



MINUTES
Winfield Town Council Meeting
Meeting date: Tuesday, September 12, 2023

Call to Order: A meeting of the Winfield Town Council was held at the Winfield Government Center, 10645 Randolph Street, Winfield, Indiana on Tuesday, September 12, 2023. The meeting convened at 7:31pm. The Pledge of Allegiance was recited.

Rick Anderson conducted roll call:

Members in attendance: Tim Clayton, Dave Anderson, Jon Derwinski, Zack Beaver, and Michael Lambert

Not in attendance: Dan Ball, Town Marshal,

Also in attendance: Nick Bellar, Town Administrator/Planning and Zoning Administrator; Rick Anderson, Clerk-Treasurer; David Austgen, Town Attorney; Shaun Finney, Town Engineer, DLZ; Tony Clark, Public Works Director, and Pamela Spengler Recording Secretary.

PUBLIC COMMENTS (Agenda Items): *None.*

CITIZENS/INDIVIDUALS REQUESTING PLACEMENT ON AGENDA (Non-related to the Agenda):

Scott Habenicht 4733 E 101st Ave, Winfield brought up his concern about hunting on the farm field near him. He stated that the farmer has said that no one has permission to hunt there. Scott believes they are also hunting at night. The Town advised him to contact the DNR and also to call 911 as soon as he hears shots fired. Zack Beaver said he will make sure the police department knows about this situation. Zack also explained that the Town cannot enforce trespassing from a neighbor's call. The police can investigate it, but they cannot act on a neighbor's call. If someone is shooting and it is in violation of a Town Ordinance the police department needs to be alerted; but if the police department goes to the site and they do not hear shots at that time they are not able to do anything about it. Dave Anderson and Michael Lambert reiterated to call the DNR and that the DNR's game wardens are the ones trained to deal with this kind of issue.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Consideration of Ordinance #353, Replacement of Employee Policy Manual for Non-Elected Employees.

This is an update to the Employee Policy Manual. The Town's new insurance carrier requires an official internal safety policy. In conjunction with our insurance carrier, Nick Bellar drafted an official internal safety policy and included that in the Town Employee Policy Manual. Nick also did a general clean up of some of the dated language in the manual and updated the



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holiday list. Dave Anderson made make a motion that to Approve Ordinance #353 in title only, Replacement of Employee Policy Manual for Non-Elected Employees repealing all ordinances, resolutions or policies of the Town in conflict herewith and all matters related thereto. Seconded by Zack Beaver. A voice vote found all in favor 5-0.

Tim Clayton entertained a motion to suspend the rules to hear this on second reading. Motion by Dave Anderson to suspend the rules to hear this on second reading. Seconded by Zack Beaver. Rick Anderson conducted roll call: Jon Derwinski, yes, Mike Lambert, yes, Dave Anderson, yes, Zack Beaver, yes and Tim Clayton, yes.

Dave Anderson Made a motion to adopt; on second reading, Ordinance #353 in title only, Replacement of Employee Policy Manual for Non-Elected Employees. Zack Beaver seconded the motion. A voice vote found all in favor 5-0.

2. *Ratification of Purchase of Right of Way on the West Side of Decatur Street.*

Nick Bellar explained this is a ratification of the approval of the purchase of right of way on the westside of Decatur Street. This is for the widening and reconstruction of Decatur Street. This is currently under construction. Dave Anderson made a motion to Ratify the Purchase of Right of Way on the West Side of Decatur Street. The motion was seconded by Zack Beaver. All were in favor. Motion carried 5-0.

3. *Consideration of Resolution 2023-6, Paid Legal Holidays for the Year 2024.*

Rick Anderson explained this is the updated list of holidays for our personnel policy for 2024. Dave Anderson made a motion to Approve Resolution 2023-6, Paid Legal Holidays for the Year 2024. The motion was seconded by Zack Beaver. Zack Beaver led a discussion on adding September 11th as a holiday. He asked if it made a budgetary impact. It was discussed that for the salaried employees it does not. Which is the largest number of employees. It would only impact the police officers on duty that day. It was decided that they would discuss adding September 11 to the holiday calendar in future years. All were in favor. Motion carried 5-0.

