

MAY 5, 2021

TOWN COUNCIL MEETING

Those present:

Allen Miracle	Tom Dale	Jim Kirk	Maddie Schultz
Jim Smith	Adam Penrod	Mark Hobbs	Sebrena Cline
Gary Montel	Matt Mize	Jeremy Markham	Jon Lippe
Laura Rager	Carrie Mugford	David Terflinger	Teresa Gremaux

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, on May 5, 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 04/13/21 special meeting and 04/07/21 regular meeting were presented for approval. Motion to approve the minutes as presented: Rager/Smith. Motion passes unanimously.

VISITOR COMMENTS

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Heartland Career Center Request – Council President Allen Miracle introduced Mark Hobbs, Director, Heartland Career Center. Hobbs explained the grant opportunity HCC has been awarded to expand adult education in advanced manufacturing and health care credentials. The grant is up to five million dollars with a twenty percent match requirement and comes from grant funds received by the county for economic damage following a flood event. Hobbs commented that when Precision Medical Technologies was deciding where to locate, they toured HCC and the pipeline of possible employees was a positive factor in bringing them to North Manchester. This training facility will be a pathway for employees to encourage potential business growth in the area. HCC has been tasked with raising or borrowing one million. Hobbs announced that 21 organizations and 17 individuals have pledged \$997,000. The goal is to raise \$1.1 million to compensate for raising costs and unanticipated expenses. The request to the Town of North Manchester is \$10,000. HCC is also building a sustainability plan for the future of the facility. Hobbs expressed his appreciation for any help the town can give. Council Member Jim Smith asked Hobbs to explain the expected economic development impact. Hobbs stated that Keith Gillenwater, Grow Wabash County, uses HCC to host employers and show the potential local workforce. HCC strives to make excellent entry level employees that will have a regional impact on the economy. Miracle asked about the adult education aspect. Hobbs explained that the focus of the grant is adult education leading to certification including stackable accreditation leading to a technical certificate. The areas of focus are advanced manufacturing and healthcare which are the top two employment opportunities in our region. HCC is working on a partnership

with a two-year school for the certificate accreditation and would like to have four-year school partner for greater opportunities. Miracle remarked that Indiana is still a manufacturing state but those jobs may be gone in a few years. We need to train our workforce for what is coming. Hobbs stated that HCC educated 600 students this year and project to have 700 next year. Hobbs acknowledged it's a good problem to be full. Schools outside of the county would like to get more involved in the programs offered at HCC. Council Member Gary Montel asked if the programs lead to apprenticeships. Hobbs replied that apprenticeships are something they are working toward. HCC is developing a program called modern apprenticeships. Smith commented that this request is different from what the council normally receives. Most requests are from non-tax supported entities. Smith asked if HCC has reached out to other governmental agencies to ask for support. Hobbs replied that the City of Wabash, Miami County Economic Development, and Grow Wabash County have all pledged support. The council will take the request under advisement and vote on it at the next regularly scheduled meeting.

2. Manchester Community School Request, SACA Program – President Miracle introduced MCS Superintendent Dr. Teresa Gremaux. Gremaux explained that Manchester Community Schools is seeking partnerships with local businesses. MCS wants to create a pipeline of students that will create economic development prospects for this community; as well as, give students skills to be productive members of this community. MCS is seeking \$25,000 from the town to help purchase the necessary equipment to implement the SACA educational program. Smart Automation Certification Alliance is a nonprofit group working to deploy equipment to schools to allow kids to have modular pieces imbedded in their course work at their own high school. This will allow kids to get certifications at the high school without leaving to go to another facility. This is a different set of skills than what is taught at Heartland Career Center or Ivy Tech, but will be partnered with Ivy tech for accreditation. The program includes eLearning, computer simulations, hands on, and design projects for learning. MCS would like to implement the program in the fall of 2021; however, purchasing equipment is beyond schools reach right now. MCS is reaching out to other regional industries and partners to request funding. Gremaux emphasized that MCS would like to launch this program to fill the skill gap crisis between employer needs and employee skills. MCS wants to create students who can sustain themselves in the community after graduation. Jeremy Markham, Business Manager, spoke to the concern of one tax entity paying another tax entity. MCS would pay for the equipment from the education fund which is not tax funds but part of the state education budget. School operations is funded from property taxes. The education fund receipts have shrunk as enrollment has declined. At this time the education fund can't support this kind of expenditure. Markham reiterated the benefit the community and surrounding region will see from having skilled young employees. MCS has been getting kids working in conjunction with HCC. This opportunity to work with the town shows cooperation and is a benefit when selling economic development projects to potential businesses. Markham stated that a month ago MCS didn't know what this project might look like. Since then, the state has approved the courses and is allowing MCS to move forward. Jon Lippe, MJSHS Principle, explained that in Warsaw there is cooperation with Orthoworks to provide opportunities for kids. However, Kosciusko County can't support the employment needs of the orthopedic industry. Industry in Warsaw is now reaching out to the larger region. Businesses are looking to find populations of potential employees and that elusive employee pipeline. HCC is incredibly helpful teaching students in their facility, but MCS needs an enhanced program to allow more MJSHS students to get valuable certifications. The ability to produce a workforce from the high school will sway businesses to locate in this area. Lippe noted that MJSHS has an extremely successful Future Farmers of America program with kids who want to stay rural and farm. With advanced manufacturing careers, these kids can work close to home and keep the family farm alive. MCS sees it as a win for the community. Miracle acknowledged that what the MCS representatives stated all makes sense to him. Miracle commented that kids can find a job almost anywhere after high school, but getting a job that can feed a family is a priority for a successful life. Lippe remarked that parents of high school students want college degrees for their kids, but when

