

SPECIAL SESSION, COMMON COUNCIL, August 29, 2022

Be it Remembered that the Common Council of the City of Plymouth, Indiana, met in special session on August 29, 2022. The meeting was held in the Council Chambers, on the second floor of the City Building, 124 N. Michigan St., Plymouth, Indiana and was called to order at 6:00 p.m.

Mayor Senter presided for Council members Greg Compton, Don Ecker Jr, Jeff Houin, Robert Listenberger, Randy Longanecker, and Shiloh Carothers Milner. Councilmen Duane Culp was absent. City Attorney Surrisi and Clerk-Treasurer Gorski were present. The public was able to see and hear the meeting through Microsoft Teams.

City Attorney Surrisi presided over the Engineering Department budget as there currently is no city engineer. He states that the budget will be similar to this past year other than contractual services. He states that last year when the salary budget was approved for 2022, they were anticipating having a Full-Time Engineer so a lot of the funds that were in this year's budget into contractual services. He explains for next year the big difference is budgeting \$100,000 for outside engineering. He adds that they are close to having spent all the funds that were reallocated into contractual services this year and will likely be coming before the Council the meeting after with an additional appropriation for some more funding in that item for this year. He states that they would like to get design work started for the 2023 year and community crossings INDOT funded projects so they can be a year ahead. He states that for the budget next year they would use the \$100,000 for anything that would pop up to get projects ready for 2024.

Surrisi adds that it was one of Utility Superintendent Davidson's goals to try to get better coordination and further planning ahead between the street projects and the utility projects so that they are not trying to catch up and do the work for the utilities in advance of the project so he has more lead time. He adds that is important now with the delays they see in obtaining materials.

Ecker states that he is looking at contractual services currently through June and it looks like they are in good shape. He asks if he is suggesting that in July and August if they have already spent a good amount of that money.

Surrisi responds by stating that they are getting close to that amount. He states that there are some invoices that were submitted recently which should be around \$20,000. He explains that there is about \$6,000 or so that is uncommitted in that budget currently and they have been talking with V.S. Engineering about cutting them loose to start work on some of the work for next year's projects with that existing funding before they get the additional appropriation.

Ecker asks if there are enough funds in that engineering budget to support that request.

Surrisi responds by stating that from other line items in the existing 2022 budget he would have to revisit that as some could be reallocated. He states that he will investigate that before they settle on a number, they will be asking for with an additional appropriation for contractual services this year.

Building Commissioner Hammonds states that the major change this upcoming year is on contractual services. He states that it had increased by at least \$34,000 and that is because of the Comprehensive Plan going under his budget. He adds that not much else has changed.

Houin asks about the change to maintenance contracts.

Hammonds responds by stating that is from MyGov.

Houin asks if that is an annual amount that they can expect in full.

Hammonds agrees.

City Attorney Surrisi states that with the Law Department budget from this year to next that it has stayed pretty static. He adds that there were incremental increases to several of the line items which will account for increased salaries and benefits.

Clerk-Treasurer Gorski states that for the Mayor's budget from this year to next that there were only some incremental increases similar to the Law Department.

Clerk-Treasurer Gorski states that for the Financial Board, Councilmen Ecker had pointed out the wages looked extremely high compared to what has already been spent out this year. She adds that she is not certain how the prior Treasurer built her budget but she states that there is probably more in that to account for anything that would overspend like insurance. She states that currently this year the insurance line through June they spent \$54,000 but this year overall they spent over \$500,000 already on insurances. She states that wage part was moved down to insurances.

Houin asks if she is stating that previously wages were spent out of insurance.

Gorski responds by stating that appropriations were moved to account for negatives in the line items.

Ecker states that the insurance concerns him. He asks if the bulk of the insurance is for the property.

Surrisi responds by stating the insurance covers property, liability, privacy/cyber insurance, crime, worker's compensation, etc. He states that it is almost everything aside from Health Insurance.

Ecker states that the budget for 2022 they had a significant improvement on the property.

Surrisi states that overall, the renewal that they had in June was about a 6% increase.

Listenberger adds that is good.

Houin adds that the budget increase is a lot more than 6%.

Ecker states that he would like them to revisit that one.

