

MARCH 2, 2022

TOWN COUNCIL MEETING

Those present:

Jim Smith	Adam Penrod	Cam Kissinger	Rob Burgess
Laura Rager	Carrie Mugford	Shannon Carter	Maddie Schultz
Tom Dale	Matt Mize	Jennifer Hotchkiss	Jeff Hersha
Allen Miracle	Jim Kirk	Ryan Shock	Eric Lambert
Gary Montel	Craig Walters	Dave McVicker	Christine Flohr
			Kyle Wieland

Those absent: None. A quorum was attained.

The March meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on March 2, 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 02/02/22 regular meeting and 02/16/22 special meeting were presented for approval. Motion to approve the minutes as presented: Rager/Montel. Motion passes unanimously.

VISITOR COMMENTS

None.

UPDATES

1. Visit Wabash County Update – Christine Flohr, Executive Director of Visit Wabash County, presented a year end recap of progress and accomplishments. Flohr highlighted just a few of the accomplishments in a busy year. The first priority of Visit Wabash County is to bring visitors into the area to shop at local establishments and impact local investors. They also offer excursions and learning opportunities about the area. Providing trolley rides to local historical destinations brings people from far and wide, including writers and historians. The Visit Wabash County office provides retail space for local brands and goods. Flohr stated they are often contacted by Manchester University parents who want to know about the community. Flohr and her team provide publicity and marketing for local events such as the Manchester Symphony Orchestra. They also work with the Manchester Historical Society by sponsoring entrance fees for the historical museum. Flohr emphasized the value of the stories of our rural communities and the need to share them with the surrounding area through social media and marketing outreach. One way to get our stories to more people is through gateway signage because people are engaging in their cars as they drive on the highways. Flohr is proud to be able to share the comprehensive Visit Wabash County magazine. It has grown from a pamphlet to an 82-page full color magazine with 7000 copies produced at each run. Flohr stated that the economic impact of tourism report has been recently released. The Wabash County loss of revenue over recent months has been less than state average which is mostly due to a decrease in business travel. Council President Jim Smith stated his appreciation for Flohr coming to share the vision of Visit Wabash County and her dedication to the organization. Smith asked how many trolley tours actually come to North Manchester. Flohr stated that one tour was of North Manchester last year. That tour is scheduled to go to Roann this year. Flohr is working on a tour of historical homes in North

Manchester. Flohr confirmed that most of the trolley tours go to rural areas of the county. Councilmember Laura Rager commented that after the last trolley tour of North Manchester a couple from Carmel came back to further explore North Manchester. Town Manager Adam Penrod remarked that coming up with new ideas for creative placemaking is a specialty of Christine Flohr and her team.

2. Manchester Community Schools Update – Kyle Wieland, Manchester Community School Superintendent gave a presentation of proposed improvements at Manchester Elementary School and Manchester Junior Senior High School. Wieland noted that these plans started in July 2019. The process took time to make sure they are meeting the needs of students and the community, but safety is the first priority. The focus is securing building entrances and creating a secure passage from the administrative building to the high school. At MES the office will be relocated to classrooms closest to the entrance. Visitors will not have access to the building without interacting with office staff. The high school main office will also be relocated to closer to the front door to prohibit visitors from having access to the building. The high school cafeteria will be relocated and renovated to allow more students to be fed breakfast and lunch. Wieland emphasized the dedication of Food Service Director Becky Landis to using more farm to table vendors and serving fresh food. Utilizing fresh foods creates the need for more prep areas and larger refrigerators. There will also be renovations for educational opportunities. At MES the former office area will be used for STEM classes and an expanded conference room. At MJSHS the old cafeteria will be turned into a multifunctional space for student collaboration, business innovation center, coffee shop/concession stand, and Squire apparel store. Wieland stated that the new debt for these improvements will coincide with the retirement of old debt and won't increase taxes. Not taking on increased debt obligations will allow for funding for future projects. Wieland confirmed that construction will start this summer and should be done by the start of the 23/24 school year.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. MKM Contract – Town Manager Adam Penrod spoke about the proposed multiuse pavilion on South Mill Street. The pavilion committee has met several times. The committee recommends hiring MKM architecture + design, inc. for permitting and architectural work. The contract for \$42,000 is broken down between: schematic design phase, design development phase, construction document phase, and procurement phase. Penrod noted that there may be some time and material costs for miscellaneous items. Motion to approve MKM for the large pavilion: Miracle/Rager. Motion passes unanimously.

2. State Road 114 Detour for 2nd Friday Event – Penrod explained the new 2nd Friday event format being implemented by Manchester Alive. The emphasis is on smaller events that will still accommodate community favorites. A car show will kick off the first 2nd Friday on June 10 from 5:00-10:00. Penrod presented a request from Eel River Cruisers to close State Road 114 for the evening and utilize town streets for the detour. Motion to approve temporary closure of State Road 114 on June 10: Dale/Miracle. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Police Dept. – Report Included. Police Chief Jim Kirk reported that three officers recently went to training. Officer Adams went to school resource officer training. Officer Stouffer and Officer Mack attended a drug task force conference. Kirk noted that Shepherds Chevrolet hasn't ordered the new truck yet. Shepherds can only order a few trucks per month at this time. Kirk has

contacted Gaunt and Son Asphalt to repave the parking lot and remove the grass median. Officers are going to MHS to teach drug education later this month.

