



Common Council Meeting – Minutes

Date: May 4, 2020

Time: 7:00 pm

Council Members in Attendance via Videoconference: Todd Nunemaker, Anna Huff, Brandie Yoder, Denny Miller, Amy Rosa (attended once arrived to US Rod abatement)

Also Present: Mayor: Phil Jenkins (in person), **City Attorney:** Brian L. Hoffer (via videoconference), **Clerk Treasurer:** Jeff Knight (in person) plus 6 guests (via videoconference) and 2 members of the press (via videoconference)

- Call to Order: Mayor Jenkins called the meeting to order at 7:00 pm.
- Roll Call: Amy Rosa was absent at roll call. All other members were present via videoconference.
- Approval of Minutes from April 20th, 2020: The minutes from the April 20th, 2020 meeting were submitted by Mayor Jenkins. Councilwoman Huff motioned to approve the minutes. Councilwoman Yoder seconded. There was no further discussion regarding the minutes. The minutes were approved unanimously by roll call vote.
- Petitions or comments from citizens: None were submitted
- Reports from Committees, Boards and Commissions: There was none.
- Unfinished Business: There was none.
- New Business:
 - Newmar CF-1 Review:
 - (Personal Property) – Jeff Kitson (Executive Director of Redevelopment) stated that Newmar Corporation has filed both of their CF1s for real property and personal property. Air investments is listed on the Real property as well, as they are the lessor. As it pertains to the personal property CF1PP they had estimated 13 additional employees and achieved and achieved 12 additional employees at \$520,000.00. Mr. Kitson made a favorable recommendation on the personal property even though they are short the one employee, but they have been successful with everything else for personal property. Councilman Miller motioned to approve the Newmar Corporation

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.



abatement for personal property. Councilwoman Huff seconded. Approved unanimously by roll call vote.

(Real Property) – Mr. Kitson stated that he noticed that on the Real property CF1, the Assessed value was not listed for the 2020 payable 2021. Mr. Kitson went back to what the assessed evaluations were in 2017 and 2018 and they were comparable. Kitson stated that the Assessor’s office has not had assessed values for quite a few businesses this year. The assessed value is more than the actual cost. Mr. Kitson informed the council that last year, Newmar did not receive their abatement because they did not file the correct 322/RE form. That has been rectified this year. Mr. Kitson asked for a favorable recommendation for this CF1. Mayor Jenkins informed the Council that when these CF1’s are approved at council, that they are only approving that the form meets the requirements of their statement of benefits, and that it is up to the business to record the requisite documentation with the treasurer, auditor, and the assessor before they can receive the tax phase in. Councilman Nunemaker motioned to approve the Newmar Corporation CF1 for real property. Councilwoman Yoder seconded. Councilman Nunemaker questioned the deadline for these CF1s. Mayor Jenkins stated that it is usually May 15th but due to COVID19, they have extended the deadline to June 15th. Mr. Kitson stated that they usually have to have the CF1s at the Assessor’s office by May 15th. This year, Mr. Kitson is going to send the documentation by certified mail, or hand deliver it directly to the office. Real Property CF1 was Approved unanimously by roll call vote. (Councilwoman Rosa joined the meeting)

○ US Rod CF-1 Review:

- (Personal Property) - Mr. Kitson informed the Council that US Rod is a fairly new company that opened up on south Oakland Avenue last year. This company makes sucker rods for the gas and oil industry that go down into the wells. Mr. Kitson has been working with Tracy Harris, their CFO. On the personal property CF1, they estimated that they would hire 23 additional employee and they have actually hired 32, and their base salary is \$43,813.00, this is \$887 less than what was put on their SB1s. Mr. Kitson was comfortable with this because they increased by 9 employees. Councilman Nunemaker motioned to approve the personal property CF1 for US Rod Manufacturing with the correction to the form as stated (changing the number of



employees from 16 to 32). Councilwoman Huff seconded the motion. There were no questions. The CF1 for personal property was approved unanimously by roll call vote.