Listenberger asks for clarification that they do not currently know about Cybersecurity.

Surrisi responds by stating that they are looking at quotes currently. He states that with their current policy they got a 3-month extension that expires at the end of the day tomorrow. He states that the recommendation from Gibson Insurance is to move to a different carrier. He states that they are currently with Beazley and they would be taking one of the options with a new carrier called Cowbell. He states that it is currently going from the currently expiring premium with Beazley at \$7,810 to the new premium that is \$12,619. He states that it is a pretty significant increase but that is what was expected with market trends and the cyber insurance market.

Houin asks if that is an annual premium with that.

Surrisi agrees. He states that this will run from the first of September on and he is uncertain if they will be able to sync that up to their normal June 1st renewal date. He states that premium will all be paid in September for the remainder of this year and a portion of next year.

Ecker states that looking at the line item for next year compared to where they are now through June that the percentage to budget looks low. He asks if Gorski can take a look at that and see if it needs tightened up or not. He adds that the format in which this has been brought to them has been very positive.

Gorski agrees.

Houin asks why the significant increase for salaries.

Gorski responds by stating that she is unsure how the previous Clerk-Treasurer did this before but she does know that she put everything into salaries and didn't split it out into benefit pay, overtime pay, and extra time pay in all the budgets so she tried to do that this year so they knew where the money was being paid out of and not just built into the wages.

Houin states that he expects an increase and he does see increases on all the budgets but because this one was such a significant increase just on the individual salary line.

Gorski responds by stating that she will look into that.

Mayor Senter asks about the items highlighted in yellow that states, "Report to DLGF."

Gorski responds by stating that all the items highlighted in yellow are tax funded budgets so all those revenues and expenses have to be reported based off tax money they receive. She states that one's highlighted in red have to be reported in expense but they are not based off tax revenue.

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Compton asks if it is based off capital.

Gorski responds by stating that it is based off money they received into the city that is not tax funded.

Senter asks what the Memorial Day Parade line item is.

Gorski responds by stating that is money that is requested by the VFW to place flags at the cemetery and they do that every year.

Senter states that he thought the Legion did that.

Gorski states that she thought the VFW had disbanded but they actually have not technically disbanded yet but they no longer have a location. She adds that they did request money this year as the VFW.

Police Chief Bacon states that for the Police Budget the Mayor had thought it was a good idea to go ahead with a 25th officer. He states that this would allow for two school resource officers so that would account for the increase in salaries. He states that the next item he had requested was for a clothing allowance increase. He states that it went up to \$1,000 instead of \$850 and that it had been at \$850 for the 30+ years he had been here.

Gorski adds that had been passed in the salary ordinance as well.

Ecker states that this was something that was discussed 6-7 years ago and that it had never been brought before them for consideration for vote. He states that he questions if \$1,000 is enough but he will be fine as long as there is an increase.

Bacon states that for instruction/training in the past they used to be able to send an officer to the law enforcement academy for free but then they started charging \$500. He states that now they are going to charge \$1,000 so he is unsure if they are going to have anyone going. He adds that also in general training has gone up.

Ecker asks if the topic of reimbursement time regarding Resource Officers has been approached with the school.

Surrisi responds by stating that it has not and that he thought they would wait until the school year started and they had a chance to get their footing in the school year. He states that he will reach out to Mitch Mawhorter and Ted Brown to talk about their contract with the school. He states that twice they have had three-year contracts with the school about the school resource officer and the amount of money the school pays as reimbursement and that expires in May of 2023. He states that he will address those discussions here shortly to get ahead on that as long as the needs of an additional resource officer.

Mayor Senter states that they had already met with Ted Brown and he was really excited about it.

Bacon states that he does do a grant for the School Resource Offer which pays for their portion or part of their portion and he was going to include that additional School Resource Officer in the grant that he did this year.

Ecker adds that he is in favor of it but he wants to make sure they are covered.

Listenberger asks if this includes a Resource Officer and another Police Officer.

Bacon responds by stating that the 25th officer is the second School Resource Officer.

Listenberger asks for clarification that this budget does not account for what they might receive back from the school.

Bacon agrees.

