



Common Council Meeting – Minutes for November 15, 2021

Council Members in Attendance: Ben Leavitt, Amy Rosa, David Kauffman, Kelbi Veenstra

Also Present: Mayor: Phil Jenkins, **City Attorney:** Brian Hoffer, **Clerk Treasurer:** Jeff Knight, 8 guests (7 in person, 1 via Zoom), and 1 member of the press.

- Call to Order: Mayor Jenkins called the meeting to order at 7:00 pm and opened with the Pledge of Allegiance and Councilman Kauffman prayed.
- Roll Call: Council members listed above were in attendance as listed. Councilman Hollar was unable to attend.
- Approval of Minutes from November 1st, 2021: Councilman Leavitt motioned to approve the minutes. Councilwoman Rosa seconded. The minutes were approved unanimously by voice vote.
- Petitions or Comments by Citizens: There were none.
- Reports of Committees, Boards, and Commissions:
 - Clerk-Treasurer Report for 10/31/21: CT Knight presented the report with a focus on pointing out the \$772,480.73 in ARP funds. This is the first half of the total amount that will be paid to the City. The second half will be paid in roughly a year from the date of receipt of the first half. Mayor Jenkins gave a brief refresher on when these funds had been previously discussed and the ordinance passed regarding possible uses of the funds. Councilman Kauffman motioned to approve the CT Report. Councilwoman Veenstra seconded. The report was approved unanimously by voice vote.
- Unfinished Business:
 - Third Reading of Ordinance 1596 – Ace Builders Inc. Rezoning from R-1 to B-2: Mayor Jenkins gave a brief overview/refresher of the request. Planning Superintendent Nunemaker indicated that there was nothing new to add since the first or second readings. Mr. Steve Snyder was representing Ace Builders at the meeting. Councilwoman Rosa motioned to approve the rezoning on third reading. Councilman Leavitt seconded. The request was approved unanimously by roll call vote.



- New Business:

- First Reading of Ordinance 1598 – Jamie Corporation Annexation: Planning Superintendent Nunemaker presented the request. This is a parcel just under 12 acres, on the west side of the City, that the owners of Jamie Corporation are requesting be annexed into the City. Mayor Jenkins described the annexation process to the new Council members. This is considered a voluntary annexation. The notice of a public hearing will be sent to the papers tomorrow with a print date of Friday the 19th. The intent is to have the Public Hearing and Fiscal Plan submitted at the December 6th Council meeting. Councilman Kauffman asked for clarification of the location of the property. Mayor Jenkins showed the property location on the monitors for the Council to view. Councilman Kauffman motioned to approve Ordinance 1598 on first reading. Councilman Leavitt seconded. Ordinance 1598 (Jamie Corporation Annexation) was approved on first reading by unanimous voice vote.

Mayor Jenkins proposed setting the public hearing for December 6th. Councilwoman Rosa motioned to set the meeting accordingly. Councilman Kauffman seconded. The public hearing was set for December 6th unanimously by voice vote.

- First Reading of Ordinance 1597 – 2022 Salary: Mayor Jenkins walked the Council members through the salary ordinance. The documentation was streamlined this year to make the presentation clearer. Mayor Jenkins thanked Councilwoman Rosa and Councilman Kauffman for their assistance as the Salary Committee. An explanation of benefits will also be included in the next presentation for the second reading. Councilwoman Rosa commented on longevity not being included but thought it might be a different ordinance. Mayor Jenkins said it would be added to this ordinance. Councilwoman Rosa asked if the department heads had seen this format. Mayor Jenkins responded that the ordinance has been discussed with them but that they have not seen this format. Councilwoman Rosa commented that this was a much easier format to read. Councilman Leavitt asked if the adjustments that were made to a few of the department heads earlier based upon other communities pay scales were applicable to what was presented in the ordinance. Mayor Jenkins said the analysis has been started but it was difficult to find direct comparisons because of the way job titles are referred to by various communities. Councilman Kauffman appreciated the background work that Mayor Jenkins and HR Consultant Robertson put into establishing the rates presented. Mayor Jenkins also commented on the savings provided by shifting to the AIM Medical Trust. Councilman Kauffman motioned to approve Ordinance 1597 on first reading. Councilwoman



Rosa seconded. Ordinance 1597 (Salary Ordinance) was approved on first reading by unanimous voice vote.

