



Common Council Meeting – Minutes for February 26, 2024

Council Members in Attendance: Ben Leavitt, Austin Yoder, Amy Rosa, Dustin Geyer, Kelbi Veenstra

Also Present: Mayor: Phil Jenkins, **City Attorney** Brian Hoffer, **Finance Department Office Manager** Nikki Ramer **Guests:** 6 (IP), 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 February 5, 2024, Council meeting: Council Member Veenstra motioned to approve the minutes. Council Member Geyer seconded. The minutes were approved unanimously by voice vote.
- There were no petitions or comments by citizens, no reports of committees, boards, or commissions, no unfinished business, and no new business.
- Approval of Accounts Payable Vouchers: City 2024 APV's Totaling \$1,854,099.04: Council Member Rosa motioned to approve the 2024 City APV's in the amount of \$1,854,099.04. Council Member Veenstra seconded. The APV's were approved unanimously by voice vote.
- Reports by City Officers: Mayor Jenkins gave an update on the Fire Station project. Earlier in the day, at the Board of Works, three RFP (request for proposal) submissions were received. There are two parts to the RFP. The first part is a qualitative proposal (design portion). The Technical Review Committee will meet tomorrow and then review each of the proposals and score them. Then, on March 11th, the sealed price proposals will be opened. The scores from the qualitative proposals will be used in conjunction with the price proposal to determine who the winning group will be. The recommendation from the Technical Review Committee will be submitted to the Board of Works on March 25th. From that point forward the winning group will take the schematic design and work on the construction documents and work on getting contractors lined up. Construction will, most likely, start in the fall of 2024 or the spring of 2025. Project funding is still in the works. Council Member Geyer asked if pricing was not included in the qualitative document. Mayor Jenkins said it is not. It is a separate sealed envelope that will be opened on March 11. The City has not seen the pricing yet, but the three groups were given a target as to where the City would like to be. Council Member Geyer asked if there will be digital copies of the proposals. Mayor Jenkins said there will be and that they would be put into a drive accessible to the Council. Council Member Leavitt asked if the recommendation will be made for the Council as well. Mayor Jenkins commented that the recommendation will be presented to the Board of Works but that the Council will be kept informed. Mayor Jenkins continued by noting that the financing will probably be a combination of cash reserves on-hand and bond debt.

Mayor Jenkins informed the Council that there will be regional round tables held by AIM. There will be one on Wednesday, April 10th in Middlebury. It begins at 5:00 pm and will last until approximately 8:00 pm. Council members are invited to attend if they wish.

Street Superintendent Warren gave an update on Woodview Drive.

- Adjournment: With no further business to discuss, Council Member Geyer motioned to adjourn the meeting and Council Member Yoder seconded. The meeting was adjourned at 7:10 pm by unanimous voice vote.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of the Council