



Common Council Meeting – Minutes for May 6, 2024

Council Members in Attendance: Ben Leavitt, Austin Yoder, Amy Rosa, Kelbi Veenstra

Also Present: Mayor Phil Jenkins **City Attorney** Brian Hoffer, **Clerk-Treasurer** Jeff Knight **Guests:** 5 (IP), and one member of the press (IP) were in attendance.

- Call to Order: Mayor Jenkins called the meeting to order at 7:00 pm and led the Council in the Pledge of Allegiance and opening prayer.
- Roll Call: Council members listed above were in attendance in person. CM Geyer was unable to attend.
- Approval of Minutes from the April 15, 2024, Council meeting: CM Rosa motioned to approve the minutes. CM Leavitt seconded. The minutes were approved unanimously by voice vote.
- There were no petitions or comments by citizens and no unfinished business.
- Reports of Commissions, Boards, or Commissions: Mayor Jenkins recognized Ms. Lindsey London of the Mental Health Task Force and then read a proclamation (attached to minutes) for Mental Health Awareness Month. Ms. London thanked the Council for its support.
- New Business
 - First Reading of Ordinance 1629 – 2024 Building Permit Fees: Mayor Jenkins introduced the ordinance (repealing Ordinance 1179 in its entirety, repealing Ordinance 1375 in its entirety, repealing section 2 of Ordinance 1264, repealing Ordinance 1530 in its entirety, and establishing certain miscellaneous fees for the City of Nappanee) and then turned the presentation over to Planning Superintendent Nunemaker. Superintendent Nunemaker told the Council that the Planning Commission met and reviewed the commercial and residential fees that have been in effect since 2016. They felt an update was necessary, thus the fee schedule presented (attached to the minutes). Along with the fee schedule proposed for 2024 is a schedule showing the comparison between the 2016 fees and the newly proposed fees. Newly added fees pertain to windows, siding, and roofing renovations. Also added were fees for water heaters and water softeners. CM Veenstra noted the fee for a window permit and asked if this was a per window or per project fee. Superintendent Nunemaker responded that it is a per project fee. CM Leavitt asked if the new fee structure would put the City in line with other local municipalities. Superintendent Nunemaker said yes. Goshen was the most comparable. CM Rosa asked how emergency fixes would be handled when City Hall/Planning Department is not open. Superintendent Nunemaker said that the approval, inspections, and fees charged would have to be done after the fact. CM Rosa asked if a contractor did the work, would there be the possibility for the fee to be waived. Superintendent Nunemaker responded that the inspection would still need to be completed to make sure the work met code. Mayor Jenkins commented that most residents in Nappanee own their home, but others rent homes or apartments, and this provides another layer of protection to the public. CM Veenstra asked how the permit process works. Superintendent Nunemaker noted that there is a form on the City website that allows a contractor to apply for a permit online. He also noted that the fees charged often are enough to cover the inspector's costs. CM Rosa asked if there was DIY project, and the resident wanted the City's direction if the inspector would be able to do that. Superintendent Nunemaker said no. CM Leavitt commented that if the City were to do that, they would become an advisor and therefore open the City up to liability. He also voiced his concern about the potential emergency fixes. Mayor Jenkins said the City will be sensitive to emergency situations with the inspection being done to ensure the work was done correctly. He reiterated that inspections do create a financial cost to the City and these fees allow the City to cover those costs. CM Leavitt motioned to approve



Ordinance 1629 on first reading. CM Rosa seconded. Ordinance 1629 was approved unanimously by voice vote on first reading.

- First Reading of Ordinance 1630 – Taxable Economic Development Note: Mayor Jenkins presented the ordinance. This has been a joint effort with the Redevelopment Commission (RDC), the Economic Development Commission (EDC), and the Council on ways to incentivize improvements to the City’s downtown. This one involves 106 S. Main Street (aka My Red Moon). It was purchased by Ace Builders in November of 2023. Redevelopment has an interest in improving the building. The roof was leaking and in bad shape. Also, the front and back façade needed work. This ordinance allows the City to set up and utilize the funds that have been set aside via TIF from the RDC. The RDC pledged \$500,000 for this project. The EDC met earlier today and approved issuing the note for the loan for this program. The RDC has met with Ace Builders and has a plan in place schematically for what they are looking to do. Mayor Jenkins walked the Council through the schematic designs presented along with an estimate of costs on the exterior of \$401,950. Ace will incur greater costs on the interior in addition to those presented for the exterior. City Attorney Hoffer commented that in the earlier meeting of the EDC, they passed a resolution approving the form of the loan agreement and this ordinance. They also approved in rapport that there was no adverse competitive effect by this project. There was also a finding that there will be \$350,000 of annual compensation from the employees associated with this project. CM Leavitt inquired if there was a term for the loan. Mayor Jenkins said yes, five years. He continued that the City looks at this as being a public/private partnership with owners and developers to invest downtown. By doing so, this will increase the assessed value downtown and keep downtown as vibrant as possible. CM Leavitt commented that it is nice to have a partner like Ace for the first project like this. Mayor Jenkins mentioned that there are other families who have done great work investing in the downtown area. Other potential efforts to improve the downtown area (e.g., Façade Improvement Program) did not materialize. CM Leavitt motioned to approve Ordinance 1630 on first reading. CM Veenstra seconded. Ordinance 1630 was approved unanimously by voice vote on first reading.