Compton asks if he will be hiring a Resource Officer or will it be one of the 25.

Bacon responds by stating that they will be adding the 25th and then it will be open to any police officer that they have.

Compton asks if he already has someone in mind.

Bacon responds by stating that he does but he does not feel like disclosing that yet. He states for historical value they used to have 25 officers in the late 90's, early 2000's but eventually it was removed from the budget. He states that they have been at 25 before and he wishes they would have stayed there so that is why they are going back.

Houin asks about the increase to contractual services.

Gorski responds by stating that would be PC Source.

Houin asks about the increase to maintenance contracts.

Bacon responds by stating that would be the new dispatch service.

Street Superintendent Marquardt states that for Sanitation there were some adjustments to the pay and benefits. He states that the increase to contractual services is because of their contract with Republic Services. He states that there were a lot of homes added out on Centennial Crossings that were not on their books before. He states that for City Power & Lights stayed the same but there was an increase to utilities. He states that for Garage and Warehouse they will have to do an additional appropriation this year for fuel. He states that warehouse did go back up to \$200,000 where it used to be and he hopes that will still cover fuel for next year but that is dependent on what happens with fuel given the state of the world right now.

Ecker asks why salaries went down.

Gorski responds by stating she adjusted that to put it in the line items it should be in such as the benefits, overtime, extra time, etc.

Marquardt states that for MVH salaries did change but that was already addressed. He states that the other big item is for equipment since he put in for another big dump truck that would replace a 20-year-old truck. He states that they do have one on order now for this year's budget and that mid next year they should receive it. He states that the other big one is for building construction improvement for the parking lot at their shop. He states that he was unsure if that would go through or not as that was another big item they had.

Houin asks why there was a significant decrease in street and alley improvements.

Marquardt states that they budget street and alley improvements out of three funds which gets them to the figure they are at now with what they are paying on roads. He states that with MVH restricted, they have to prove that they pay out half the fund from MVH to road maintenance. He states that for Local Road and Street they used to budget an extra \$45,000 out of there in case something came up and they eventually started using Local Road and Street money for paving. He states that when they get into paving, they use MVH Restricted, Local Road and Street, and Street and Alley Improvements.

Houin asks if all three combined equal \$750,000.

Marquardt agrees. He states that the Curb & Sidewalk Improvements line item had always been at \$75,000 and now is \$78,000 which can get figured into there or it can get into curbs and sidewalk projects that would not fall under the ADA plan.

Houin asks if he heard earlier that they were preparing to apply for Community Crossings.

Surrisi responds by stating that he will be coming before them at their second meeting in September for an additional appropriation for engineering funds and part of that would include the Community Crossings project for Gibson Street.

Marquardt adds that it is for Gibson and Laporte around the school.

Houin asks if any match that they have for those comes out of these funds they were just discussing.

Marquardt responds by stating that in the past it really hasn't and that it instead has come out of the Rainy-Day Fund. He states that without a City Engineer, one of his concerns is on how they will fund Community Crossings. He states that Community Crossings funds are not figured in here until they knew what it was going to be.

Compton asks if they have a capital budget. He states that if they are going to spend money out of Capital if they are going to be budgeting that.

Gorski responds by stating that when they get into Cumulative Capital Development but that can be split between Aviation, Police, and Fire.

Surrisi states that this year they had the Community Crossings Matching Grant fund that they had a significant amount of money left over because they budgeted \$500,000-\$600,000 for this year and they ended up not utilizing Community Crossings this year.

Marquardt adds that they did not make the call for projects.

Surrisi explains that to the extent that this money is not in this budget this year that those funds are still available and once they find out they are awarded Community Crossings that they will have to do an additional appropriation. He states that there are definitely those funds from this year that were not used.

Compton asks if the budget monies carry over.

Gorski responds by stating that you would have to encumber that purchase order.

Compton asks if it is allocated from a previous year.

Marquardt responds by stating that if it was budgeted and they don't spend it, get no contracts, and do not encumber it that it would go back into general fund.

Compton states if it is not used in that year that they can't just dig it up from 1972 and say they are going to spend it now.

Houin states that if it is still there, they can. He states that it just sits in the bank account and is not assigned to anything. He explains that they just have to reappropriate it. He states that they accumulate those cash reserves if they do not spend it.

