



## ***Common Council Meeting – Minutes for January 2, 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:** 4 (IP), and two members 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 an opening prayer.
- Roll Call: Council members listed above were in attendance in person. Mayor Jenkins welcomed newly elected Council Member Austin Yoder. Council Member Veenstra was unable to attend.
- Approval of Minutes from the December 18, 2023, Council meeting: Council Member Geyer 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 and there were no reports of committees, boards, or commissions.
- Unfinished Business: Mayor Jenkins commented that there was no unfinished business to discuss during this meeting. Ordinance #1628 establishing a Redevelopment Authority will be presented for third reading at the next Council meeting.
- New Business:
  - Designate the Goshen News and Warsaw Times Union as qualified publications for legal advertising in 2024. There were no further questions or comments. Council Member Leavitt motioned to approve the designation of the Goshen News and Warsaw Times Union as qualified publications for legal advertising in 2024. Council Member Rosa seconded. The Goshen News and Warsaw Times Union were approved as qualified publications for legal advertising in 2024 unanimously by voice vote.
  - Resolution 774-24 – Year End 2023 Transfer of Funds: CT Knight and Mayor Jenkins presented the annual year end transfers. Mayor Jenkins reiterated that nothing contained in the resolution was an expense that required an additional appropriation. These expenses were all covered using budgeted dollars. Council Member Rosa asked if there was anything contained in this resolution that would indicate additional appropriations would be required for the 2024 budget. CT Knight said no and that most upcoming major expenses are known. However, at midyear, there will be time to re-evaluate and deal with any issues with an additional appropriation if necessary. Mayor Jenkins concurred. Council Member Geyer commented that he liked the presentation because it showed transparency. Mayor Jenkins noted that the City spends about 95% of its budget each year. Council Member Geyer asked if these transfers actually zero-out all of the expense line items for each department or if there are balances rolled back into the general fund. Mayor Jenkins said that these transfers just cover those negative balances and that the remaining, unused portions of the budget, return to the general fund. CT Knight will provide reports reflecting preliminary year end balances as well as what was received in the property tax distributions. There were no further questions or comments. Council Member Geyer motioned to approve the resolution. Council Member Leavitt seconded. Resolution 774-24 Year End 2023 Transfer of Funds was approved unanimously by voice vote.



- Resolution 775-24 – Investment of Funds Authorization: CT Knight presented the resolution allowing him to go to market with available funds in order to maximize return on unused cash on hand. Council Member Geyer asked if the City paid a premium for the investment services provided by Baker Tilly. CT Knight said yes, and the cost is a tenth of a percent. So, if Baker Tilly is managing \$7 million, the fee would be \$7,000. There were no further questions or comments. Council Member Leavitt motioned to approve the resolution. Council Member Geyer seconded. Resolution 775-24 – Investment of Funds Authorization was approved unanimously by voice vote.
- Approval of Accounts Payable Vouchers: City 2023 APV's Totaling \$957,555.40: CT Knight presented the APV's for approval. Included in the APV's is 1.5 payrolls, a \$12,000 payment to Jones, Petrie, Rafinski (helping with the Nappanee Downtown Master Plan), \$10,000 for the Boys and Girls Club, \$1,600 for FCDC, and SCBA testing completed for the Fire Department for \$16,000. Council Member Geyer asked when the next big payment will be made for Woodview Drive because of change orders. Mayor Jenkins said there may be some change orders, but the project started with a change order that reduced the cost of the project due to how the contractors decided to sequence the road closures. Instead of leaving one lane open they decided to close the road in segments which saved them money. CT Knight added that he believes there are engineering fees that remain for First Group. However, he did not know how much remained to be billed. There were no further questions or comments. Council Member Rosa motioned to approve the APV's. Council Member Leavitt seconded. The APV's were approved unanimously by voice vote.
- Reports by City Officers: Mayor Jenkins reminded the Council that the next meeting will be held on January 22, 2024, instead of January 15<sup>th</sup> because there is a Newly Elected Official training conference in Indianapolis from the 16<sup>th</sup> through the 18<sup>th</sup>. The 15<sup>th</sup> is a federal holiday for Martin Luther King day and a travel day to get to the conference. He also mentioned that the State of the City will be presented at the next Council meeting as well as appointments to the various city positions, committees, and commissions.
- Adjournment: With no further business to be discussed, Council Member Geyer motioned to adjourn the meeting and Council Member Leavitt seconded. The meeting was adjourned at 7:28 pm by unanimous voice vote.

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Phil Jenkins, Mayor

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