



Common Council Meeting – Minutes for November 6, 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:** 4 (3 IP, 1 OL), 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. Council Member Veenstra offered the 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 October 16, 2023, Council meeting: Council Member Rosa motioned to approve the minutes. Council Member Hollar seconded. The minutes were approved unanimously by voice vote.
- Petitions or Comments by Citizens: None
- Reports from committees, boards, or commissions: September Clerk-Treasurer's Report: CT Knight presented the report. He pointed out the increased General Fund balance of \$15.115 million versus the \$13.786 million from a year ago. The City was working on a number of large projects in 2022. In 2023, those projects were in the latter stages of completion thus having reduced costs during the year. In 2023 the City also had an unexpected infusion of \$700,000 from a special advance of income taxes in June. Total cash on hand is \$300,000 higher this year than it was a year ago. He concluded by noting the interest rates for all of the CD's is 5.63%. With no further questions or comments, Council Member Leavitt motioned to approve the CT Report for September. Council Member Veenstra seconded. The CT Report for September was approved unanimously by voice vote.
- Unfinished Business: None.
- New Business: 1st Reading of Ordinance 1627 – 2024 Salary: Mayor Jenkins presented the salary ordinance and discussed the various changes that were made which include making sure the job title and responsibilities lined up with the correct category and the pay ranges within those categories. He reiterated that the majority of employees will get a 4% raise along with the potential for a bonus that is predicated upon 2% of the salaries for that department. Because there is no bonus possibility for police or public officials, they will get a 5% increase. Mayor Jenkins also gave an overview of the various stipends paid as well as how the volunteer fire staff is paid. Each year the salary ordinance becomes more refined, and clear. He noted the work that Ms. Adrielle Robertson, the Finance Committee (Council Member Rosa, Council Member Leavitt, Ms. Robertson, CT Knight, Mayor Jenkins), and Department Heads put in to improve this process. Council Member Rosa appreciated seeing how the salary ordinance compared to the budget. Council Member Leavitt commented that this year's salary ordinance appeared to be more fine tuning as compared to the heavy lifting of one year ago. Mayor Jenkins commented that this along with the budget process is like managing seven different businesses. With no further questions or comments, Council Member Leavitt motioned to approve Ordinance 1627 – 2024 Salary on first reading. Council Member Hollar seconded. Ordinance 1627 – 2024 Salary was approved unanimously by voice vote on first reading.
- Approval of Accounts Payable Vouchers: 2023 APV's Totaling \$972,387.90: CT Knight told the Council that these vouchers contain two payrolls and a portion of payroll related expenses from the prior period, as well as \$35,000 for Borden Waste Away, and \$12,000 for the additional title work associated with the purchase of the new fire station property, with the remaining being normal course of business expenses.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City should contact the Office of the City Clerk-Treasurer as soon as possible but no later than 48 hours before the scheduled event. Contact Info: 300 West Lincoln Street, Nappanee, Indiana 46550. Telephone (574) 773-2112. Email: jknight@nappanee.org.



Council Member Rosa motioned to approve the APV's. Council Member Hollar seconded. The APV's were approved unanimously by voice vote.

- Reports by City Officers: Mayor Jenkins informed the Council that the Fire Station project is moving forward. The list of teams has been reduced from seven to three. The final three teams can move forward with schematic design and pricing. Final selection of the team to move forward with for construction will be made in March upon receipt of the designs and pricing.

Woodview Drive is nearing completion. The contractors are still on target for completion by Thanksgiving.

- Adjournment: With no further business to be discussed, Council Member Hollar motioned to adjourn the meeting and Council Member Veenstra seconded. The meeting was adjourned at 7:20 pm by unanimous voice vote.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of the Council