

OCTOBER 5, 2022

TOWN COUNCIL MEETING

Those present:

Jim Smith	Carrie Mugford	Dylan Mack	Eric Christiansen
Laura Rager	Cam Kissinger	Heather Cruz	Maddie Schultz
Gary Montel	Craig Walters	Sebrena Cline	John Lantz
Allen Miracle	Dave McVicker	Gary Heisler	Estella Calloway
Tom Dale	Keith Gillenwater	Dean Beery	Lauren Bennitt
Adam Penrod	Alex Downard	Marilyn Groves	

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, North Manchester, Indiana, on October 5, 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 09/07/22 and 09/21/22 meetings were presented for approval. Motion to approve the minutes as presented: Rager/Montel. Councilmember Tom Dale abstained due to lack of attendance. Motion passes 4-0.

VISITOR COMMENTS

Estella Calloway and Lauren Bennitt from Tree of Life Christian Academy announced the startup of a new school near Silver Lake at the South Pleasant education center. The group is currently visiting neighboring communities to raise awareness about alternative schooling and to raise funds. They are also looking for team members to assist with getting the mission started. Classes are scheduled to start next fall.

UPDATES

1. Animal Welfare League, John Lantz – Council President Jim Smith stated that North Manchester has a cooperative agreement with Animal Welfare League of Kosciusko County. John Lantz, AWL Board of Directors President, presented a video describing what AWL is and what they do. Lantz emphasized that AWL is not funded by the county but has been a non-profit for 25 years. Funding is always a priority. The building currently has \$425,000 left on the mortgage. The AWL board is working to eliminate the mortgage and eliminate that expense. Lantz commented that the employees work for just above minimum wage and do it because they have a heart for animals. AWL has several programs to connect with the community. Shelter Buddies Literacy Program is a popular program where kids practice reading to dogs. The senior adoption program for older adults and older pets can help ease loneliness. AWL offers a low-cost microchip program which helps get pets back to their family. AWL recently joined with Best Friends Network Partner and was one of only five shelters to earn the Touchstone Award for lowest rate of euthanasia. AWL also has a partnership with the Kokomo animal shelter to trade dogs with long term shelter stays to increase views and find the animals permanent families. AWL is on track to take in 1,550 pets this year with 30 coming from North Manchester. Last year 39 animals came from Manchester. Lantz thanked the council for the relationship with AWL. Town Manager Adam Penrod thanked Lantz and the board of directors for their willingness to cooperate with the town. Penrod stated that no one has reported being turned away when

surrendering an animal. Smith recently visited the facility and felt it was obvious the staff is very passionate about the mission and the building. Forms for surrendering an animal to AWL are kept at Town Hall.

2. Manchester Alive, Heather Cruz – Town Manager Penrod introduced Heather Cruz, the new Manchester Alive Executive Director, for updates on current and future local events. Cruz announced that MA was awarded a grant for a new mural in town. More information about that will be released soon. There has been a great reception for 2nd Fridays on Main events. The Manchester University welcome back event brought students downtown. Cruz has been talking to vendors and merchants at festivals and getting lots of good comments. There will be a home tour and holiday celebration in the near future. Cruz will be meeting with Bill Konyha to increase the chamber piece of the Manchester Alive mission. Cruz wants to focus on supporting businesses in town and is looking forward to partnering with the council to continue to support North Manchester. Cruz presented a funding request and remarked that MA would appreciate the continued support from the town for 2023 while efforts are made to renew memberships and foster business relationships. Smith welcomed Cruz and stated that the funding request will be considered at the next council meeting.

UNFINISHED BUSINESS

1. 2023 Budget Ordinance, GO #4 – Clerk-Treasurer Carrie Mugford read general ordinance #4 by title only. Motion to approve the 2023 budget ordinance on second reading: Rager/Miracle. Motion passes unanimously. Smith asked for council approval to move to third reading. Motion to suspend the rules and move to third reading: Rager/Montel. Motion passes unanimously. Mugford read general ordinance #4 by title only. Motion to approve the 2023 budget ordinance on third reading: Rager/Dale. Motion passes unanimously. Motion to reinstate the rules: Rager/Dale. Motion passes unanimously. Mugford thanked the council and department heads for another successful budget season. The 2023 budget will be submitted to the DLGF tomorrow.

2. Dump Truck Re-Bid – Town Manager Penrod reminded council that the purchase of a new dump truck was approved in March of last year. However, the truck was not able to be ordered because Ford stopped accepting orders. Street Superintendent Craig Walters solicited two new quotes an F650 with snow plow and dump bed. The quotes received were: Lindco Equipment Sales \$123,946 and WA Jones \$117,646. Walters remarked that even if the order is picked up by Ford, it could still be a year for delivery. The old dump truck will be sold once the new one arrives. Motion to approve ordering and purchasing a new dump truck: Rager/Montel. Motion passes unanimously.