4. *Public Hearing and Consideration of Resolution 2023-7, Recommendation and Approval of Additional Appropriations for 2023.*

Rick Anderson stated that he has proof of publication for the additional appropriations. Rick Anderson explained this is the resolution for our additional expenditures which have exceeded what we had originally budgeted for the year. We have adequate revenue to cover these additional appropriations. Under the general fund we are at an additional \$100,000.00. Our building permits are up significantly from what they were last year. There is an increase in expense reimbursement on the engineering side. The Motor Vehicle Highway Restricted Fund



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will give us the ability to fund \$225,000.00 towards the roundabout at Green and 109th. This will be one of a variety of funds that will be used for that project. Additional funding for continuing education of \$5,000.00 because we have a larger police force staff and their additional training needs. Marshall Donation is similar at \$5,000.00. The Cumulative Fire Fund, because of the new ladder truck and its needs for getting it up to speed, is an additional appropriation of \$31,000.00. The sewer operating utility capital outlays, of \$400,000.00 which is mainly covering the design services for phase two of the expansion. And the Stormwater General Fund \$575,000.00 which will allow us to continue to pay for the Hidden Creek Project.

Tim Clayton opened the public hearing. With no one speaking, the public hearing was closed.

Rick Anderson has prepared resolution 2023-7 for these additional appropriations for the 2023 budget. Dave Anderson made a motion to Approve Resolution 2023-7, in title only, Recommendation and Approval of Additional Appropriations for 2023. The motion was seconded by Michael Lambert. All were in favor. Motion carried 5-0.

5. *Consideration of Contract with Republic Services for Garbage Collection.*

Rick Anderson explained we had renewed our contract with Republic Services in April of 2022. This is an updated contract the trash terms are the same as the 2022 contract. This contract has a ratified effective date of 2022 and the base contract goes through 2025. Attorney Austgen explained this resulted from the out-of-state lawyers for Republic Services drafting a new agreement. We didn't need a new agreement, but they thought we did, because of the number of times it had been extended by agreement by just simply extending the term and the amount of time that has passed. It has been almost 10 years. It is a modernization of the agreement between the Town and Republic Services for their service. There were no other major obstacles other than that. Zack Beaver asked if the incremental fees are reasonable compared to other Towns. Rick Anderson stated that they are. Dave Anderson made a Motion to Approve the Contract with Republic Services for Garbage Collection. The Motion was seconded by Michael Lambert. All were in favor. The motion carried 5-0

6. *Appointments of Redevelopment Authority Members.*

Nick Bellar explained that we had two current Redevelopment Authority members resign. Al Leach and Kevin Frazier resigned. His recommendation is to appoint Terry Clark and Pete Metlov to fill those vacancies. Dave Anderson made a motion to Appoint Terry Clark and Pete Metlov to fill the vacancies on the Redevelopment Authority. The Motion was seconded by Zack Beaver. All were in favor. The motion carried 5-0.



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7. Consideration of Grand Ridge First Addendum to the Development Agreement.

Dave Anderson explained this is the agreement to allow the developer, Providence Homes, Providence Real Estate LLC, to pull 4 model home permits while their lift station and sanitary sewer force main are under construction. Doug Ehens has provided the town with an updated schedule. Dave Anderson made a motion to Enter into the Grand Ridge First Addendum to the Development Agreement to allow pulling of permits while the lift station and sanitary sewer force main in under construction. The Motion was seconded by Zack Beaver. Jon Derwinski voted no. The motion carried 4-1.

