

**TOWN COUNCIL OF LEO-CEDARVILLE  
MEETING MINUTES  
SEPTEMBER 25, 2012**

The town council of Leo-Cedarville met in regular session on September 25, 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; Tim Richards, vice president; Ted Garton, Paul Steffens, and Kevin Veatch, council members; Peggy Garton, town manager; and John Eastes, clerk-treasurer.

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

**AGENDA:** Mr. Veatch moved to accept the agenda and Mr. Richards provided a second to the motion, which passed by unanimous voice vote.

**MINUTES:** Council approved the minutes of September 11, 2012 as drafted.

**2013 BUDGET HEARING:** Mr. Eastes distributed a copy of Fort Wayne Newspapers’ “Publisher’s Claim” forms, as proof of advertising the 2013 proposed budget, and reviewed the following funds as advertised on September 7 and September 14, 2012 in The Journal Gazette and News-Sentinel and now uploaded on Indiana’s Gateway site: Rainy Day, with a proposed budget of \$40,000; General, with a proposed budget of \$525,000; Local Roads and Streets, with a proposed budget of \$100,000; Motor Vehicle Highway, with a proposed budget of \$300,000; Cumulative Fire Special, with a proposed budget of \$75,000; Park, with a proposed budget of \$86,000; Cumulative Capital Improvement, with a proposed budget of \$65,000; and Cumulative Capital Development, with a proposed budget of \$65,000. The 2013 proposed budget percent of change represents a 5.63% reduction in total budget appropriations from the current 2012 DLGF (Department of Local Government Finance) approved operating budget for said funds, due to council’s proposed reductions in 2012 spending for various funds noted above.

Mr. Eastes noted that he had attended the non-binding review process conducted by the Allen County Council on September 19 and presented the Leo-Cedarville Town Council with a copy of the budget review form, as signed by Allen County Council President Larry Brown. Without auditor comment, the county council recommended that the “unit use existing cash balances where possible and to stay within the average growth quotient of 2.8% for any levy increase.

Council has scheduled the budget adoption meeting to be held on October 23, 2012 at 7:00 PM.

**SPECIAL PRESENTATION(S) AND PUBLIC SPEAKS:** Scott Yoder and Chad Jacobs, of Northeast Allen County Fire and EMS, came before council to discuss an additional funding request as well as data previously provided by the department at council’s request. An emergency service run called Mr. Jacobs away, but Mr. Yoder remained to discuss data and ongoing cash flow requirements of the department. Due to a problem in collecting fees billed for services rendered, the department has been experiencing cash flow problems and considering various cost-cutting measures. Council members indicated their appreciation for the emergency services’ department and offered suggestions in support of current and future budgetary needs.

Northeast Allen County Fire and EMS plans to hold an October 15, 7:00 PM meeting at their Grabill station, with topics of discussion planned around staffing and operational requirements.

Northeast Allen County Fire and EMS is seeking an additional \$103,485 in funding to help offset anticipated future costs pertaining to paramedic payroll (\$55,000), exchange of two (2) vehicles (\$44,000) and capital improvements (\$4,485) for the department.

Council tabled further discussion until its next regular meeting, when it will consider its distributive share of the above-noted total funding request as well as the future 2013 contract for emergency service protection for the town of Leo-Cedarville.

**REPORT of Councilman VEATCH:** Mr. Veatch anticipates that the town will receive a fourth quote from a local IT organization capable of providing the town with managed small business network support and IT solutions at its town hall location. Upon receipt of the fourth quote, Mr. Veatch believes council will be able to review and receive formal presentations from a short list of potential providers.

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

- A letter of appreciation to City of Fort Wayne Utilities has been prepared and will be sent on behalf of the Leo-Cedarville Park Board and Leo-Cedarville Town Council regarding continued improvements to Riverside Gardens Park. The town will also forward a copy of the letter of appreciation to City of Fort Wayne Mayor Tom Henry. Riverside Gardens continues to offer outreach opportunities with healthy living and educational components that are environmentally friendly to the town's residents and surrounding communities. The town plans a collaborative effort with City of Fort Wayne Utilities to create a marker noting the historical importance of the Riverside Gardens Park location, as it sits along the banks of a portion of the Cedarville Reservoir of the St. Joseph River.
- RFPs (Request for Proposal) to improve the town's comprehensive master plan have been received from the following potential vendors and distributed to council members for their review: Ratio; Triad Associates, Inc.; MKSK; GroundRules; and Sturtz Public Management Group, LLC.
- Tree replacement in various right-of-way areas throughout the town requires further assessment and will be removed from council's agenda until further analysis of the town's tree population has been completed.
- No additional part-time or seasonal employment is planned at this time.
- Volunteer help is still needed on September 29, between 3:00 PM and 6:00 PM, for the town's annual " Fall Festival" that is planned to be held at the Leo-Cedarville Park Pavilion, located at 9825 St. Joseph's Street, Leo, IN 46765.

Discussion regarding trail improvements remained tabled at this time.

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

- As the town waits on a completed install of Boyce Systems Key-Fund software upgrade package that allows multiple users to interface with the main server fund accounting program, concern over software testing delays was noted. Because the town manager and some council members are scheduled to attend the IACT (Indiana Association of Cities and Towns) annual conference and exhibition in French Lick beginning on October 2, plans to discuss the topic in more detailed fashion with the software vendor are anticipated.
- The town has received satisfactory results on soil boring completed in Riverside Gardens, continues to meet with its consultant, Martin Riley Architects, and plans to break ground on the Riverside Gardens improvement project in the spring of 2013.
- The Leo-Cedarville Foundation is committed to helping the Leo-Cedarville Park raise funds for the Riverside Gardens improvement project.

**SALARY/WAGE DISCUSSION for 2013:** Council continues to look for an outside consultant to provide support information that will be helpful in setting employment standards and pay ranges that appropriately compensate employees. Market trends, potential employee turnover, length of service and job description requirements represent a portion of the salary/wage discussion to date.

President Clendenen asked Mrs. Garton to review information received to date from various consulting resources to help council identify appropriate, competitive ranges for setting employment salary/wage scales. County Councilman Tom Harris was in attendance and offered both suggestions and assistance to the town to help council acquire the information it desires.

Council tabled further salary and wage discussion until its next regular session.

**REPORT of the Storm Water Board:** Leo-Cedarville's storm water board chair, Gary Queckboerner, provided council with an overview of storm water maintenance and repair work in progress as well as work planned through 2014. The town is also in need of a member from the community to sit on the storm water board, as one of its current member's has recently indicated his desire to resign as an active board participant.

**REPORT of the CLERK-TREASURER:** The following were distributed for council review, with action as noted therein:

- Reports prepared by the Allen County Auditor's office detailing 2013 local option income tax (LOIT) and county economic development income tax (CEDIT) distributions; and
- A "September 25, 2012 un-reconciled funds' and appropriations' report."

**VOUCHERS APPROVED BY COUNCIL SIGNATURES:**

- September 25, 2012 line-item form totaling \$41,911.01.

**Summary:** The total amount of all vouchers approved by council was \$41,911.01.

**Regular Session:** Council will meet in regular session at 7:00 PM at the Town Hall of Leo-Cedarville on October 9 and October 23, 2012.

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

APPROVE:

ATTEST:

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JOHN CLENDENEN, Council President

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JOHN EASTES, Clerk-Treasurer