

## **Council Meeting Minutes**

**Members Present:** Jill Gross, Shelly Krueger, Timothy Croy, Amanda Yaprak, and Andrew Grossnickle

**Members Absent:** None

**Employees Present:** Josh Shepherd, Keton Schopf

**Guests:** Maggie Aravena (Troyer Group)

6:30 PM Call to Order Public Hearing for Ordinance 23-477 Amending Water Rates & Charges

No discussion concerning the increase in utility deposit to \$300 and increase re-connection fee to \$50. Effective January 1, 2024.

6:33 PM Jill motion to close Public Hearing, Tim Second. Public Hearing Adjourned.

6:33 PM Call to Order Regular Meeting

Shelly motions to pass Ordinance 23-477 increasing the utility deposit and re-connection fee. Tim second. Pass.

Tim motions to accept the November 1<sup>st</sup> regular meeting minutes and November 9<sup>th</sup> special meeting minutes as written. Shelly second. Pass.

Andrew Grossnickle swore in Officer Keaton Schopf as the Town of Mentone Police Marshal.

### **Guests:**

Maggie from Troyer Group presented three playground layouts and three pavilion examples using community feedback from the November 9<sup>th</sup> Public Hearing presented by MACOG. Each playground layout identified ground cover square footage, equipment options, and estimated costs. The pavilion examples identified cost, size, and available amenities. Council members had questions for Maggie on sustainability, maintenance requirements, and alternate playground equipment options. The council agreed that poured in place playground surface was too costly and the town would have a difficult time maintaining. Josh and the council members approved of the 30' x 50' pavilion with integrated restroom and concession but were concerned with maintenance of the structured materials presented.

Jill requested Amanda to get with Zach at MACOG to determine when the final plan decisions need to be made and the council will make themselves available for a special meeting. Maggie stated she would be available and follow-up on all the questions and concerns brought to her attention.

### **Old Business:**

Salary Ordinance - Amanda stated on November 9<sup>th</sup> the council announced salary changes. She presented 23-476 2024 Salary Ordinance. There was discussion on raising the council president salary by \$500. Amanda requested to table the decision for the end of the meeting.

Community Crossing Paving 1 – Amanda confirmed that she had successfully closed their first CCMG paving project.

Community Crossing Paving 2 – Amanda informed the council that an INDOT agreement should be available soon and will need the council president's signature. Signed resolution 2023-5 states that the council president is authorized to execute all INDOT agreements. Tim motions to allow Jill to sign the INDOT agreement when received. Shelly second. Pass.

Personnel Policy – Shelly has reached out to other communities to get a copy of their Policy. Rebecca, the clerk-treasurer of Akron, hired a company for \$5,000 to build their personnel policy. Shelly and Jill agreed that the policy could be completed by reviewing a section at each council meeting instead of hiring someone.

Board or Committee Creation – Andrew is still looking into a statue that would fit in with the council's request to create groups that could advise the council on any governing decisions.

Unsafe Building Ordinance – Andrew stated he has an ongoing draft for an Ordinance but has some concerns. He is in communication with an attorney that handles the hearings for the City of Warsaw and will follow up.

Leaf Pickup – Josh stated that leaf pickup has been completed for the season. He calculated 39 loads and requested that leaves should be in a container to be picked up going forward.

Tree Removal - Josh informed the council that the seven trees have been removed and he received a thank you letter.

D&D Generator – Josh stated that D&D will be pouring the generator pad and the project should be complete before winter.

Dump Truck – Josh plans to take the dump truck to W.A. Jones to work on at their convenience while they wait for the hoist and bed to be delivered. He hopes to have the truck complete by the second week of January.

### **New Business:**

Clerk Computer – Amanda notified the council that her computer power supply stopped in November and the printer/scanner quit working. She thanked W.A.C.D for providing a temporary computer and backing up all data. Amanda stated she was 90% back to normal, however the Water Meter Read system was not compatible and billing consumption had to be manually entered. Amanda announced that the billing letters were mailed later than usual so she extended the penalty and shutoff dates for the month.

2024 Council Meeting Schedule – Amanda presented the 2024 meeting schedule. There were no conflicts or changes.

Internal Control Ordinance 07-450 – Amanda reminded the council of internal control findings from the previous audit, she wanted to remind the council of ordinance 07-450, clarify control items, and sign Appendix A in acknowledgement.

Annual Nepotism Policy – Amanda provided copies of the Nepotism Policy on Contracting and involving direct line supervision. All elected officials signed both forms certifying they did not violate Ordinance 12-423 Anti-Nepotism Policy.

Sewer Rate Study – Amanda informed the council that she received a report from our 2010 sewer bond holder, Bernardi Securities, stating that our sewer revenues are not sufficient to meet bond requirements according to our contract. Ross from Baker Tilly confirmed the report and recommended an across-the-board sewer rate study. Shelly motions to allow Baker Tilly to perform the Across-the-Board Sewer Rate Study for \$10,000. Tim Second. Pass. Jill signed the agreement.

Overall Financial Review – Amanda wanted to inform the council that she is looking into the benefits of a Comprehensive Financial Review of major civil funds (General, MVH, LRS, EDIT). The review would include a 5-year plan of major expenses, a plan for capital needs, and assess cash flows. Baker Tilly quoted the review at \$17,500.

Kos Co. Police Coverage –Jill presented the November bill from the Sheriff’s department totaling \$2,240 for 56 hours of police coverage. Jill, Keaton, and Josh provided positive feedback they received from the community and Sheriff’s department.

Police Uniform – Keaton stated he picked up his uniforms and is waiting for his vest to be made.

Police Schedule – Keaton confirmed he will work with the county schedule, so the town isn’t double patrolled. He will also get the county dispatch timestamp records to use as backup for his timecard.

Emans Engineering Annual Agreement – Josh presented an annual agreement stating James would reserve 40 hours of engineering services at \$140/hour for the year. Tim motions to accept Emans Engineering Agreement for 2024. Shelly second. Pass.

Ace Hardware – Josh wanted to thank Devin Severns at Ace Hardware for helping with the town’s Christmas decorations.

Council President Salary – Shelly motions to increase the Council President salary from previously proposed \$3,000 to \$3,500 and to accept 2024 Salary Ordinance 23-476. Tim second. Pass.

Shelly motions to accept claims. Tim second. Pass.

Next Meeting Wednesday January 3<sup>rd</sup>, 2024, at 6:30 PM.

Shelly motions to adjourn. Tim second. Pass.

Council President \_\_\_\_\_ Attest: Clerk Treasurer \_\_\_\_\_  
Jill Gross Amanda Yaprak