

**MINUTES OF THE REGULAR MEETING  
COMMON COUNCIL & RENSSELAER UTILITY BOARD  
July 14, 2025**

The Common Council of the City of Rensselaer and Rensselaer Utility Board met on July 14, 2025 in regular session in Council Chambers of City Hall. Mayor Jeffrey S. Phillips called the meeting to order at 6:00 p.m. followed by the Pledge of Allegiance and an invocation offered by Doug Harris.

Answering roll call were: Mayor Jeff Phillips, Clerk-Treasurer Shelby Keys, Council Members Kevin Arnold, Noelle Weishaar, Ernest Watson, Jr; City Attorney Todd Sammons, Building Commissioner Josh Davis, Fire Chief Kenny Haun, Police Chief Matt Anderson, Lead Line Foreman Garrett Welker, Park Supt Heather Hall, Street/Water/Sewer/Sanitation Supt. Bryce Black, Gas Supt. Todd Wilson and Assistant Superintendent Josh Eldridge.

Council Member Jeff Rayburn, Council Member Russ Overton, Cemetery Caretaker Joe Effinger, and Utility Office Manager Heather Smart were absent.

Also in attendance were: Lead Meter Foreman Heath Malone, Andrew Robarge with Commonwealth Engineers, Nancy Stueder, Stace Pickering and Harley Tomlinson.

The minutes of the June 23, 2025 regular council meeting were presented. There was a motion by Weishaar, second by Watson, to approve the minutes as presented. The motion passed by majority, with Rayburn and Overton absent.

**Citizen Comments and Petitions:** None.

**2025 Kids Night:** Chief Anderson said Kids Nights will be at the Farmers Market on July 29<sup>th</sup> from 5-7 PM. They are requesting to block half of Harrison Street next to the Courthouse, from Cullen St. to the alley. There was a motion by Weishaar, second by Arnold, to approve the request. The motion passed by majority, with Rayburn and Overton absent.

**2025 Water Service Replacements Bid Award:** Andrew Robarge, with Commonwealth Engineers, said bids were opened on June 23<sup>rd</sup> with the low bid being from Rex Construction Company. The bid was for \$801,500.00, but the city will be using only contingency funds, so the whole project is not fundable. Robarge recommended that council award the bid to the lowest bidder, subject to the max allowable amount of contingency funds. There was a motion by Watson, second by Arnold, to accept the bid from Rex Construction up to the contingency dollar amount that is available. The motion passed by majority, with Rayburn and Overton absent.

**Resolution 19-2025, Gas Tracker:** Wilson stated the gas tracker reflects a 6¢ decrease per 100 cubic feet. There was a motion by Weishaar, second by Watson, to approve the resolution. The motion passed by majority, with Rayburn and Overton absent.

**Resolution 21-2025, Transfer of Funds:** Keys read a transfer of funds within the general fund for \$3,200.00. There was a motion by Arnold, second by Watson, to approve the resolution. The motion passed by majority, with Rayburn and Overton absent.

**Ordinance 12-2025, Salary Ordinance Amendment:** Phillips said he is in need of temporary/part-time help in his office while his secretary takes a leave of absence. There is currently not a part-time position listed under the Mayor's Office in the salary ordinance. There was a motion by Weishaar, second by Watson, to suspend the rules and waive the second reading. The motion passed by majority, with Rayburn and Overton absent. There was a motion by Weishaar, second by Arnold, to approve the ordinance. The motion passed by majority, with Rayburn and Overton absent.

**FMLA Request:** Keys said an FMLA application has been submitted. There was a motion by Watson, second by Weishaar, to approve the request. The motion passed by majority, with Rayburn and Overton absent.

**Mayor's Holiday Request:** Phillips said he would like to make Friday, December 26<sup>th</sup> the date for this year's holiday. There was a motion by Arnold, second by Weishaar, to establish that day for this year's holiday. The motion passed by majority, with Rayburn and Overton absent.

**Burial Rights Request:** Keys read a burial rights request. There was a motion by Watson, second by Weishaar, to approve the requests. The motion passed by majority, with Rayburn and Overton absent.

**Claims Approval:** The claims were presented to council for approval. There was a motion by Arnold, second by Weishaar, to approve the claims. The motion passed by majority, with Rayburn and Overton absent.

**Administrative Comments:**

**Phillips** said he appreciated the work of all departments that assisted with the emergency repairs. The IFA reported the city is within the fundable range for residential lead service line replacements. He will have more information in the coming weeks.

**Keys** had nothing.

**Watson** said he was glad to see workers changing their schedules due to the heat.

**Weishaar** said the council is working to schedule an executive session to discuss the employee handbook.

**Rayburn** was absent.

**Arnold** thanked the employees for all the work they did last week on the emergency repairs.

**Overton** was absent.

**Superintendents Reports:**

**Police Dept:** Anderson reported there were no major cruise night issues. 3 candidates will be interviewed by the BOPW for the open position within the department.

**Law Dept:** Sammons had nothing.

**Utility Office:** Smart was absent.

**Building Dept:** Davis said the Redevelopment Commission accepted the lots and that was recorded with the County today. There will be no BZA meeting this month.

**Fire Dept:** Haun said 2 new fire applicants were accepted at the BOPW meeting. The City truck has been repaired.

**Electric Dept:** Welker had nothing.

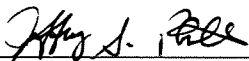
**Street, Sanitation, Water and Sewage:** Black said permits for the 7<sup>th</sup> street plans have been submitted to IDEM. He anticipates water being installed first. Eldridge said CCMG is almost complete. The project is currently \$290,000.00 under budgets, he hopes that can be used for Melville St. The recycling receptacles have been installed downtown. IDEM has opened the 2<sup>nd</sup> round of grant funding.

**Gas Dept:** Wilson said his new hire is officially a certified welder.

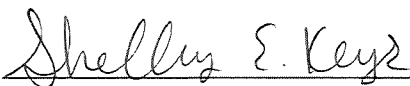
**Cemetery Dept:** Effinger had nothing.

**Park Dept:** Hall said there is a ribbon cutting for the new restrooms Wednesday at 11 AM. Youth baseball is over and softball will be done July 28<sup>th</sup>. The pool will be August 10<sup>th</sup>. Attendance is up 10 patrons per day from last year. Hyper center camps are over. The pickleball fence will be installed the 2<sup>nd</sup> week of August and the disc golf league is starting back up.

There being nothing more to come before council, there was a motion by Watson, second by Weishaar, to adjourn. The motion passed by majority, with Rayburn and Overton absent, and the meeting adjourned at 6:37 p.m.

  
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Jeffrey S. Phillips, Mayor

Attest:

  
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Shelby E. Keys, Clerk-Treasurer