

**TOWN COUNCIL OF LEO-CEDARVILLE  
MEETING MINUTES  
SEPTEMBER 24, 2013**

The town council of Leo-Cedarville met in regular session on September 24, 2013 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; Paul Steffens and Kevin Veatch, council members; and John Eastes, clerk-treasurer. Council member Ted Garton and Peggy Garton, town manager, were unable to attend due to a death in the family.

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

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

**MINUTES:** Without objection, council members approved the minutes of September 10, 2013 as distributed.

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

- **Comprehensive Plan Update:** The Town of Leo-Cedarville and RATIO Architects, Inc. conducted a second open house forum to gather feedback from residents regarding the “first draft” of the town’s new “Envision Comprehensive Plan.” The meeting was held on September 12, 2013 from 6-8 p.m. at Leo-Cedarville’s Park Pavilion, located at 9825 St. Joseph Street, Leo, Indiana. Donna Hankey, a Leo-Cedarville Board of Zoning Appeals and Board of Planning member, was in attendance and provided verbal support that the open house went well. Ms. Hankey noted specifically that concerned citizens came with thoughtful questions and received answers to those questions.

An updated draft copy of the proposed comprehensive plan will be reviewed by the Steering Committee, presented to the Board of Planning (Plan Commission) for certification in November and brought before Council sometime in December 2013.

- **2013 Road Projects:** Council was provided with an API Construction Corporation work schedule for the \$154,946.73 public works’ project known as “Street Improvements—2013.” Base work and patching is scheduled to begin the last week of September, with milling and final surface installation to follow. At this writing, the improvement project is scheduled for completion during the month of October 2013.
- **2013 Old Downtown Leo Storm Water Project:** Leo-Cedarville’s \$219,128.00 old Leo storm water construction project has been completed.

- **2013 Riverside Gardens' Construction Project:** W. A. Sheets and Sons, Inc. is on schedule and has made significant site development progress by pouring concrete for the splash pad, by extending concrete sidewalks, by installing handicap horseshoe pits and by redistributing several yards of dirt that were excavated to create the park's new pond. Members of the town's maintenance department have also been involved in planting grass in some portions of the park's construction area.
- **Parks' Projects and Activities:** On Saturday, September 28, Cedarville Park will host the town's annual fall festival from 2-5 p.m. and the Leo-Cedarville Chamber of Commerce will sponsor its first juried art show from 10 a.m. to 5 p.m. at Riverside Gardens' Park.
- **IAC Conference:** Mrs. Garton, Mr. Clendenen and Mr. Steffens are registered to attend the annual 2013 Indiana Association of Cities and Towns Conference that will be held in Indianapolis October 6-8. On October 9, Mrs. Garton will remain in Indianapolis to attend the Indiana Municipal Manager's Association Conference.

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

- **Water Utility Rate Hearing Process:** FAVAC, LLP and Eilbacher Fletcher, LLP are currently engaged in assisting the town as it moves forward through the discovery process. President Clendenen and representatives from the aforementioned firms are to attend Pioneer Water, LLC's rate hearing that will be held in Indianapolis in October.
- **Employee Wage and Salary Recommendations:** By consensus, council members wanted to ensure that all council members were present and part of the 2014 salary decision-making process for the positions of town manager and clerk-treasurer; salary discussion for the two positions remained tabled until Council meets again on October 8, 2013.
  - **(Action:** After a brief discussion, President Clendenen moved to adopt the proposed wage rates for full- and part-time employees and Mr. Richards provided a second to the motion, which passed by a unanimous voice vote.)

The process of setting Park Board employee wages and Council's authority to approve the Park and Recreation Fund budget were discussed.

- **Executive Session:** President Clendenen scheduled a 30-minute executive session to be held at 7:00 p.m. on October 1, 2013 only for the purpose of discussing job performance evaluations of employees of the Town and to review and discuss records classified as confidential by state and federal law, pursuant to I.C. 5-14-1.5-6.1.