NEW BUSINESS

1. Make Your Move Campaign Request - Keith Gillenwater, President & CEO of Grow Wabash County acknowledged that the majority of the Imagine One 85 initiatives are geared toward reversing population decline. GWC would like to engage with a program called Make Your Move. This is a talent attraction program to bring remote workers to small communities with lower cost of living and high quality of place. The goal is to have 20 families move to Wabash County. Currently the state is giving a 1:1 grant for working with this program through Indiana Economic Development Corporation. New residents must be from out of state and move into Indiana to qualify. Gillenwater explained the total commitment is \$220,000 with the state providing \$110,000. This amount will be used for \$5,000 relocation bonuses plus soft benefits to get families engrained in the community, website and marketing materials, and operating costs. The investment will bring 20 new families to the county, marketing for our county, and kids in our schools. Gillenwater would like to build similar package for Indiana residents who move to Wabash County using local funds. Gillenwater suggested partnering with local businesses and Manchester University by making them aware of this program when they trying to bring

professionals to town. The request is a \$30,000 one time contribution from the town. Wabash City, Wabash County, Grow Wabash County, and Community Foundation of Wabash County will also be contributing to the program. Gillenwater emphasized the return on investment is in the employment taxes and school enrollment. Councilmember Allen Miracle expressed his appreciation of the programs Gillenwater is bringing to the town. Gillenwater commented that there will need to be lots of programs to get One 85 done. Council Vice President Laura Rager thanked Gillenwater for the out of the box thinking. Motion to approve contributing \$30,000 to the Make Your Move campaign: Rager/Dale. Motion passes unanimously.

2. Imagine One 85 Director Funding Request - Keith Gillenwater, President and CEO of GWC, remarked that he has made numerous presentations about Imagine One 85 around Wabash County. The plan has been developed and adopted by the plan commissions and legislative bodies of county and is now the official comprehensive plan. The steering committee has agreed that to get the 85 initiatives implemented the plan needs a dedicated person to spearhead them. Coordinating 85 initiatives throughout the county is a lot of work. The decision was made to contract with a director who will prioritize plans and follow through with their implementation. Gillenwater requested the town contribute \$15,000 for three years for pay and operating expenses. Gillenwater announced Alex Downard has been chosen as the Imagine One 85 Director. Smith commented that it only makes sense to have a cheerleader for the effort because comp plans without a driver will grow dust. Motion to contribute \$15,000 for three years toward Imagine One 85 director: Rager/Dale. Motion passes unanimously.

3. Additional Appropriation Public Hearing – Council President Smith opened the public hearing on the 2022 additional appropriation and budget reduction resolution. No comments were received. Smith closed the public hearing.

4. Additional Appropriation/Budget Reduction, Resolution #5 – Clerk-Treasurer Mugford read resolution #5 verbatim. Mugford explained that it is part of the budget process to review appropriations toward the end of the year. Appropriations not needed in the current year can be reduced to be used in the next year. Funds with unappropriated expenditures can apply for additional appropriations. Mugford explained that the parks department had numerous maintenance projects this year. The additional appropriation request of \$31,925 will pay for the concrete floor refurbishing project around the pool deck. Motion to approve resolution #5: Rager/Montel. Motion passes unanimously.

5. Bid Award – Town Manager Penrod explained that the Mill Street Pavilion Project has been in the works for almost a year now. The project includes a 75' x 125' pavilion with heated restroom and storage building. It is a large steel structure with a high ceiling that will be a shelter for programs and events. The town, with MKS assistance, solicited construction bids that were opened on September 1. The three base bids received were:

R Yoder Construction: \$1,060,071

Brown & Brown: \$798,200

Hamilton Hunter: \$853,700

Penrod recommended moving forward with Brown & Brown as the contractor for the pavilion. Motion to award Brown & Brown the contract to construct the South Mill Street pavilion: Rager/Dale. Motion passes unanimously. Penrod noted that fundraising is 80% complete and thanked those who have made pledges. A sign will be placed on site with a picture and QR code for anyone wanting to donate.

6. Redistricting ordinance, GO #5 – Clerk-Treasurer Mugford read general ordinance #5 verbatim. Mugford explained that after the federal census every county and municipality is required to certify their voting districts by population. The population of the largest voting district cannot be 10% more than the smallest district. Penrod and Mugford worked with census information to determine the population of each census block and each voting district. Voting districts 3, 4, 5 were moved slightly to comply with population requirements. Motion to approve general ordinance #5 on first reading: Rager/Dale. Motion passes unanimously. Smith asked the council to consider suspending the rules and moving to third reading so that this ordinance

can be delivered to the county. Motion to suspend the rules and move to third reading: Rager/Dale. Motion passes unanimously. Mugford read general ordinance #5 by title only. Motion to approve on third reading: Rager/Montel. Motion passes unanimously. Motion to reinstate the rules: Rager/Dale. Motion passes unanimously.