8. Presentation of 2024 Budget.

a. Presentation

Rick Anderson presented the 2024 Town Budget, explaining that after the presentation, there would be the first reading of the budget Ordinance tonight, with final adoption on October 10th. Tax revenue increment for this year, which is the annual adjustment that we get is \$84,900.00 the effect increase on the assessed value for the CCD fund is an estimated \$60,900.00. The biggest difference this year is the State reduced the maximum levy to a maximum of 4%. This levy growth is split between the General and NVH Funds, and then the CCD fund is used mainly for lease payments for the fire truck, multiple police vehicles, public work vehicles and the town vehicle. We had an increase in our AV of 19% for 2022 pay 2023, which was the largest increase we had since 2007. For 2024 our AV will only increase 5%. Tax caps will increase to \$550,000.00. Our tax caps are going to increase from \$463,000.00 this year to \$550,000.00. Our sources of revenue this year have been fairly stable. Our State, County & Local distributions will be similar to 2023. The Building Department will be similar at \$900,000.00. The Building Department revenue comes specifically from building department fees and contractor registrations. The highlights for the 2024 budget are as follows: operating balance remained adequate. Rick is calculating operating balance of roughly 25% down slightly from 2023, which was at 30%. The town has to have a minimum of 25%, with the goal of being at 50%. The Town Marshal's budget increases 23%. As the Town grows, we continue to add staff in this department. The Public Works Department budget increases 7%. This will include a new snowplow and a heavy-duty pickup truck under lease terms. Dave Anderson asked what number of Police Officers is recommended per number of residents. Zack Beaver and Dave Anderson recommended updating the long-term hiring plan for the Town Marshal's Office, due to the continuing growth of the Town along with Lake of Four Seasons which the office is responsible for. Dave Anderson also recommended that the Public Works Department look at creating a long-term hiring plan. There will be a number of projects, including a new Public Works Facility, and the Wastewater Treatment Plant Expansion. Along with the Trees Park Improvement Project. The Trees Park is the Town's oldest park



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and is in need of upgrades. The total budget is \$11.19 million. The total tax levy is \$5.3 million. In answer to Zack Beavers question, Attorney Austgen explained that the Indiana Code was adjusted by the General Assembly to expand the use of TIF funds/TIF revenue, validly collected by established allocation area for public safety. Public safety is defined to include police and fire. It will come out of the funds generated from the TIF payment. Zack Beaver led a discussion to see if the funds could be used for public safety. Dave Anderson suggested starting a study to see what options there are for the fund.

b. Public Hearing on Town of Winfield 2024 Budget.

Tim Clayton opened the public hearing for the Winfield 2024 Budget. With no one speaking the public hearing was closed.

c. Ordinance 354, First Reading of Town of Winfield 2024 Budget.

Rick Anderson presented Ordinance 354, First Reading of Town of Winfield 2024 Budget. Dave Anderson made a motion to Approve Ordinance 354, First Reading of Town of Winfield 2024 Budget. The motion was seconded by Michael Lambert. All were in favor. The motion carried 5-0.

FUTURE MEETINGS:

- Board of Zoning Appeals – Thursday, September 14, 2023, at 5:30 PM
- Plan Commission – Thursday, September 14, at 6:00 PM
- Sewer Board – Tuesday, September 26, 2023, at 6:30 PM
- Town Council – Tuesday, September 26, at 7:00 PM
- Plan Commission – Thursday, September 28, at 6:00 PM
- Storm Water Board – Tuesday, October 10, 2023, at 6:30 PM
- Redevelopment Commission – Tuesday, October 10, 2023, at 6:45 PM
- Town Council – Tuesday, October 10, 2023, at 7:00 PM

ADJOURNMENT:

Dave Anderson made a motion to adjourn the meeting. Zack Beaver seconded the motion. All were in favor, the motion carried 5-0. The meeting was adjourned at 8:29 p.m.

Tim Clayton
Town Council President

Richard C. Anderson Jr.
Clerk-Treasurer

Date of Approval

Pamela Spengler
Recording Secretary