Gorski states that those are what their revenue pages are.

Compton asks for clarification that this does not work like normal businesses do.

The council agrees.

Fire Chief Holm states that there will be quite an increase in salaries as they had received permission to hire three extras to their staff this next year. He states that he is unsure how the stipends are paid out but when he went through adding everything up, he believes that it had come up short by around \$40,000. He states that he did notice the increase for the three extra people for salary but in overtime and extra time he noticed a straight 4% increase of what they already had. He states that he is unsure if that will be enough for three extra people.

Gorski states that if he has three extra people that he should not need much overtime.

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Holm agrees. He states that he did notice a doubled increase for volunteer fire compensation and that they are already basically at their limit for this year. He states that it is partly due to their increase in pay but a big portion of that is because they have been short staffed all year and they have been calling in volunteers a lot more then they normally would. He hopes that throughout this next year once they get fully staffed that some of those numbers would sway where they will not need as much of that volunteer compensation because they won't be calling them in as much. He states that overall, in that they should have enough for everything. He states that they also increased their clothing allowance, historically it had been \$650/person and now it is \$750/person.

Ecker asks if that includes the three additional people.

Holm responds by agreeing and states that will be a total of 15 people receiving \$750 a year for clothing allowance. He states that both contractual services and maintenance contracts had both increased. He states that is due to PC Source and they are also getting a new Fire Reporting Service. He adds that it is the same service that does their EMS reporting. He states that they are getting a similar one for fire because at the end of the year the current reporting system they use becomes null and void. He states that they are switching over this Fall.

Ecker asks what line item that comes out of.

Gorski responds by stating that increase comes out of contractual services.

Park Superintendent Hite states that their budget from 2022 to 2023 the main differences are salary and issues with inflation. He states that the average for the years of 2018 to 2021 are skewed, especially for the park, as those include covid years. He states that during covid they didn't have the pool open, day camp, etc. He states that in building improvements, they are looking to replace the north complex over by Plymouth-Goshen Trail where equipment between the Park Department and Blueberry is stored. He states that the place has termies and is falling apart. He states that he is looking to put a pole barn there for \$60,000 and is looking for contribution from either Blueberry or some private entity.

He states that they as for equipment he is looking for another pick-up and a 72-inch mower. He states as for improvements, they are looking at upgraded some playground equipment. He states that they are going to focus primarily on Webster Center. He adds that there is also a sprinkler system and two scoreboards for Packard Woods.

Mayor Senter asks if those scoreboards are going to be sponsored.

Hite responds by stating that he does put them in the budget just in case but this year they got sponsors right away. He states that he is assuming they will get that next year as well.

Houin states that in the capital improvement list it states that he is considering an electric pick-up truck.

Hite states that he put electric there because he would like to have an electric pick-up truck. Houin asks if he has started looking into those and seeing how the options are and how they compare.

Hite agrees.

Mayor Senter states that Goshen had just got their first Ford Lighting. He states that it can make it to Indianapolis and back.

Cemetery Superintendent Collins states that for the most part everything is the same with small increases. He states that this year he is requesting in their equipment a new mower as they trade one in every year. He states that they have five mowers that they do rotation with. He states that they had budgeted \$16,800 for that. He states that \$70,000 is for a larger utility vehicle. He states that they are looking to trade in the small utility vehicle that they have now and their backhoe. He adds that the larger utility vehicle would replace both of those. He states that the backhoe is a 1985 and they still use it. He states that he would just like to replace both of those and get a larger utility vehicle.

Gorski states that the other change that will need to be made is into the longevity line item and it will need to be \$1,950 instead of the \$1,750 that is on the report. She states that this is because of the change with the new employee.

