



## ***Common Council Meeting – Minutes for November 20, 2023***

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

**Also Present: Mayor:** Phil Jenkins, **City Attorney:** Brian Hoffer, **Clerk-Treasurer** Jeff Knight, **Guests:** 3 (2 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 and opening prayer.
- Roll Call: Council members listed above were in attendance in person.
- Approval of Minutes from the November 6, 2023, Council meeting: Council Member Hollar motioned to approve the minutes. Council Member Geyer seconded. The minutes were approved unanimously by voice vote.
- Petitions or Comments by Citizens: None
- Reports from committees, boards, or commissions: October Clerk-Treasurer's Report: CT Knight presented the report. The City has roughly \$1.5 million more on hand this year than last due to the previously mentioned projects in the works during 2022 and additional infusion of cash from the special distribution of income taxes in June of 2023. The current total cash is \$28.28 million compared to \$26.8 million a year ago. Council Member Geyer asked about the process of adding money to an existing CD. CT Knight described the process of adding funds once the CD matures, receiving pricing bids from Baker Tilly's canvassing of institutions, selecting a term and rate, and establishing the new CD. Council Member Geyer continued by asking at what time it should be considered to add funds to the those already invested and if that was a Council-led decision. Mayor Jenkins responded that each year there is a resolution giving the CT discretion to invest funds as he sees fit in accordance with the spending priorities of the City. Baker Tilly has worked on a draft comprehensive financial plan which will be shared with the Council in the next few weeks. Council Member Geyer asked if Baker Tilly gives recommendations on how liquid the City should be. Mayor Jenkins said they do not make specific recommendations, but they do have some guidelines. Baker Tilly guidelines reflect 15% operating expense coverage. The City has taken the more conservative approach of holding 50% coverage. This allows the City to function from one property tax distribution to the next which are six months apart (June and December). An additional consideration is the amount of funds to keep on hand for use towards the fire station project. With no further questions or comments, Council Member Leavitt motioned to approve the CT Report for October. Council Member Rosa seconded. The CT Report for October was approved unanimously by voice vote.
- Unfinished Business: 2<sup>nd</sup> Reading of Ordinance 1627 – 2024 Salary Ordinance: Mayor Jenkins presented the ordinance, without any changes from the first reading. Council Member Geyer confirmed that this ordinance will take effect January 1, 2024. Mayor Jenkins said yes. Council Member Geyer followed up by asking if these rates were built in to the 2024 budget. Mayor Jenkins said yes. There were no further questions or comments. Council Member Leavitt motioned to approve Ordinance 1627 – 2024 Salary Ordinance on second reading. Council Member Veenstra seconded. Ordinance 1627 – 2024 Salary Ordinance was approved unanimously by voice vote. Third reading will be December 4<sup>th</sup>.
- New Business: None.
- Approval of Accounts Payable Vouchers: 2023 APV's Totaling \$863,954.18: CT Knight told the Council that these vouchers contain two payrolls and \$212,000 of insurance costs spread out between the various departments for the property and casualty insurance for the next year. The renewal documents

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are signed in July/August, and it takes the insurance provider several months to issue the billing. Finally there were engineering fees for Woodview Drive from First Group totaling about \$61,000. Council Member Rosa commented on how well the Woodview Dr. process has gone and how thankful they are for the new road. 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: Reports were submitted by the Police, Fire, and Street departments. There were no questions. Mayor Jenkins commented that the municipal elections are over, and that Austin Yoder will be added to the Council, taking the place of Council Member Hollar who is stepping down. Also winning another term was Council Member Rosa. The remainder of the Council will be the same. The swearing-in ceremony will take place on January 1st, at noon. With the conclusion of the election, AIM (Accelerate Indiana Municipalities) will have workshops for newly elected officials.
- 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 7:19 pm by unanimous voice vote.

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Phil Jenkins, Mayor

Attest: \_\_\_\_\_  
Jeff Knight, Clerk of the Council