

OCTOBER 7, 2020

TOWN COUNCIL MEETING

Those present:

Allen Miracle
Jim Smith
Gary Montel

Laura Rager
Tom Dale

Adam Penrod
Carrie Mugford

Maddie Shultz - TU
Chloe Steele

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 7, 2020 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 09/02/20 regular meeting and 09/22/20 special meeting were presented for approval. Motion to approve the minutes as presented: Rager/Montel. Motion passes unanimously.

VISITOR COMMENTS

None.

UNFINISHED BUSINESS

1. Trash Fee Increase, GO #1, Third Reading – Clerk-Treasurer Carrie Mugford read general ordinance #1 by title only. Town Manager Adam Penrod explained that the trash fee has not been increased for almost 20 years. This ordinance will increase the monthly fee from \$12.00 to \$15.00 the first year. There will be a \$0.50 per year increase for the next three years. These increases will get the Sanitation Revenue Fund back in the positive. Motion to approve the amended trash fee on third reading: Rager/Smith. Motion passes unanimously. Councilmember Laura Rager asked that notices be put on social media and the town's website letting people know that this increase is coming and something the council has been working on for months. Rager suggested a proactive approach to keeping residents aware of changes to the utility bill.

2. Center for History Request – Penrod stated that the North Manchester Center for History submitted a letter to request funding which was discussed at the last council meeting. Many nonprofits have been negatively impacted during the COVID 19 pandemic. Penrod emphasized the value of the Historical Society in town and now the downtown building is being sought after for meeting space. The request is for \$10,000. The Historical Society depends on donors but is also seeking grants and funding from many sources. Motion to approve a \$10,000 distribution of economic development dollars to the Center for History: Smith/Dale. Motion passes unanimously. Rager recused herself from the vote. Council President Allen Miracle expressed his appreciation for all that the Center for History does in the community. Miracle asked if Wabash County had provided a response to the request for funding. Rager stated that they have not yet heard from the county on that request.

3. Imagine One 85 Request – Penrod explained that Imagine One 85 is the county comprehensive plan initiative. This will be about a 14-month process. Most of funding for this project is provided from a Lilly grant and other donors. When originally asked for a contribution the town gave \$5,000. Since that original ask, a financial analysis has been added to determine feasibility. An additional request of \$5,000 has been made for a total of \$10,000. This will help fill

the gap to complete the project. Motion to approve an additional \$5,000 to Imagine One 85: Rager/Dale. Motion passes unanimously.

4. 2021 Budget Approval, GO#3, Second Reading – Clerk-Treasurer Mugford gave a brief explanation of the budget ordinance and corresponding tax rates. Mugford read general ordinance #3 by title only. Motion to approve GO#3 on second reading: Smith/Rager. Motion passes unanimously. Mugford asked that the ordinance be moved to third reading to accommodate the budget schedule and allow the budget to be submitted to the DLGF after this meeting. Motion to suspend the rules and move to third reading: Rager/Smith. Motion passes unanimously. Mugford read general ordinance #3 by title only. Motion to approve GO#3, the 2021 budget ordinance, on third reading: Rager/Dale. Motion passes unanimously. Motion to reinstate the rules: Rager/Smith. Motion passes unanimously.

NEW BUSINESS

1. Daniel's Place Event Request – Chloe Steele explained that Daniel's Place would like to have a trunk or treat event in the municipal parking lot. They are planning to make the event fun and safe for kids of all abilities. They are planning for 100-200 community members and have already received approval from the Wabash County health department. Miracle expressed his appreciation for bringing new events to town and the service Daniel's Place provides to the community. Steele confirmed that they can move the event inside if there is rain. Motion to close the municipal parking lot for the evening of October 24 for the Daniel's place trunk or treat: Montel/Rager. Motion passes unanimously.