Airport Manager Sheley states that the Clerk-Treasurer and himself have already spoke in regards to the salary line, benefit pay line, and longevity line will all adjust with the new person that they hope to be hiring. He adds that all of those will go up a total of less than \$2,000. He states that the garage and motor increase is because their equipment is getting older and it is just a matter of maintaining a 1994 tractor, mower and snowblower around the same age. He states that fuel will be an obvious increase. He states that for contractual services there is a slight increase for IT. He states that there is a Repairs and Labor increase to better closely match their yearly expenses. He states that there are some differences in there if you look at this year's expense because they took money out of other line items because they had a catastrophic failure on January 1st of a large hangar door that cost them in total around \$11,500 to repair. He states that because it is something that they can't budget for that they had to suck it out of different areas to make up for it. He states that they are currently working with Michiana Contracting right now to see if they can get a good portion of it refunded from the FAA but they are still working on that.

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He states that they are around a 10% increase and as they recall last year, he had received a pretty major decrease and that they would do their best to get by. He states that this year with a month and half to go before getting an assistant that they will be asking to move money from salaries to where they see negatives on where they are at here to date on the current budget. He states that because of that they will be able to make it through the year with that big decrease and then this year they will see a slight increase on what they had this year.

Mayor Senter asks how the fuel price is comparative to automobile.

Sheley responds by stating that jet fuel is considerably less. He states that a week and a half ago he got an 8,000-gallon load of jet fuel for \$3.40/ gallon. He states that back during covid he could buy it for \$.87/ per gallon as airlines were not flying at all.

Clerk-Treasurer Gorski states that the next page is the Redevelopment TIF Budget based on bonds that need to be paid semi-annually. She states on the next page is miscellaneous budget expenses such as Unsafe Building, Riverboat, and City Monetary Gift which were based off prior budgets.

She states that the other items she needed to mention, but did not have time to go in and adjust any of these, but the police and fire pension PERF amounts may need to be increased. She states that the State had decided that the city share for the Police and Fire Pension starting in 2023 will be 18% instead of 17 ½%.

Compton asks about the funds budgeted for previous years. He states that you budget them and you use that as an expense, and then it goes into a fund that is allocated toward whatever project it is and then it is spent in the future. He asks if that is correct.

Gorski responds by stating that it has to be allocated in order to spend it. She clarifies that if it is not allocated then that is when you have to do an additional appropriation. She states that in discussion with her DLGF Representative last week they stated that once the budget is approved, the Clerk-Treasurer gets a 1782 notice. She states that the 1782 notice needs to be verified and if it is not responded to within ten days that there is an error made on it then it stands as is. She states that the 1782 notice that was delivered last year had three errors. She states that nothing had been appropriated even though it was in the budget last year that it should have been appropriated. She states when the DLGF reported it, they reported that they were going to spend nothing. She lists in Local Road & Street, which is \$350,000, fire and police pensions, that they pay for the 1927 fund and the 1937 funds that come out of the city that are not paid by PERF. She states that when Surrisi

works on the other additional appropriations that they will be asking for additional appropriations for those funds as well.

Mayor Senter asks for clarification that they charge a dollar per dog tag.

Gorski responds by stating that it is a dollar per male and three dollars per un-spayed females.

Mayor Senter asks how they can promote that.

Gorski responds by stating from previous experience they used to put a notice on the water bills. She states that she is unsure if that is still being done or not. She states that it used to say that the dog tags were due by March 1st.

Surrisi states that it could also be something that the Council may want to consider if they want it to repeal the whole requirement.

Gorski states that the money that is received for dog tags do not cover the cost of the tags.

Houin asks if there is anything in revenue that they should be aware of.

Gorski responds by stating that she does not believe so.

Houin states that he has some questions but it may have a lot to do with the different format.

Gorski states that the blue figures are tax revenues.

Houin states that he got that. He states that when he compares year to year the first thing that he notices is property tax revenue is budgeted for about 14% decline next year. He asks if that incorporates the Circuit Breaker into this line because it seems like every couple of years DLGF changes how they are supposed to account for that in the budget. He states for the last couple of budgets he thinks it was listed as an expense line in each budget category. He states based off the math if it is combined onto this one revenue line that it may make sense. He adds that this is the largest growth quotient since 2003 so it would not make any sense for them to have a 14% decline in property tax revenue.

Gorski states that it is due to the Circuit Breaker.

