate members will allow for full quorum if one or more members is missing from a meeting. Mize emphasized that this mechanism will allow the board to have enough members to conduct business. This is especially important at times when the agenda is time sensitive and delaying a meeting could affect protentional investment in town. Plan Commission and BZA have passed their own resolutions approving alternate members. Council Vice President Laura Rager explained that the alternates will receive minutes and packets just the same as regular members. Smith asked if the change will require a change to town code. Mize stated that language is in the resolution in case the codification does need changed, but he would do more research. Clerk-Treasurer Mugford read resolution #2 verbatim. Motion to approve: Rager/Dale. Motion passes unanimously.

4. Street Department Request to Purchase a Dump Truck – Penrod reported that the Street Department has been researching purchasing a new dump truck for a few years. The purchase is budgeted for even though prices have gone up in recent months. Street Superintendent Craig Walters stated that the truck to be replaced is 24 years old. It is starting to be unreliable. Walters noted that with the automotive industry the way it is right now the new truck probably won't be delivered for a year and the price will probably go up. The new truck will be smaller than the old dump truck and under the requirements for a CDL driver. Any employee will be able to drive it, if needed. Walters recommends accepting and moving forward with the Kerlin's quote. The quotes have the same plow, salt spreader, and other additional equipment. The price variance is in the base truck. Mugford stated that three bids were solicited and received on time. The bids were as follows:

W.A. Jones: \$140,187.00

Lindco: \$113,431.31

Kerlins Ford: \$109,398.80

Motion to approve Kerlin's Ford quote for a 2023 F650: Montel/Dale. Motion passes unanimously.

## **DEPARTMENTAL & COMMISSION REPORTS**

Police Dept. – Report Included. Police Chief Jim Kirk reported that officers have completed a lot of training this month. Most officers are almost done with the required training for the year. Kirk reported that during a traffic stop on State Road 13 South a drunk driver hit a Sheriff Department pickup and our Chevy Caprice. Both patrol vehicles were totaled. On Friday during another traffic stop on State Road 114 west of town and a drunk driver hit the K9 vehicle and did significant damage. The K9 was in the car but no one was injured. That vehicle will be repaired.

Fire Dept. – Report Included. Fire Chief Cam Kissinger reported that Engine 603 was returned from being repaired on 4/20 but developed a hydraulic leak. The leak can't be located and for now they are just keeping an eye on it. Engine 603 may be removed from service once again to repair the leak if it can't be fixed locally. Kissinger reported that the Police Department donated 5 new portable radios to the fire department. Kissinger will be amending the request for new communication devices for the June council meeting.

Building Commissioner – Building Commissioner Dave McVicker reported that an unsafe building has been demolished at 412 W Fourth Street. McVicker is sending out letters for articles that need cleaned following spring clean up. McVicker reported that he has received two permits for new houses at Chester Heights.

Plan Commission – McVicker reported that the Plan Commission met April 25. The alternate member resolution was considered and accepted. Plan Commission recommends approval by Town Council.

Board of Zoning Appeals – McVicker reported that the BZA met April 25. A fence setback was considered and approved. The Family Dollar/Dollar Tree building variance was considered and approved. The buffer area around the building was agreed upon between the neighbors and the builder. BZA will meet again on May 23.

Traffic Commission – Did not meet.

Parks & Recreation – Report included in packet. Park Director Jennifer Hotchkiss reported that lots of repairs and maintenance work is being done at the pool. The steps to the slide are removed and being sandblasted and repainted. The pool deck is being refinished with quartz finish. Steam room repairs will be done soon.

Town Life Center – Hotchkiss reported that a new cluster mailbox has been installed for TLC tenants. Previously all tenants shared one post office box and mail had to be hand delivered around the building. Tenants will now have their own mailbox right outside the building.

Tree Advisory –

Grow Wabash County –

Redevelopment Commission – Penrod reported that the RDC will meet May 11 to allow overlapping taxing districts to discuss TIF allocations.

MEDCOR – Did not meet.

Solid Waste – Nothing to report.

Storm Water Board – Nothing to report.

Public Works – Reports Included. Wastewater Superintendent Shannon Carter reported that the phosphorus removal system is up and running and in compliance.

Street Superintendent Craig Walters reported that two crews and two trucks let them finish spring clean up in record time this year.

Water Superintendent Ryan Shock reported that well #4 has been reinstalled with 80 feet of new column pipe. The north water tower has been drained for warranty inspection. Yesterday it was repainted on the inside because several bad spots were noted during inspection.

## **TOWN MANAGER'S REPORT**

Town Manager Adam Penrod reported that Tox Away Day is scheduled for May 21 at the street department.

The Community Crossing Matching Grant was announced and only one grant was awarded. The award is for \$18,000 of crack seal, not the \$450,000 for street repaving. Penrod reported that

there are a larger number of applicants this year and the state is trying to provide funding to more communities. The grant will be resubmitted in the next round later in the year. Imagine One 85 and Grow Wabash County met with the Plan Commission to answer any residual questions about the county comprehensive plan. The next step is to pass the plan at a joint meeting of county Plan Commissions before it comes to each legislative body for final approval. Guant and Son Asphalt is planning to install a precast piece in the river at the canoe launch at Ogan's Landing. The materials were ordered in November but still waiting on pieces. Bid advertisement was in the paper this week for materials for the South Mill Street pavilion. Bid opening will be May 19. A recommendation will be brought to council at the June meeting. At a meeting on May 10 the steering committee will set up a fund at the Community Foundation to allow for tax deductible donations toward project. Penrod and Ben Vineyard met with 3<sup>rd</sup> graders for Earth Day and planted 6 trees with a donation from Poet. This is the 25<sup>th</sup> year of Tree City USA for North Manchester.

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

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$478,422.62 and the Public Works docket totaling \$172,591.70 were submitted for payment. Motion to pay our obligations: Rager/Miracle. Motion passes unanimously.

#### **VISITOR COMMENTS**

Deb Chalk addressed council. Chalk stated that she and Jerry Egolf have been cleaning up their property as they were told to do. They have built a fence parallel to the welding shop to shield items left that they would like to keep. McVicker and Police Chief Jim Kirk came to the property and saw the fence. Chalk stated that now the board does not approve of the fence and want all property removed. Chalk feels this is wrong after they were told the fence was ok. Chalk remarked that the council had a year to notify them the fence is not in compliance and feels that the rules are being changed at the last minute. Chalk is upset that a firm has been retained to go on the property and remove remaining possessions not in compliance with the court order.

#### **COUNCIL COMMENTS**

None.

Meeting adjourned at 8:30 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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Tom Dale

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Allen Miracle

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Gary Montel

ATTEST

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Carrie Mugford, Clerk-Treasurer