2. Building Commissioner Job Description Amendment – Miracle announced that Building Commissioner Steve Shumaker plans to sell his house and move to Indianapolis to be closer to family. Unfortunately, we need to start the process to replace him. Penrod commented that Shumaker only intended to stay a short time and has done a great job while here, but we know he is ready for full retirement. Penrod acknowledged that we have continually added to Shumaker's duties with permits and ordinance violations. Penrod recommended making the building commissioner a full-time position. This will give more time for follow up to ongoing concerns and allow this person to take care of all permits issued at Town Hall. Shumaker plans to be finished around the middle of November. The plan is to advertise the position and hopefully have someone in place to work with Shumaker for a few weeks. Rager acknowledged that there is a lot to do with this job and Shumaker took this job to the next level. Miracle remarked that Penrod and Mugford never get to take projects off their plate, but new things get added. Miracle hopes this person will work on following up and finishing up long standing projects as well as take on additional projects. Councilmember Jim Smith admitted it will take a unique individual to fill this position. Penrod admitted we hope Shumaker will always be just a phone call away. Motion to approve creating a full-time building commissioner position and to advertise to fill it: Rager/Smith. Motion passes unanimously.

3. CARES Act Funding, Resolution #7, 2020 - Clerk-Treasurer Mugford explained that the federal government is passing COVID 19 relief dollars through the state and down to the municipalities. State Board of Accounts has provided guidance on the handling of the money and recently updated that guidance. Any municipality receiving federal dollars must create a separate fund for each revenue stream to track receipts and expenses. Resolution #7 will create fund #150 for the OCRA Business Relief grant that the town has already received and fund #151 for CARES Act relief funds that the town will apply for. In the past week the federal government has opened up the CARES Act money to include reimbursement for public safety payroll. SBOA followed up with a memorandum stating that alternative accounting methods can be used for payroll transactions as long as it is approved by the council. Resolution #7, 2020, will create the

two temporary funds and allow for alternative accounting methods for payroll transactions reimbursed through the CARES Act. Mugford read resolution #7 verbatim. Motion to approve: Rager/Dale. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Appointments – None at this time.

Police Dept. – Report included in packet.

Fire Dept. – Report included in packet. Rager commented that the fire department is very busy in the northeast corner of town. Manchester University is in session and has made several calls for aid for various reasons.

Code Enforcement – Report included in packet.

Plan Commission – Report included in packet.

Board of Zoning Appeals – Report included in packet.

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 – Nothing to report.

Redevelopment Commission – Did not meet.

MEDCOR – Did not meet.

Solid Waste – Nothing to report.

Storm Water Board – Nothing to report.

Public Works – Reports included in packet. Penrod stated that fall cleanup will be Friday, October 16, and Saturday, October 17. A List of items not accepted is on the town's social media. Leaf pickup is scheduled to begin October 26 on the east side of town. The start date could be changed depending on the amount of leaves raked to the curb.

TOWN MANAGER'S REPORT

Town Manager Adam Penrod reported that Wayne Street is open to traffic for now. Gaunt & Son will be back in town to work on the ADA ramps and sidewalks soon.

Imagine One 85 will have public meetings soon to gather public input for the countywide comprehensive plan. A marketing blast is coming to get information out to county residents. Meetings in Manchester will be held November 12th. Residents can go online and sign up for a spot at a meeting which will be held at the administrative office of Manchester Community Schools. There is a limit of 80 people at each event. The emphasis is to gather what residents

want to have in their community. Penrod encouraged everyone to attend the meetings. Rager noted that there will be presentations throughout the county that entire week and encouraged citizens to find a meeting that fits their time schedule.

Penrod stated that the OCRA Grant Program round 3 applicants have been approved. A check presentation and picture are scheduled for Friday morning with recipients. Over 30 local business have received funds from the grant. About \$210,000 has been awarded with about \$40,000 left to give. Penrod commented that 2 more applications have already been received for the next round.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$636,982.98 and the Public Works docket totaling \$153,958.40 were submitted for payment. Motion to pay our obligations: Rager/Dale. Motion carried by unanimous voice vote of members present.

COUNCIL COMMENTS

Gary Montel asked if the manholes will be raised once Wayne Street is completed. The difference in height from the manhole to the street could cause an accident or damage to cars. Penrod stated that the engineers will look at all of those issues before the road is completely finished.

Meeting adjourned at 7:40 pm.

TOWN COUNCIL, TOWN OF N. MANCHESTER

Allen Miracle, President

Jim Smith, Vice-President

Tom Dale

Laura Rager

Gary Montel

ATTEST

Carrie Mugford, Clerk-Treasurer