Ecker states that several weeks ago a comment was made about a 3% increase to salaries in which they were in agreement on but there was a possibility of looking at a mid-year increase with no commitment to what that number would be. He asks if they should consider budgeting for that potential increase as they are unsure what is going to happen between now and mid-year. He asks if they should consider striking a number and overlaying that into the budget to see what that might look like. He states that he asks because the way they pulled it off last year is because the Department Heads did a great job of controlling their budgets and the Council was able to work

within their budget. He clarifies that he would not be able to guarantee that they can make it happen but in the event that everyone is doing their jobs that they should put it in as a July 1st effective date. He states that he is just throwing that out for consideration.

Compton asks if he is budgeting an increase in pay mid-year.

Senter states like they did last year.

Compton, Senter and Ecker state that it wasn't budgeted.

Ecker restates that the only way they were able to pull it off was because the department heads were able to control their budget well. He adds that they also had a good economy.

Houin states that they were fearful of increased expenses so everyone kept their budgets under control.

Ecker states that he brought this up because he understands the cost-of-living concerns. He states that they do not know where it is going, what is going to happen, and they are still trying to figure that out. He states that this is more precautionary on their part to have something out there if everything is going well.

Mayor Senter asks if Gorski could look into that.

Gorski agrees.

Compton states that either they should budget it or they shouldn't budget it.

Houin states that he understands what Ecker is stating but it seems to him that if the pay increase is a contingent/hopeful idea that it wouldn't make a lot of sense to budget for it right now because they have to wait and see how expenditures play out with what they are budgeting. He states that if they budget for it then they may as well commit themselves to it. He states that if they do budget for it then they commit themselves to having that money available.

Ecker agrees with having it available but not necessarily committed to having it put out if the city is not working like it should.

Houin states that Ecker can be the one to go tell City Employees that they budgeted it but are not giving it to them.

Mayor Senter states that at the Mayor's Roundtable on Friday, most of the other Mayors are giving between 4-6% salary increases.

Houin states to that point he would be more inclined to try to budget a 4% increase upfront versus trying to budget in a mid-year increase.

Ecker states that he is with him on that and that all he is looking for is options.

Compton asks Gorski needs to check to see if they can do that or if the state would allow it.

Gorski responds by asking if his question is in regard to the mid-year increase or budgeting for it.

Mayor Senter states that they have not passed the budget yet.

Compton states that they need to have a Resolution in the City Council meeting to do that as well.

Houin states that they did pass the salary ordinance so that can be revised.

Listenberger asks if they are talking about doing this the whole year or the second half of next year.

Ecker responds by stating that Houin's proposal is to do it for the whole year.

Houin states that if they are going to reexamine the budget and try to find that additional funding that he would rather find it for the entire year rather than waiting halfway through. He states that it may involve some choices and may involve some cuts in places but he would be willing to if they are going to spend the time investigating it that it should be for the whole year.

Mayor Senter states that they are down about 6 employees right now city-wide.

Ecker asks Gorski if he can take some time to come in and look at the budget with her.

Gorski agrees.

Listenberger states that he would like to see them get back to the 4.5% to make up for the

1.5% the prior year. He states that it gets them back to traditionally been increasing.

Gorski agrees.

Ecker adds that he is unsure how that impact will look yet.

Houin states that it takes a lot of work to go back and look at all the numbers to try to have the funds available.

Gorski states especially since she has to have the numbers advertised on Gateway by Friday so that they can have the public hearing on the 12th.

Houin states that on that note maybe they are looking at an additional appropriation after this budget is approved and start planning for that now. He states that it is going to be a lot of work and they do not have a lot of time to do it.

Compton states that there is no way they can do it in this coming budget year but he thinks in future years they need to take a close look at having an increase because of inflation and one for merit. He states that in normal businesses you don't do a blanket increase in pay and it is usually done on a merit system. He states that it is definitely not for this year but an issue for the future. He

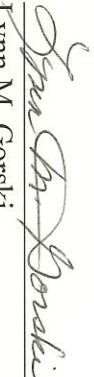
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states that you may have better employees that deserve more and that is the way real life businesses work.

There being no further business to come before the Council, Council Members Compton and

Longanecker moved and seconded to adjourn, Mayor Senter declared the meeting adjourned at 7:20

p.m.


Lynn M. Gorski
Clerk-Treasurer

APPROVED


Mark Senter, Mayor