college isn't an option, they worry about the student making a decent livelihood. The orthopedic industry is manufacturing that is operating room clean, close to home and pays a living wage. Miracle thanked all those in attendance from MCS. The council will take the request under advisement and vote on it at the next regularly scheduled council meeting.

3. American Rescue Plan Fund Creation Ordinance, GO #1, First Reading – Clerk-Treasurer Carrie Mugford explained that the Town of North Manchester will be receiving money from the American Rescue Plan Act recently passed by the federal government on March 11, 2021. The US Treasury has provided guidance on the use of the money and State Board of Accounts has provided guidance on the handling of the money. As with other grants, SBOA requires a special fund for the ARP money so that receipts and disbursements can be easily identified. The ordinance before council tonight will create fund number 176, ARP Coronavirus Local Fiscal Recovery Fund. Mugford read general ordinance #1, 2021, verbatim. Motion to approve GO#1 on first reading: Rager/Montel. Motion passes unanimously. Mugford stated that the first distribution of the ARP money is supposed to be deposited in the bank account by the end of May. Mugford requested council move forward passing the ordinance on third reading so that the fund can be created on the software and be available when the money comes. Motion to suspend the rules and move to third reading: Dale/Montel. Motion passes unanimously. Mugford read GO#1 by title only. Motion to approve GO#1 on third reading: Rager/Smith. Motion passes unanimously. Motion to reinstate the rules: Rager/Dale. Motion passes unanimously. Mugford thanked the council and will notify them when the money is received. The next step is to develop a plan for using the money following the direction from the US Treasury.

4. Frey Software Conversion – Clerk-Treasurer Mugford explained that State Board of Accounts has developed a mandate to convert all fund numbers to four-digit numbers. This mandate is an effort to make fund numbers and fund names more uniform across taxing entities. Mugford has contacted Frey Software for a quote to convert all fund numbers and provide mapping to link the history from old to new accounts. Frey is charging \$1,995 for each of the three modules of software. Mugford acknowledged the large amount of money but explained that it is necessary to stay compliant with State Board of Accounts. Mugford requested approval of the contract and moving forward with the software conversion. Motion to approve the Frey contract for not more than \$5,985: Rager/Montel. Motion passes unanimously.

5. Manchester Alive Street Closure Request – President Miracle introduced Sebrena Cline representing Manchester Alive. Cline stated that the schedule of street closures for SummerFest on July 30 and 31 were included in the council packet. There is one revision, on Saturday morning Main Street will be closed from noon to 8:00 pm instead of 4:00 pm – 8:00 pm. This will allow more time to get cars off Main Street and get the parade route ready. Motion to approve the SummerFest street closures as amended: Dale/Montel. Motion passes unanimously.

6. Animal Control Ordinance Amendment, GO#2, First Reading – Town Manager Penrod explained that the current animal control ordinance is located in section 92 of the current codification. That section has language in it referencing animal registration to be done at Town Hall that hasn't been done for over twenty years. The section also states that any animal found at large may be humanely destroyed if an owner cannot be located within 36 hours. Clerk-Treasurer Mugford read general ordinance #2 verbatim. Motion to approve GO#2 on first reading: Smith/Rager. Penrod stated that a local resident has campaigned to have the ordinance changed so that an animal cannot be humanly killed if at large but, instead, will be taken to an animal shelter for care. Penrod stated it is time to revamp the language within the entire section to match current practices. It is standard for the police department to hold an animal for 24 hours while they search for an owner before taking to the shelter. Council Member Laura Rager asked why the ordinance would change the hold time from a required 36 hours down to 24 hours. Penrod stated that the policy of the police officers is to hold lost animals for 24 hours. Longer hold time means more mess, food, and effort. In reality, the department usually only has an animal for a few hours before the owner comes to claim it. Rager commented that with a cat the owner might not realize it's gone until it has been 24 hours or more. Rager feels

holding an animal for just 24 hours is too short and will cause an owner increased expense by taking an animal to the shelter too soon. Smith remarked that an animal taken to Kosciusko County is held and cared for till owner comes. The animals are not immediately euthanized. Rager reiterated that holding an animal locally for 36 hours or more isn't a stretch if you are caring for them and is against shortening the hold time to 24 hours. Motion passes with a 4-1 voice vote of members present.

