



Common Council Meeting – Minutes for October 7, 2024

Council Members in Attendance: Ben Leavitt, Austin Yoder, Amy Rosa, Dustin Geyer

Also Present: Mayor Phil Jenkins **City Attorney** Brian Hoffer, **Clerk-Treasurer** Jeff Knight **Guests:** 7 (6 IP; 1 OL), and one member of the press (1 OL) 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 Veenstra was unable to attend the meeting.
- Approval of Minutes from September 30, 2024, Council meeting: CM Geyer motioned to approve the minutes. CM Rosa seconded. The minutes were approved unanimously (4-0) by voice vote.
- Petitions and Comments by Citizens:
 - Public Hearing – Economic Improvement District Renewal: Mayor Jenkins opened the public hearing at 7:03 pm. CT Knight provided proof of publication. There were no questions or comments from the public. The public hearing was closed at 7:05 pm.
 - Public Hearing – 2025 Budget: Mayor Jenkins opened the public hearing at 7:05 pm. CT Knight provided proof of publication. Mayor Jenkins showed the Gateway location where the notice is posted along with the general outline of the budget. There were no questions or comments from the public. The public hearing was closed at 7:05 pm.
- Reports of Committees, Boards, and Commissions:
 - CT Report for September 2024 – CT Knight presented the report and noted that the numbers were outdated due to timing and the closing of the fire station bond on October 2nd. Thus, while these numbers show a snapshot of the financial position of the City at that time, much has changed and will be reflected in the October bank reconciliations and Clerk Treasurer report. CM Leavitt motioned to approve the CT Report as of 8/31/24. CM Yoder seconded. The CT Report for 8/31/24 was approved unanimously (4-0) by voice vote.
- Unfinished Business:
 - 2nd Reading of Ordinance 1634 – 2025 Budget: Mayor Jenkins presented the budget worksheets and noted that they tie to the public notice shown on Gateway. While no questions were received during the open Council session, several questions were asked and answered prior to the meeting. There were no further questions or comments at this time. CM Rosa motioned to approve Ordinance 1634 – 2025 Budget on second reading. CM Geyer seconded. Ordinance 1634 – 2025 Budget was passed unanimously (4-0) on second reading.
- New Business:
 - Ambulance Billing Charge-offs (March-May; June-August): Mayor Jenkins introduced the charge-offs. CT Knight commented that these are two quarters worth of charge-offs. The word charge-off is misleading. Except for a \$5.76 balance, the remaining balances are all amounts that were billed but, due to caps in place on Medicare, Medicaid, and other non-allowable insurance coverages, are not deemed to be collectible. These are not bad debts that are being charged off. They are uncollectible billings. These charge-offs always bother the Council members primarily due to there not being any other option to collect these



balances. CM Geyer asked about how Ambulance Billing impacts the annual budget. CT Knight said these revenues are volume driven and that the revenues are estimated in miscellaneous revenues. The non-collectibles are not considered, but the revenues are something that can be estimated. CM Leavitt thought it would be interesting to see how our billing experiences compare to other municipalities. CT Knight said he would try to show the revenue received along with the charge-offs the next time this process takes place. CM Rosa's concern is that there does not appear to be a way to protect against fraud. Ambulance Billing could request the City to charge these balances off and then collect them on their end for themselves. CT Knight thought the only methods of catching potential fraud would be to see an Ambulance Billing audit or that the other municipalities that use Ambulance Billing would be concerned with their billing procedures and cause questions to be asked. Mayor Jenkins commented that ambulance billing used to be done in-house but it became too much of a burden to handle. Thus, Ambulance Billing Service was contacted and contracted with to provide the service. CM Rosa motioned to approve the charge-offs presented. CM Leavitt seconded. The charge-offs were approved unanimously (4-0) by voice vote.

- 1st Reading of Ordinance 1637 – Continuing and Extending an Economic Improvement District for the Nappanee Downtown Business Improvement District: Mayor Jenkins introduced the ordinance and asked Mr. Mark Collins (Director of Economic Development) how often this renews. Director Collins replied every ten years. Mayor Jenkins said this will be the second renewal for another ten years. Mayor Jenkins asked Director Collins if any of the boundaries had changed. Director Collins said no. There were no further questions or comments. CM Geyer motioned to approve the ordinance on first reading. CM Leavitt seconded. Ordinance 1637 – Continuing and Extending an Economic Improvement District for the Nappanee Downtown Business Improvement District was approved unanimously (4-0) by voice vote on first reading.

- Approval of Accounts Payable Vouchers - City 2024 APV's Totaling \$861,947.24: CT Knight presented the APV's and discussed the major expenditure items. There was one payroll, a pay application from Weigand (contractor on the fire station) for \$300,116, and the purchase of 206 W. Lincoln for \$172,304. CM Geyer asked if the mayor or CT knew the timing of the payments that would be due pertaining to the fire station. Mayor Jenkins responded that the payment scheduled is known and could be provided at the next meeting. There is an estimated draw schedule. CM Geyer asked when the bond payments begin for the fire station. Mayor Jenkins said January of 2025. CM Geyer motioned to approve the APV's as submitted. CM Yoder seconded. The APV's were approved unanimously (4-0) by voice vote.
- Reports by City Officers: Mayor Jenkins was contacted by Hannah Stutzman who is heading up the Foster Friendly Community effort for Nappanee. She asked the mayor to provide a proclamation for this initiative. Mayor Jenkins read the proclamation for the Council.

Mayor Jenkins asked that action take place on changing the next Council meeting from October 21st to the 28th. CM Leavitt motioned to approve the requested change from the 21st to the 28th. CM Rosa seconded. The change of meeting time for the next Council meeting from the 21st to the 28th was approved unanimously (4-0) by voice vote.



- Adjournment: With no further business to discuss, CM Yoder motioned to adjourn the meeting and CM Leavitt seconded. The meeting adjourned at 7:29 pm by unanimous voice vote.

Mayor Jenkins

Attest: _____
Jeff Knight, Clerk of the Council