Fire Dept. – Report Included. Fire Chief Cam Kissinger reported that the department completed autopulse training on February 7. During that training, issues with the autopulse were discovered. The department has a loaner unit till theirs is fixed. Kissinger noted that the autopulse is being used on a regular basis for cardiac patients. The annual ladder testing was performed on February 8 on the 23-year-old aerial ladder truck. An issue was discovered and has been fixed. Kissinger discussed a rash of pulled fire alarms at Manchester University in East Hall. The university held a mandatory meeting with residence hall students to talk about situation and possible consequences. On Saturday morning another fire alarm was pulled. Kissinger is working with the university to try to get this situation under control.

Building Commissioner – Building Commissioner Dave McVicker reported that not many building permits were issued in February. A gentleman from Oregon has moved to Bond Street to open a bed and breakfast. The gentleman attended Manchester University and is looking forward to serving friends and family of university students. McVicker attended training in Plainfield and Columbia City. McVicker feels he is learning a lot and has a lot to learn.

Plan Commission – Did not meet

Board of Zoning Appeals – Report Included. McVicker reported that the BZA met Monday, February 28, to consider three variance requests from Family Dollar. Those requests were tabled to allow for further information to be gathered.

Traffic Commission – Did not meet

Parks & Recreation – Report included in packet. Park Director Jennifer Hotchkiss reported that the Aquatics Coordinator position has been filled by Hailey Frieden and is working out well. Frieden will have her lifeguard certification soon and will be filling in missing lifeguard shifts along with numerous other duties. Hotchkiss reported that sixth graders from Manchester Intermediate School came last week for lessons. The daddy daughter dance will be March 19 at the Scout Hall. Tickets will be sold for two sessions of the event.

Town Life Center – Hotchkiss noted that the park department has been handling the Town Life Center since the beginning of the year. They are working on streamlining services such as online rentals and emailing monthly invoices.

Tree Advisory – Nothing to report.

Grow Wabash County – Nothing to report.

Redevelopment Commission – Penrod reported that the RDC will meet March 9. Bids were opened today for the trail around Chester Heights. The plans include a 1.7 mile paved 8' wide walking trail with a parking lot on the south side. Bids were opened and taken under advisement and will be awarded at the March 9 RDC meeting. Penrod is hopeful to get this project done this year.

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 chemical feed addition is still not done. It was supposed to be done the first of February but now the contractor is hoping for the end of March. Supplies and materials have been delayed. Carter enthusiastically announced that his first grandson was born on Monday. Congratulations! Street Superintendent Craig Walters reported that the street department has been filling in lots of pot holes as the weather warms up. Walters thanked Carter for allowing his employees to help with snow plowing.

Water Superintendent Ryan Shock reported that the five wells were recently tested. It was suggested that well #5 be pulled and thoroughly cleaned. Shock noted that O&R Construction has begun building the new storage building at the back of the water plant lot to replace the storage building that burnt on South Mill Street.

TOWN MANAGER'S REPORT

Town Manager Adam Penrod reported that the county comprehensive plan project is in its eighteenth month. The next step is to get all the plan commissions in the county to ratify the plan and then have all the councils formally adopt the plan. The plan commissions are reviewing right now. April 21st is the tentative date for a joint plan commission approval meeting.

Penrod gave an update on the South Mill Street pavilion project. MKS has given a tentative bid schedule. March 16 the notice to bidders will be published with bids due April 27 and approved May 4. It's best to get the project bid so the steel order can be submitted.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$445,922.22 and the Public Works docket totaling 146,421.18 were submitted for payment. Motion to pay our obligations: Rager/Dale. Motion passes unanimously.
3. RDC Conflict of Interest Form – Mugford presented a conflict-of-interest form for Sam Knight. Knight is the vice-president of the redevelopment commission; as well as, vice-president of Gaunt & Son Asphalt, Inc. Gaunt & Son Asphalt, Inc. has submitted a bid for the Chester Heights trail project. This conflict of interest will be submitted through Gateway and mailed to the county.
4. Annual Report Acknowledgment – Mugford reported that the 2021 annual financial report has been completed and submitted. A copy of the report was emailed to all the council members upon completion. Mugford asked that each of the council members sign a paper copy of the report to acknowledge their receipt and consent of the report.

VISITOR COMMENTS

Jeff Hersha, Jones & Henry Engineering, gave an update on the preliminary engineering reports being done for the water and wastewater departments. The PER will be used as part of the application for funding once the projects are underway. Hersha intends to have the 90% wastewater review with the town ready by the end of March, the water review should pause until the Peerless Midwest filter media report is complete. Hersha plans to meet with council at a later date to go over the findings in a comprehensive manner. Peerless Midwest is creating a report on the water filter media that needs to be replaced. Hersha will finalize the water report once the information from Peerless is received. Hersha has created a sub-report for repairs needed at the sewage digester building because that building is in eminent need of repair and should be prioritized separately. The redundant water crossings under the railroad near the foundry are

also on their own report because of potential for leaks and the need for a solution. Hersha is trying to get a real-world estimate of costs in the current economy. State Revolving Fund loan interest rates are 2% right now and will be for the foreseeable future. Hersha encouraged council to have updated utility rate studies completed because SRF will require the information for loan application. Hersha remarked that the long-term control plan is substantially complete but the last big hurdle is improvements at the wastewater treatment plant. The State Road 114 bridge improvements to be completed by INDOT will require a water main to be moved. INDOT has indicated that financial assistance is available to lessen the impact on the water utility. Hersha suggested that while moving the main under the bridge it would be a good time to overhaul the water main all the way down State Road 114 through town. Hersha then stated it would also be a good time to move the water main in the riverbed near the Market Street bridge. Moving water main around a river requires a specialized contractor and mobilizing that contractor one time will be less expensive. Smith thanked Hersha for the updates.

COUNCIL COMMENTS

The next council meeting will be held April 13 to accommodate spring break.

Meeting adjourned at 8:23 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