7. Tax Abatement Renewals - HF Group, OJI Intertech, Shepherds Family Auto, Precision Medical Technologies, MPS Inc., Strauss Feeds – Clerk-Treasurer Mugford explained that the six businesses in town with current tax abatements on real and personal property improvements presented their CF-1 forms for approval. The CF-1 form is signed by the local legislative body to confirm that the businesses has made the improvements they said they would when receiving the abatement. Mugford confirmed that the payroll and employee retention is appropriate for all 6 entities even through the year that 2020 was. Mugford recommended approval of the real and personal property tax abatements for all submitted applications. Motion to approve the annual tax abatement certifications: Rager/Dale. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Appointments – See Schedule

Police Dept. – Report included in packet. Police Chief Jim Kirk reported that officers participated in a field training day at the county. Officers received instruction on topics including defensive driving, firearms, CPR, and tourniquet application. 58 officers from the county participated and 4 of the instructors were from our department. Kirk stated the MJSHS Seniors want to have a parade on May 21 and have requested a police escort. The National Day of Prayer is tomorrow (05/06/21). There will be a service with speakers and prayer in front of the department from 12:00-1:00.

Fire Dept. – Report included in packet.

Code Enforcement – Report included in packet.

Plan Commission – Met April 26 and passed a special exception variance for Cheryl Working.

Board of Zoning Appeals – Met April 26 and passed a variance request for Cheryl Working.

Traffic Commission – Did not meet

Parks & Recreation – Report included in packet.

Town Life Center – No report.

Tree Advisory – Minutes included in packet.

Grow Wabash County – Nothing to report.

Redevelopment Commission – Will meet in May.

MEDCOR – Did not meet.

Solid Waste – Nothing to report.

Storm Water Board – Nothing to report.

Public Works – Reports included in packet. Town Manager Penrod reported that the Street Department got spring cleanup done in record time this year. 11 truckloads of trash were taken away. Tox-Away Day is scheduled for May 15 at the street barn.

TOWN MANAGER'S REPORT

Town Manager Adam Penrod reminded council that a small pavilion was planned for Ogen's Landing when the plans were approved in 2018. That pavilion was delayed because of budget concerns. Then the canoe launch was destroyed by a floating tree and taken down river. A new set of plans have been submitted to the DNR for approval including a new concrete launch and pavilion structure. DNR recently finally gave their approval for the project. Penrod will meet with Bunnell Land Surveying for updated topo information of the river bank and approach. Penrod will then meet with Lehman & Lehman for finished design work. At that point the project will be ready to put out for bids. Miracle asked if the ramp will be done this year. Penrod replied that the plan is to get the ramp done before SummerFest at the end of July. The 24' x 24' pavilion will be stick built and shouldn't take long but will be at the mercy of the contractor's schedule.

Penrod announced that the most recent Community Crossing Matching Grant was approved for all projects. The town will receive \$520,000 to mill and resurface roads along with sidewalk and ramp improvements. This grant will allow 11 streets to be repaved. The schedule is to let the projects to bid in June but construction will be subject to scheduling the asphalt company. Gaunt & Son Asphalt is finishing work on north Wayne Street now and will be moving to West Main Street. These projects have to be wrapped up in May to get done before the end of state fiscal year. Rager asked if sidewalks will be added in the South Buffalo Street area. Penrod confirmed that a sidewalk will be added on one side of the street if there is room; as well as, additional sidewalk on Colfax Street.

Penrod met with Alex Downard from MKS about the South Mill Street pavilion. MKS can provide construction management services, in addition to, design concepts and bidding assistance. Penrod is trying to get a good idea of what the expenses will be for the community pavilion.

Miracle asked for an update on the trail around the 92 acres. Penrod replied that Apex Engineering took elevation measurements and are working on preliminary engineering so they can submit for the proper permitting and Rural 5 permit. Council Member Tom Dale asked if the trail will require DNR permitting. Penrod stated that the trail will require flood and stormwater permits from IDEM.

Montel asked if Penrod had any updates on installing solar panels. Penrod replied that he has given Duke Energy bills to the contractor so they can be analyzed for return-on-investment information.

Smith asked about the status of the Ninth Street railroad crossing. Penrod replied that the Ninth Street crossing was cut when the crews were in town fixing other crossings, but there has been no direct communication from Norfolk & Southern. Smith wondered if the railroad might be waiting on school to get out for summer to reduce the amount of traffic through the intersection.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$325,220.75 and the Public Works docket totaling \$195,605.08 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

None.

Meeting adjourned at 8:08 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