



Common Council Meeting – Minutes for June 5, 2023

Council Members in Attendance: Ben Leavitt, Dana Hollar, Dustin Geyer, Kelbi Veenstra

Also Present: Mayor: Phil Jenkins, **City Attorney:** Brian Hoffer, **Clerk-Treasurer** Jeff Knight, **Guests:** 2 (2 IP) and 1 member of the press (IP).

- 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. Councilwoman Rosa was unable to attend.
- Approval of Minutes from the May 15, 2023, Council meeting: Councilman Hollar motioned to approve the minutes. Councilman Leavitt seconded. The minutes were approved unanimously by voice vote.
- Petitions or Comments by Citizens: There were none.
- Reports of Committees, Boards, or Commissions:
 - Baker Tilly Q3 and Q4 2022 Council Report: CT Knight and Mayor Jenkins presented the year end report from Baker Tilly. CT Knight discussed the 50% of annual operating expenses the City set as the minimum cash-on-hand threshold the City felt comfortable with. Baker Tilly suggested 15% was sufficient. Thus the City has chosen to be more conservative in its approach. CT Knight also point out the number of projects in process during the third and fourth quarters of 2022. Mayor Jenkins discussed the major areas of expenditure for the City which were Personal Services and Services and Charges. Mayor Jenkins also commented on how the budget matched up with the actual expenditures. He noted that CEDIT and Park both had exceeded the budget for project related purposes but that those were covered by additional appropriations. The core revenue analysis shows that 47% of the City's income is derived from property taxes and 26% is derived from local income taxes. As it pertains to the Utility, Mayor Jenkins noted the good financial position and commented that the sewer reserves need to continue to be built up as additional pipe replacement will need to take place in the next couple of years. The next big project for the City is the new fire station. CT Knight discussed the potential need to establish a debt policy if the City were to go to a rating agency when the next debt issuance takes place.

Councilman Leavitt thought this report did a good job of giving an overview and that two times a year should be sufficient. He then asked if the lack of a debt policy would be detrimental to moving forward with the fire station financing. Mayor Jenkins did not think it would because of the reserves the City has on hand and that the City has no general fund debt. The existing debt of the utilities is supported by rates charged. Mayor Jenkins concluded by restating the City is in good financial condition and a conservative approach will be maintained. No action was necessary to be taken on this report.

- Unfinished Business: There was none.
- New Business:
 - Certification of TIF Replacement for 2023: Mayor Jenkins presented this to the Council. The City has not historically passed along any TIF funds to the overlapping entities and will continue with that approach. This approach was approved by the Redevelopment Commission, and they have asked for the City's consent. Councilman Leavitt motioned to approve the Certification of TIF



Replacement for 2023. Councilman Geyer seconded. The certification was approved unanimously by voice vote.

- Approval of Accounts Payable Vouchers - 2023 APV's Totaling \$885,064.44: CT Knight told the Council that these vouchers include two payrolls, insurance, a police camera service agreement for \$15,000, shared cost agreement with Visit Nappanee of \$25,000, \$8,300 towards the primary election, and various normal monthly costs. Councilwoman Veenstra motioned to approve the APV's. Councilman Geyer seconded. The APV's were approved unanimously by voice vote.
- Reports by City Officers: Mayor Jenkins talked about the closure on Woodview Drive and that residents will always have access to their homes. No through traffic will be allowed. The City will keep the public informed. A meeting was held at Woodview Elementary School with the residents living along Woodview Drive and it went well. The fire station project continues to move forward. The appraisals have been received for the three potential sites. The Technical Review Committee will review the three sites and come up with a recommendation in the next couple of weeks pertaining to the site. At that point, discussions will be held with the City's Bond Counsel and financial advisors as well as getting the design and construction team in place. Councilman Geyer asked what the duration of the Woodview Drive closure is. Mayor Jenkins responded that substantial completion is targeted for November 9th. This is when it will be open to through traffic. Councilman Leavitt asked about access to the elementary school. Phases II (in front of the school) and III (west of the school) are hoped to be completed by the time school begins. The school administration has been involved with these discussions. Mayor Jenkins finished by noting that CR 52 will be closed for another two weeks.
- Adjournment: With no further business to be discussed, Councilman Hollar motioned to adjourn the meeting and Councilman Leavitt seconded. The meeting was adjourned at 7:20 pm by unanimous voice vote.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of the Council