



Common Council Meeting – Minutes for July 17, 2023

Council Members in Attendance: Ben Leavitt, Dana Hollar, Amy Rosa, Kelbi Veenstra

Also Present: Mayor: Phil Jenkins, **City Attorney:** Brian Hoffer, **Clerk-Treasurer** Jeff Knight, **Guests:** 3 (2 IP, 1 OL) 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. Council Member Geyer was unable to attend.
- Approval of Minutes from the July 3, 2023, Council meeting: Council Member Veenstra motioned to approve the minutes. Council Member Rosa seconded. The minutes were approved unanimously by voice vote.
- There were no petitions or comments by citizens, reports of committees, boards, or commissions, and was not unfinished business.
- New Business
 - Mayor Jenkins read a proclamation regarding the week of August 1st through August 7th, 2023, as being breastfeeding week.
 - 1st Reading Ordinance 1623 Additional Appropriations: CT Knight and Mayor Jenkins presented the ordinance. CT Knight explained that from an accounting standpoint, instead of rolling unused funding for projects forward into the next fiscal year (because carryforward amounts need to be tied to PO's), they should have been treated like additional appropriations for the accounting system to function properly. The amounts carried forward from 2022 to 2023 were just over \$1 million of unused, appropriated, project funding. Thus, actual new funds only amount to \$271,505 instead of \$1.2 million. The new funds will allow the City to add a Director of Development, an Administrative Assistant in the Clerk-Treasurer's office (bringing the office back to full staffing), purchase fuel for the airport, and use of Public Safety LOIT funds for the purchase of the property for the new fire station. The salary additions only take into account salary and benefits for the remaining portion of 2023. The positions will be included in the departmental budgets in 2024. Mayor Jenkins discussed how the Aviation Rotary Fund is used to purchase fuel for the Airport and is budgeted for each year. This fund pays for itself from the sale of the fuel. The additional appropriation will come from the proceeds in the Fund from prior fuel sales.

Council Member Hollar confirmed the new Director of Development will no longer be the Chamber Director. Mayor Jenkins said that was correct. The existing contract with the Chamber for the Chamber Director position will be split in half to fund the position with the City and to help subsidize the Chamber Director's position. The City will support the Chamber, but the Chamber Board will make the decision as to when and who they hire. Council Member Rosa asked how the project carryforwards appeared at the end of 2022. CT Knight responded that these were the appropriated balances remaining on the projects at year end for projects that were not completed by year end. Mayor Jenkins commented that the limitations of the accounting system make it difficult to account for multi-year projects. Council Member Rosa asked what the impact would be if the Council chose to not fund a new hire that was presented in the form of an additional appropriation. CT Knight and Mayor



Jenkins both said that it would have to be accounted for within the various unspent funds contained in the current year budget. Council Member Rosa did not disagree with the need to hire but was concerned about the particular sequence the process went through in these two cases. Mayor Jenkins did not disagree. The State Board of Accounts does not like to see additional appropriations immediately after a new year begins and so these were handled in a manner that pushed the hiring out after the first quarter end and mid-year. Council Member Leavitt asked if Mayor Jenkins had heard about how the Chamber was looking to find a new director. Mayor Jenkins said he had not. Council Member Leavitt continued by asking if the Council will be provided the information as to how the location of the new fire station was decided. Mayor Jenkins said yes that information will be provided and noted there was a technical review committee who looked at the final three location possibilities.

Council Member Rosa motioned to approve Ordinance 1623 - Additional Appropriations on first reading. Council Member Veenstra seconded. Ordinance 1623 was approved unanimously by voice vote on first reading.

- Approval of Accounts Payable Vouchers - 2023 APV's Totaling \$795,949.95: CT Knight told the Council that these vouchers include one payroll, \$33,000 for the Redevelopment Bond payment, \$31,000 to First Group for engineering work on Woodview Drive, a final pay application pertaining to Oakland Trail for R. Yoder Construction in the amount of \$111,000 (only retainage remains of approximately \$116,000 less liquidated damages), \$14,000 for fireworks, and \$12,000 for tree related costs. Council Member Veenstra motioned to approve the APV's. Council Member Hollar seconded. The APV's were approved unanimously by voice vote.
- Reports by City Officers: There were no questions or comments regarding the reports.
- Adjournment: With no further business to be discussed, Council Member Hollar motioned to adjourn the meeting and Council Member Leavitt seconded. The meeting was adjourned at 7:22 pm by unanimous voice vote.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of the Council