- Amendment to January 1, 2021 Wellfield Park Agreement with Wa-Nee Community Schools: Mayor Jenkins discussed the initial agreement and showed a diagram of the projects to be completed at the park. Wa-Nee schools has bond funds that need to be utilized by a certain time and have requested to take the lead on some of the projects in order to get them completed and the City will reimburse them the costs for half of the work completed for the press box, bleachers, and additional parking. The costs provided were the original estimated costs from 2019. New estimated costs were requested for this agreement. The amended agreement spells out what the new timing will be as well as what the School District will take care of and when the City will reimburse the School District. City Attorney Hoffer noted that the original agreement specified the City would construct the field and the restroom facility. Each entity will pay half. Mayor Jenkins stressed that the City has a wonderful working relationship with the Wa-Nee School District. The updated estimates are amounts not to exceed. Total costs will be \$1 million of which the City will pay \$500,000. Councilman Kauffman commented that the two biggest differences were in the additional parking and seating. Mayor Jenkins confirmed Councilman Kauffman's comment. Councilman Leavitt noted there have been a number of amendments in the last few years. City Attorney Hoffer discussed the changes to the agreement in response to Councilman Leavitt's comments. CT Knight reiterated the requirements placed on the School District by the terms and conditions of the bond. Councilman Leavitt also commented that with the increased usage in the years ahead, additional ingress and egress will need to be considered in order to handle the traffic flow. Councilman Kauffman motioned to approve the amended agreement including the authority for Mayor Jenkins and City Attorney Hoffer to make minor changes as necessary as they deal with the School District's attorney and administration. Councilwoman Veenstra seconded. The amended agreement was approved unanimously by roll call vote.
- Resolution 750-21 – Authorization to Invest Public Funds: CT Knight presented the resolution. This gives the Clerk-Treasurer the authorization to invest funds with institutions outside the local area in order to obtain the best rate of return for the City. Mayor Jenkins noted that this is an annual request. Councilman Leavitt motioned to approve Resolution 750-21. Councilwoman Rosa seconded. Resolution 750-21 was approved unanimously by voice vote.



- Ambulance Billing – 2Q and 3Q Write-offs: CT Knight discussed the write-offs and the reason behind the large increases. This is directly related to the billing increases approved in May that took effect in June. The increased write-offs are paper related. The City charges a specific amount, but Medicaid and Medicare only pay a flat rate. The billing increases allow the City to capture more revenue from the traditional insurance companies that are paying at a higher rate than what the City was initially charging. Councilman Kauffman asked if the City would have recognized more revenue in June due to the increased charges. CT Knight said yes from the traditional insurance companies. Councilwoman Rosa inquired about the ability to confirm that the charge-offs were actually happening versus Ambulance Billing telling us they were being charged-off and then pocketing the proceeds. CT Knight noted that some of these were simply mandated amounts instead of uncollectable charge-offs. He also spoke about the collection agencies the City has dealt with and the changes that were made there. Roughly \$65,000 of the charge-offs pertained to Medicare and Medicaid. Councilman Kauffman motioned to approve the charge-offs. Councilwoman Rosa seconded. The charge-offs were approved unanimously by voice vote.
- Approval of Accounts Payable Vouchers: 2021 APV's Totaling \$214,133.53: Councilwoman Rosa inquired about the items that showed "Correction". CT Knight described how this happened via ADP allowing a COVID credit. It turns out the credit was not supposed to be allowed, thus the City needed to repay the credits. Councilwoman Rosa motioned to approve the APV's. Councilman Leavitt seconded. There were no further questions or comments. The APV's were approved unanimously by voice vote.
- Reports from City Officers: There were none.

Adjournment: With no further business to be discussed, Councilwoman Rosa motioned to adjourn the meeting and Councilman Leavitt seconded. The meeting was adjourned at 7:58 pm by unanimous voice vote.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of the Council