Public notice will be given as required by I.C. 5-14-1.5-5.

The original 30-minute executive session that had been scheduled for 6:30 p.m. on September 24, 2013 was canceled due to a death in the Garton family.

- **Employee Evaluation Discussion:** Mr. Richards indicated that he had met with Town Manager Garton, reviewed individual employee written evaluations and was pleased with the improved use of employee goals and objectives as part of the evaluation process. Mr. Richards also advised that additional training may be required for an employee that assumes a supervisory role of other employees.

Mr. Veatch also met with Mrs. Garton and reviewed individual employee written evaluations. Reference materials in the form of sample human resource forms were also shared by Mr. Veatch.

**REPORT of the CLERK-TREASURER:** The following items were distributed for council member review and possible action: A “County Council 2014 Budget & Tax Levy Recommendation,” a “Resolution Establishing Account Appropriations for RGC—Plan Expenditures Account No. 443002451” and an appropriations’ reduction resolution for 2013.

Council members discussed information contained within the “County Council 2014 Budget & Tax Levy Recommendation” spreadsheet. Mr. Eastes advised that the DLGF (Department of Local Government Finance) does not certify the Economic Development Income Tax Fund budget of \$496,294, as noted within the spreadsheet review form.

The following 2013 governmental filings have been completed: All federal and state employment tax deposits for September, with reports on same; Indiana’s Workforce Development employment report, with no payment due; and the 3<sup>rd</sup> quarter 941 report.

Due to the of the adoption of Resolution 2013-6 that resulted in \$133.83 being paid on August 14, 2013 against loan principal at IAB Financial Bank, a new, updated loan amortization schedule was entered in a timely fashion on September 13, 2013 within Indiana’s Gateway debt management system, as required by the DLGF.

- **2013 “Appropriation Reduction Resolution” draft:** As part of the 2014 budget process, Mr. Eastes recommended adoption of a resolution draft that will reduce DLGF approved 2013 appropriation expenditures, as tabled August 27 and September 10.
  - **(Action:** After a brief discussion, Mr. Veatch moved to adopt the resolution; and Mr. Richards provided a second to the motion, which passed by a unanimous voice vote and was assigned Resolution No. 2013-7.
- **“Resolution Establishing Account Appropriation for RGC—Plan Expenditures Account NO. 443002451”:** As a result of the Land & Water Conservation Fund Grant for Riverside Gardens Park, Grant No. 18-00577, a resolution draft that will appropriate \$199,550 in anticipated matching grant receipts to Account No. 443002451, “RGC—Plan Expenditures” was introduced and recommended for adoption by Mr. Eastes. \$36,405.61 of the \$199,550 has already been receipted into the Riverside Gardens Construction Fund, with a grant submission claim in-process.
  - **(Action:** After a brief discussion, Mr. Veatch moved to adopt the resolution; and Mr. Steffens provided a second to the motion, which passed by a unanimous voice vote and was assigned Resolution No. 2013-8.

- **2014 Budget Hearing and Budget Adoption Meetings:** As advertised, the Town Council of Leo-Cedarville will conduct a public hearing on the year 2014 budget on Tuesday, October 8, 2013 at 7:00 p.m. and will meet to adopt the budget on Tuesday, October 22, 2013 at 7:00 p.m. Both the public hearing and budget adoption meeting will be held at the town hall, located at 3909 Pony Express Run, Leo, IN 46765.

**VOUCHERS APPROVED BY COUNCIL SIGNATURES:**

- September 24, 2013 line-item form totaling \$128,344.70.

**Summary:** The total amount of all vouchers approved by Council was \$128,344.70.

**Regular Session:** Council will meet in regular session at 7:00 PM at the Town Hall of Leo-Cedarville on October 8 and 22, 2013.

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

**APPROVE:**

**ATTEST:**

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**JOHN CLENDENEN, Council President**

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**JOHN EASTES, Clerk-Treasurer**