7. Armistice Day Proclamation – Council President Smith invited Gary Heisler to explain the proclamation before council. Heisler, Dean Beery and Marilyn Groves brought a proclamation on the recommendation from the Seniors for Peace at Timbercrest. Heisler stated that they are not suggesting any changes to traditional Veterans Day celebrations. However, they would prefer an increased emphasis on peace and recognition of the sacrifices made by veterans. Smith read the Armistice Day Proclamation verbatim.

DEPARTMENTAL & COMMISSION REPORTS

Police Dept. – Report Included.

Fire Dept. – Report Included. Fire Chief Cam Kissinger reported that the Volunteer Fire Department pancake breakfast was held September 17. Proceeds were donated to a department member with a family member battling health issues. The county fire chiefs met on September 15 and decided to apply for an assistance to firefighters grant for 800 MHz radios after the first of the year. On September 22, town officials met with a representative from the Indiana Public Safety Commission about 800 MHz radio tower in town. One option is to put equipment on the existing tower behind the station instead of erecting a new tower. Kissinger noted that the State does have some used equipment that could be used by the department but the equipment is available first come first served. Penrod stated that an 800 MHz tower in Manchester will benefit Wabash, Whitley and Kosciusko counties and Parkview. It would be reasonable that those entities may help offset some of the cost. Kissinger noted that there are not exact project numbers yet, but Motorola offers financing options once costs are determined. Another option is to put equipment on the SBA tower in the industrial park. Councilmember Tom Dale asked if equipment could be installed on a grain leg near town. Kissinger stated that the equipment and cables are too heavy for a grain leg. Once Kissinger receives estimates for the equipment and construction he will report to the council. Kissinger also reported that he has applied for 2 grants for scba replacement equipment. One of the grants has already been denied and the other has not been announced. Kissinger plans to continue to apply for grants to offset the cost of the new scba gear.

Building Commissioner – Report Included. Building Commissioner Dave McVicker is working on unsafe structure protocol for a house that is in disrepair. There will be a hearing scheduled for the owners with the Board of Public Safety.

Plan Commission – Did not meet. Penrod reported that Plan Commission will meet October 24 to consider an alley closure request.

Board of Zoning Appeals – Report Included.

Traffic Commission – Penrod reported that the Traffic Commission met on Monday, September 12 to consider an alley closure request. Recommended not to close the alley in question.

Parks & Recreation – Reports included in packet.

Town Life Center –

Tree Advisory – Report included.

Grow Wabash County – Penrod reminded council that the GWC annual dinner is October 13 at the Honeywell Center. Crossroads Bank will be honored as business of the year.

Redevelopment Commission – Penrod reported that the RDC met to discuss residential tax increment financing and approved a contract with Jim Higgins of LWG. Higgins will assist with required meetings with the school board. Residential TIF will help the town grow by getting funds from and for development.

MEDCOR – Did not meet.

Solid Waste – Nothing to report.

Storm Water Board – Penrod reported that the Storm Water Board will be partnering with Wabash County on the drainage project by the MRA. The town collects stormwater fees from the water shed area. The Board agreed to contribute \$325,000 toward the project costing over \$500,000. The County has requested the first distribution of \$125,000.

Public Works – Reports Included. Street Superintendent Craig Walters reported that October 14 & 15 will be fall cleanup. Road salt has been delivered in anticipation of winter. Leaf pickup will begin around October 24.

TOWN MANAGER'S REPORT

Town Manager Adam Penrod reported that the S Mill Street pavilion steel should be delivered by end of November. The remainder of the burned storage building will be torn down next Tuesday. Penrod reported that INDOT has agreed to pay 100% of the State Road 114 bridge project. Smith has signed the contract and now engineering is reimbursable. INDOT will bid the project and oversee contractors when work starts in the first quarter of 2025. This is very good news. Penrod presented a repeat request to close the municipal parking lot for Daniel's Place Trunk or Treat. This year's event is October 22 from 5:00-7:00. Council consensus.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$703,636.12 and the Public Works docket totaling \$220,834.08 were submitted for payment. Motion to pay our obligations: Rager/Montel. Motion passes unanimously.
3. November meeting date – Smith commented that multiple staff and council members will be out of town the first week of November to attend the AIM Ideas Summit. Council agreed to move the November meeting to the following week November 9.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

None.

Meeting adjourned at 8:24 pm.

TOWN COUNCIL, TOWN OF N. MANCHESTER

Jim Smith, President

Laura Rager, Vice-President

Tom Dale

Allen Miracle

Gary Montel

ATTEST

Carrie Mugford, Clerk-Treasurer