

**TOWN COUNCIL OF LEO-CEDARVILLE
MEETING MINUTES
OCTOBER 9, 2012**

The town council of Leo-Cedarville met in regular session on October 9, 2012 at 7:00 PM at the Town Hall of Leo-Cedarville, located at 13909 Pony Express Run, Leo, IN 46765.

ATTENDANCE: In attendance were John Clendenen, president; Ted Garton, Paul Steffens, and Kevin Veatch, council members; Peggy Garton, town manager; and John Eastes, clerk-treasurer. Tim Richards, vice president, was absent.

President Clendenen called the meeting to order and led attendees in the “Pledge of Allegiance.”

SPECIAL PRESENTATION(S) AND PUBLIC SPEAKS: None.

REPORT of Councilman VEATCH: Mr. Veatch presented four (4) quotes received from local IT organizations capable of providing the town with managed small business network support and IT solutions at its town hall location. Annual maintenance charges, initial cost to install and benefits of each provider were discussed. Based upon the recommendation of town manager Garton and Mr. Veatch, a “short” list of potential providers will be invited to present before council as a whole.

PRESIDENT CLENDENEN: Mr. Clendenen presented the following, with action as noted therein:

- A Northeast Allen County Fire and EMS, Inc. “FIRE and EMS Protection Contract” was introduced that would move the annual fee from its current contract amount of \$30,629.59 to \$44,000.00, beginning January 1, 2013. Action on the contract was tabled until the next regular meeting, scheduled to occur on October 23, 2012. Council reached consensus to modify the 2013 budget to reflect the aforementioned possible change in appropriation requirement.
- An information update on the security portion of Boyce Systems Key-Fund software upgrade package, that allows multiple users to interface with the main server fund accounting program, was discussed.

REPORT of the TOWN MANAGER: Mrs. Garton presented the following, with action as noted therein:

- RFPs (Request for Proposal) have been received from the following potential vendors and distributed to council members for their review: Ratio; Triad Associates, Inc.; MKSK; GroundRules; Sturtz Public Management Group, LLC; and DLZ Indiana, LLC. Council discussed community planning services offered by each including, e.g., the benefit of branding, utilization/inclusion of the town’s current “Downtown Revitalization Plan,” help in the prioritization process of future appropriations and funding requirements, and future training to implement a new plan. Council developed a “short” list from the RFPs that were submitted and reached consensus to have Mrs. Garton

contact principals that have received similar professional services. By consensus, further discussion was tabled until additional information is forthcoming.

- By consensus, council approved \$1,495.00 from current appropriations for Mrs. Garton and Mr. Clendenen to enroll in and attend the 2012-2013 Indiana Certified Public Manager® training program to be offered at Ball State University, beginning monthly on December 13, 2012 and concluding on November 14, 2013.
- Highlights and a review of the IACT (Indiana Association of Cities and Towns) October annual conference and exhibition attended in French Lick by John Clendenen, Ted Garton, Paul Steffens, council members; and Peggy Garton, town manager, was presented and discussed by council members.
- On October 16, between 6:30 PM and 8:00 PM, a town and county elected officials' night out is planned to be held at the Leo-Cedarville Park Pavilion, located at 9825 St. Joseph's Street, Leo, IN 46765.
- Schnelker Engineering's letter of October 1, 2012 was reviewed and discussed by council members.

SALARY/WAGE DISCUSSION for 2013: Mrs. Garton reported that information had been provided to Allen County Councilman Tom Harris, as Mr. Harris had offered to provide council with assistance in setting pay ranges based upon acquired data. Council members discussed setting salary and wages based upon an analysis of state and like-sized community salary/wage ranges as well as employment scope of responsibility descriptors. By consensus, salary discussions for the positions of town manager and clerk-treasurer remain tabled.

REPORT of the CLERK-TREASURER: Mr. Eastes distributed the following for council review, with action as noted therein:

- A monthly financial funds' statement reconciled as of September 30, 2012;
- An appropriation report run October 9, 2012; and
- An appropriation reduction resolution draft for 2012.

Mr. Eastes noted the date and time of the budget adoption meeting is scheduled to be held on October 23, 2012 at 7:00 PM.

VOUCHERS APPROVED BY COUNCIL SIGNATURES:

- October 9, 2012 line-item form totaling \$52,624.07.

Summary: The total amount of all vouchers approved by council was \$52,624.07.

Regular Session: Council will meet in regular session at 7:00 PM at the Town Hall of Leo-Cedarville on October 23 and November 13, 2012.

MOTION TO ADJORN: Mr. Garton moved to adjourn the meeting; Mr. Steffens provided a second; and the motion to adjourn passed by unanimous voice vote.

APPROVE:

ATTEST:

JOHN CLENDENEN, Council President

JOHN EASTES, Clerk-Treasurer