- (Real Property) – Mr. Kitson stated that the assessed evaluation completed in time. They also filed their form 322/RE. Councilwoman Huff motioned to approve the real property CF1 for US Rod manufacturing. Councilwoman Yoder seconded the motion. The CF1 for real property was approved unanimously by roll call vote.
- Set Public Hearing for Alley Vacation on east Lincoln Street – Mayor Jenkins stated that this is in conjunction with the work that NIPSCO is doing and that he would like for this to be set for May 18th, 2020 at 7pm. Councilwoman Yoder motioned to set this public hearing for Alley vacation on east Lincoln street for May 18th at 7:00 pm. Councilwoman Huff seconded the motion. Planning Superintendent Lehman stated that this is a request from NIPSCO. The hearing being set for alley vacation was approved unanimously by roll call vote.
- Set Public Hearing for Vacation of a Portion of Metzler Street – Mayor Jenkins stated that this vacation would be south of Randolph Street. He requested the hearing be set for May 18th, 2020 at 7:00 pm. Councilwoman Rosa made the motion to set the public hearing accordingly. Councilman Miller seconded. Superintendent Lehman clarified the location of the vacate as being in the old Millers apple orchard area. There is a home that is sitting in the street right of way. The area needs to be vacated because someone is looking to settle the estate or sell property that is part of this area. To be able to get a clean title, the street needs to be vacated. Superintendent Lehman believes that this would be an alley and a street vacation. Mayor Jenkins found the previous BOW documentation and verified that it would be the alley and street vacation. Councilman Nunemaker asked if this would go all the way to Indiana Avenue. Superintendent Lehman stated that it would not go to Indiana Ave. The public hearing request was approved unanimously by roll call vote.
- A/P Vouchers: Accounts Payable Vouchers in the amount of \$425,011.24 were submitted for approval. Councilwoman Huff motioned to approve the APV's. Councilwoman Yoder seconded. The APV's were approved unanimously via roll call vote.
 - The members gave Mayor Jenkins authority to sign documents on their behalf. After the COVID-19 crisis is over, the members will sign the original documents. Councilman Miller made the motion. Councilwoman Huff seconded. This was approved unanimously by roll call vote.



- Reports of City Officers:

1. EMS – EMS Superintendent Sumpter was unable to attend the meeting. Clerk-Treasurer Knight presented the EMS Write-offs that are done Quarterly totaling \$43,978.37. Councilman Miller asked if the dollar amounts were comparable with prior write-off amounts. Mayor Jenkins stated that they vary, but that they are in line with years past. Councilman Nunemaker motioned to table the EMS Write-offs until some questions could be answered. Councilwoman Yoder seconded. The tabling of this item was approved unanimously by roll call vote.
2. Park superintendent – Chris Davis stated that they are still waiting for guidelines from the governor to be able to begin opening.
3. Senior Center Director – Mayor Jenkins stated that the Senior Center will probably be one of the last parts of the city to open back up due to safety reasons regarding senior citizens
4. Clerk Treasurer – Clerk Treasurer Knight stated that a resolution (728-20) was submitted for the City of Nappanee Conducting City business during times of emergency. This is basically a list of processes and how they should be done if anything were to happen to the Clerk, Mayor, or any of the Departments. Councilwoman Huff made a motion to approve the document. Councilwoman Rosa seconded the motion. The resolution was approved unanimously by roll call vote.
5. Mayor – Mayor Jenkins stated that NIPSCO is going to be upgrading the sub-station on Lincoln Street. New transformers will be installed. The current substation will be razed and the new one will be located just to the south. This will increase the City's capacity on electricity and work on redundancy in our system to feed back to another substation that we have on west CR 52. The main route will go down Lincoln Street and cut over on Locke Street and up the Alley by the Nappanee Center, out to the Industrial Park. Work will begin this week. Also, Mayor Jenkins stated that May is mental health month and he put together a proclamation, (the proclamation was read). Governor Holcomb issued executive order 20-20 today that lead to discussion of what the City can begin to open. Starting tomorrow, the City Hall will be open, but the public will only have access to the cashier's window. All other parts of City Hall will be accessible by appointment only. The City will continue holding meetings, virtually, until stage 3 of the order.



- CT Knight informed the Council that he and the Mayor have participated in three separate webinar conferences pertaining to how the pandemic could impact revenues received by municipalities. No definitive impact has been decided by any agency at this point. CT Knight and Mayor Jenkins will work to provide a cash flow projection for the remainder of the year and present a draft to the Council at the next meeting.
- Mayor Jenkins recognized Councilwoman Yoder and yielded the floor to her. Councilwoman Yoder announced her resignation from City Council due to moving out of the district. The last meeting that she will be attending as a Council member will be May 18th. Mayor Jenkins thanked her for her time on the City Council. The Caucus to fill that position will be held at a later time.
- Adjournment: With no further business to be discussed, Councilwoman Huff motioned to adjourn the meeting and Councilman Miller seconded. The meeting was adjourned at 7:56 pm by unanimous voice vote.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of the Council