



Common Council Meeting – Minutes for September 21, 2020

Council Members in Attendance: Todd Nunemaker (OL), Anna Huff (OL), Amy Rosa (OL), David Kauffman (OL), Denny Miller (IP).

Also Present: Mayor: Phil Jenkins (IP), **City Attorney:** Brian L. Hoffer (OL), **Clerk Treasurer:** Jeff Knight (IP) plus 11 guests (9 OL; 2 IP) and 2 members of the press (OL)

- Call to Order: Mayor Jenkins called the meeting to order at 7:00 pm.
- Roll Call: All members listed above were in attendance either in person or online via ZOOM videoconference.
- Approval of Minutes from September 8th, 2020: Councilwoman Huff motioned to approve the minutes. Councilman Miller seconded. There were no other questions or comments. The minutes were approved unanimously via roll-call vote.
- Petitions or comments from citizens: There were none
- Reports from Committees, Boards and Commissions: There were none.
- Unfinished Business: There was none.
- New Business:
 - Accept Special Exception Recommendation by BZA for 1061 Parkwood Drive: Superintendent Lehman presented the request on behalf of Kenton and Emily Hostetler to use the property at 1061 Parkwood Drive as a Bed and Breakfast and a location to hold parties. The Board of Zoning Appeals approved this request 3 to 0 with certain exceptions (B&B limited to 4 guest rooms, facility must be occupied by the owner during all overnight stays, minimum 4 parking spaces provided on-site, all applicable federal, state, and local permits shall be obtained and the facility shall be in compliance with all building, fire, and health codes). Councilwoman Rosa motioned to approve the requested use of the property. Councilman Miller seconded. Councilwoman Huff asked if these owners had the same requirements placed upon them as the previous owners. Superintendent Lehman stated that the requirements were different in that the barn could not be used for commercial purposes. Councilman Nunemaker inquired if there was enough parking for large gatherings. Superintendent Lehman confirmed that there is enough parking space. There were no further questions or comments. The request was approved unanimously by roll-call vote.

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.



- First Reading on Ordinance 1575 – 2021 City Budget: Due to the length of this portion of the meeting full recitation is not included here but audio or video is available upon request.

Mayor Jenkins introduced Paige Sansone with Baker Tilly who presented the City estimated Cash Flows. She highlighted how well reserved the City is. As it pertained to revenues, Paige pointed out that the DLGF has been conservative, historically, with their revenue projections. Thus, the presented Cash Flow may be understated to a degree. At the time of presentation the General Fund was projected to have an approximate \$175,000 deficit. Other funds had deficits as well. However the approach used by the City was to budget for the City's needs in total, keeping in mind there may be some deficits that appear in the first reading, also understanding that projected revenues may be understated, request approval with small deficits, and make adjustments accordingly since a reduction to the budget may be made at any point but you cannot be increased once published for public review. Ms. Sansone commented that during times like what have been experienced during 2020 (COVID-19), if there are sufficient reserves, it is ok to utilize some of those reserves for capital outlays if necessary. Upon completion of Ms. Sansone's presentation, she exited the ZOOM meeting and the conversation shifted to the line item Budget Worksheets presented to the Council Members.

Mayor Jenkins introduced the Budget Worksheets. Councilman Nunemaker and Councilwoman Rosa expressed their desire to have the budget increases focused on First Responders (Fire, EMS, Police) with salaries maintained at current levels. Mayor Jenkins presented the budget which contained the following assumptions:

- 2% salary increase contained for the City, as a whole
- 7.8% cost of insurance increase
- A balancing of Longevity to \$200 for all employees vs \$100 for some and \$200 for others. This is based upon total years of service to the City.
- Headcount additions to EMS – 3 new EMT's to account one for each shift with the intent to hire paramedic/firefighters to begin the process of eventually having a full-time fire department
- An increase to the General Fund Budget of 7.8%
- An overall budget increase (including non-general fund spending) of 3.3%



After the Council reviewed all the Budget Worksheets, a discussion ensued. Concerns were the raise, across the board, for City employees during a time of pandemic that has impacted the City, the impact of Longevity balancing, and the potential need for additional first responders (Police or Fire) if necessary. Mayor Jenkins presented options for expense reductions that could be made that would bring the budget back into balance. One of the items was that \$100,000 of refuse collection was intentionally double entered (Board of Works and CEDIT) in order to allow the Council to determine where they would prefer this expense to be paid out of. An additional expense reduction is to postpone work to be completed on City Hall in the amount of \$45,000. These two reductions will bring the deficit down to \$30,000. Clerk Treasurer Knight interjected that he is working to prepay some of the expenses for the next two to three years via the use of the CARES Act funding that the City has been granted access to. The intent is to sign a two or three prepaid contract with a cleaning service which will save approximately \$30,000 in the 2021 budget. He also mentioned one revenue increase that may be instituted. Ambulance Billing did an analysis of how much the City charges and found that the City has been approximately 30% lower than surrounding communities for what their EMS charges. On a straight-line basis, that 30% equates to an additional \$15,000 to the \$260,000 that has been estimated.

At the conclusion of this discussion, a roll-call vote was taken. While there was some hesitancy and predicated upon a discussion of the pay ordinance and a review of the proposed reductions put forward by the Mayor and Clerk-Treasurer, Councilman Nunemaker motioned to approve the budget on first reading. Councilwoman Rosa seconded. The budget was approved on first reading unanimously by roll-call vote.

As an additional note to the budget discussion, it would be disingenuous to not include that post the budget presentation and vote, various department heads were asked about their thoughts on the budget and what their needs were. Some noted their frustration with certain segments of the City being deemed more important than others. The general consensus among the department heads was that it would be better to have no 2% increase across the board than to pick and choose. There was also some dissatisfaction voiced by a couple of department heads who noted that they do not feel that their voices are being heard when it comes to their need to add staff. There were no further questions or comments. The Council proceeded to the APV's.



- Approval of Accounts Payable Vouchers:
 - 2020 APV's totaling \$288,108.21: Councilman Miller motioned to approve the APV's. Councilman Kauffman seconded. The APV's were approved unanimously by roll-call vote.
- Reports of City Officers:
 - In lieu of going department by department, Mayor Jenkins asked the Council members if they had any questions of City Department Heads. There were none.

Adjournment: With no further business to be discussed, Councilman Miller motioned to adjourn the meeting and Councilwoman Rosa seconded. The meeting was adjourned at 9:45 pm by unanimous voice vote.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of the Council