- Approval of Accounts Payable Vouchers: City 2024 APV’s Totaling \$2,064,518.34: CT Knight presented the APV’s for approval. He noted the largest expenditure was \$967,000 (ARPA Funds) for the infrastructure improvements between Woodview Dr. and CR150 next to Woodview Elementary School. The next largest expenditures were related to two payrolls. CM Rosa motioned to approve the APVs. CM Yoder seconded. The APV’s were approved unanimously by voice vote.
- Reports by City Officers: There were none.
- Adjournment: With no further business to discuss, CM Leavitt motioned to adjourn the meeting and CM Yoder seconded. The meeting was adjourned at 7:30 pm by unanimous voice vote.

Mayor Jenkins

Attest: _____
Jeff Knight, Clerk of the Council

City of Nappanee, Indiana

Proclamation

From the Office of the Mayor

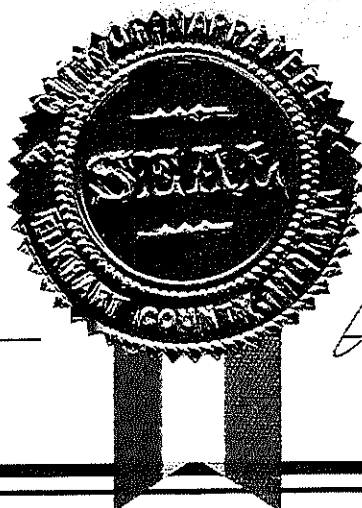
- WHEREAS,** mental health is essential to everyone's overall health and well-being; and
- WHEREAS,** all Americans experience times of difficulty and stress in their lives; and
- WHEREAS,** prevention is an effective way to reduce the burden of mental health conditions; and
- WHEREAS,** mental health conditions are real and prevalent in our community, our state, and our nation; and
- WHEREAS,** with effective treatment, those individuals with mental health and other chronic health conditions can recover and lead full, productive lives; and
- WHEREAS,** each business, school, government agency, healthcare provider, organization and citizen shares the burden of mental health problems and has a responsibility to promote mental wellness and support prevention efforts;

NOW, THEREFORE, I, Philip W. Jenkins, by the authority vested in me as Mayor of Nappanee, do hereby proclaim May 2024 as Mental Health Awareness Month in Nappanee, Indiana. I also call upon the citizens, government agencies, public and private institutions, businesses, and schools in Nappanee to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Office of the Mayor of the City of Nappanee to be affixed this 1st day of May Two Thousand and Twenty-four.

May 1, 2024

Date



A handwritten signature in black ink, appearing to read "Philip W. Jenkins".

Mayor, City of Nappanee

CITY OF NAPPANEE

2024 Commercial & Residential Permit Fees



Residential Permits	
New Construction	
Permit fee base charge	\$150.00
Per total square feet	\$0.10
Certificate of occupancy (CofO)	\$40.00
Addition/Remodel/Solar	
Permit fee base charge	\$80.00
Per total square feet	\$0.05
Certificate of occupancy (CofO)	\$40.00
Accessory Structure	
Under 100 square feet	\$60.00
101 to 600 square feet	\$85.00
601 to 1,500 square feet	\$110.00
Each additional square foot over 1,500	\$0.10
Exterior	
Window	\$60.00
Siding and masonry	\$60.00
Roofing (including roofing systems & decking)	\$60.00
Demolition	
All residential structures	\$60.00
Plumbing & Heating	
Water heater	\$30.00
Water softener	\$30.00
Furnace	\$30.00
Swimming Pool	
In & above ground	\$75.00
Fire Suppression or Sprinkling System	
1 to 150 heads	\$50.00
151 to 300 heads	\$120.00
301 heads and over	\$250.00
Re-Inspection	
Per hour with a one hour minimum	\$75.00

Commercial Permits	
New Construction/Addition/Remodel/Solar	
Permit fee base charge	\$300.00
Per total square feet up to 20,000 square feet	\$0.10
Per total square feet 20,001 and over	\$0.03
Foundation (before full release)	\$300.00
Certificate of occupancy (CofO)	\$50.00
Exterior	
Window	\$200.00
Siding and masonry	\$200.00
Roofing (including roofing systems & decking)	\$200.00
Demolition	
All commercial structures	\$100.00
Plumbing & Heating	
Water heater	\$50.00
Water softener	\$50.00
Furnace	\$50.00
Fire Suppression or Sprinkling System	
1 to 150 heads	\$60.00
151 to 300 heads	\$120.00
301 heads and over	\$250.00
Re-Inspection	
Per hour with a one hour minimum (To be billed to builder or contractor)	\$75.00
Parking Lot Improvements	
Permit fee base charge	\$100.00
New driveway permit	\$100.00
Sign Permits	
Portable sign permit	\$25.00
Permanent sign permit	\$75.00

Planning			
Primary plat approval	\$300.00	Administrative Appeal	\$300.00
Secondary plat approval	\$300.00 & \$5 per lot	Non-subdivided site development plan (PUD)	\$300.00
Rezoning request	\$250.00	Storm water simple drainage review: 100 acres or less & sufficient data	\$600.00
Variance	\$250.00	Storm water complex drainage review: As negotiated by engineer	
Special exception	\$250.00		