

REGULAR SESSION, COMMON COUNCIL, September 11, 2023

Be it Remembered that the Common Council of the City of Plymouth, Indiana, met in regular session on September 11, 2023. 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 6:30 p.m.

Mayor Senter led the Pledge of Allegiance and Councilman Compton offered prayer.

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

Council Members Culp and Listenberger moved and seconded to approve the minutes of the regular and executive session of the Common Council on August 28, 2023 as presented. The motion carried.

Councilman Culp states he is president of the Marshall County Blueberry Festival Committee and he is here with Rick Vancza, the Vice President and the committee member they are doing the donation for, Shannon King. He states King made an approval this year toward the new pickleball courts from Pinnacle Pickleball's donation. He states King put it before the board to take Blueberry's portion of the \$800 donation and make it out to the City of Plymouth to donate for the new pickleball courts.

Council Members Houin and Ecker moved and seconded to accept the donation as presented.

The motion carried.

Public Hearing – 2024 Proposed Budget

Taxing Unit	2023 Certified Levy	2024 Proposed Budget	2024 Proposed Levy	Public Hearing	Adoption Meeting	Budget Notice
0412 - Plymouth Civil City	\$8,106,561	\$22,889,418	\$8,445,198	9/11/2023	9/25/2023	8/25/2023

Prescribed by the Department of Local Government Finance
Approved by the State Board of Accounts

Budget Form No. 3 (Rev. 2019)
Print
8/21/2023 1:48:00 PM

NOTICE TO TAXPAYERS

The Notice to Taxpayers is available online at www.budgetmofices.in.gov or by calling (888) 739-9626.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at
124 N Michigan Street, Plymouth, IN.

Notice is hereby given to taxpayers of PLYMOUTH CIVIL CITY, Marshall County, Indiana that the proper officers of PLYMOUTH CIVIL CITY will conduct a public hearing on the year 2024 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of PLYMOUTH CIVIL CITY not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, PLYMOUTH CIVIL CITY shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of PLYMOUTH CIVIL CITY will meet to adopt the following budget:

Public Hearing Date 2023	Monday, September 11,	Adoption Meeting Date 2023	Monday, September 25,
Public Hearing Time	6:30 PM	Adoption Meeting Time	6:30 PM
Public Hearing Location	Council Chambers, 2nd floor, 124 N Michigan St, (use Garo St entrance), Plymouth, IN	Adoption Meeting Location	Council Chambers, 2nd floor, 124 N Michigan St, (use Garo St entrance), Plymouth, IN
Estimated Civil Max Levy	\$8,445,198		
Est. Fire Max Levy	\$0		
Est. Fire Territory Max Levy	\$0		
Est. School Operations Max Levy	\$0		
Property Tax Cap Credit Estimate	\$1,222,000		

Council Members Houin and Compton moved and seconded to open the public hearing. The motion carried.

Clerk-Treasurer Gorski states last meeting she passed out your budget books. She states the notice to the taxpayers was advertised on Gateway August 21st, 2023 at approximately 2:00 P.M. She lists the total city budget is \$22,889,418 and the total estimated civil tax levy is \$8,445,198. She asks if you would like her to read each budget for each fund or were the books you received last week sufficient.

Houin states he did review the budget book with some comparison to last year. He states a few things he is curious about that he hadn't had a chance to ask about but nothing concerns him. He adds that it looks very good and very clean. He mentions that the total city budgets for 2024 was \$22,889,418 and it is a little hard to compare as that includes everything from TIF funds for Redevelopment, grant funds, restricted funds, etc. He states not a direct comparison but the 2023 total budget was \$22,950,044 so they are coming in a bit lower than the 2024 budget. He believes that is a good sign even with some increases that we were able to keep spending under control and he appreciates the hard work. He noticed under tab 3, it is the estimated property tax cap, our estimate for tax cap loss at \$1,022,000 is higher than the actual for 2023 of \$1,174,286. He states he looked at last year's budget workbook and their estimate for 2023 was \$1,635,000 which was quite a bit higher so you came in well below that estimated loss. He asks if that is something they can expect again that hopefully if assessed values hold or increase that tax cap loss will be less than the estimate or was that an anomaly last year.

Gorski responds by stating she is not aware at this time.

Houin states he did spring that question on you but he was wondering with some of the property values being a little crazy the last couple of years if that affected it.

Surrisi states that would be his guess that with lots of prior assessments in the last couple of years could have kept a few more people from hitting the caps.

Houin states increase in assessed value is always a good thing because it reduces the number of people hitting that cap and reduces our tax cap loss.

Gorski responds by stating that tax cap loss was very similar to what it was in 2019.

Council Members Listenberger and Longanecker moved and seconded to close the public hearing. The motion carried.

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City Attorney Surrisi introduces Ordinance No. 2023-2215, Fixing Salaries of Appointed Officers and Employees, Fire and Police Personnel of the City of Plymouth, Indiana for the Year 2024 on third reading.

Surrisi states he has had an opportunity to speak to a couple of you and Human Resources Manager Klingerman also had a chance to speak to a most of you. He states they would offer this with two proposed amendments for your discussion with one being an adjustment in the Human Resources Manger salary proposed at \$56,534.18 and an adjustment in the Fire Chief salary proposed at \$84,829.92 which would bring that equal with the current salary of the Police Chief. He states when they did across the board salary increases for police officers earlier this year that the disparity between the two chiefs had grown and that would bring that equal.

Council Members Houin and Milner moved and seconded to approve Ordinance No. 2023-2215, Fixing Salaries of Appointed Officers and Employees, Fire and Police Personnel of the City of Plymouth, Indiana for the Year 2024 as amended on third reading. The motion was discussed and amended later.

Compton asks what the Human Resources Manager salary is being changed from.

Surrisi responds by stating what was in the version presented and approved for first and second reading was \$46,775.76. He states the thought behind that was when they hired an outside consultant, Waggoner Irwin Scheele & Associates, that the county works with regularly. He states they hired them back in 2017 to do a Comprehensive Review of all the positions in the city and at that time their recommendation for the Human Resources position was to bring that to \$45,091.89. He states the current rate is \$44,548.32 so the thought behind that was to try to move it closer to where it had if they had implemented those recommendations back in 2017 and then had incremental increases since then.

Compton states that would mean this is around a 20% increase.

Surrisi agrees. He states from having discussions with some of you and what he heard from that they wanted to put both of these out there and offer that for your discussion. He believes the position merits an increase and whether that might be one that they did for positions in the past like the Building Commissioner and Airport Manager come to mind where they over a series of years made some incremental increases that were larger than the regular raise that the rest of the positions received.

Houin wished to be clear about the reasoning for this is if they take the salary that was recommended back in 2017, they did not have a full time HRR manager at the time and these were

handled through the Clerk's Office in a position that was split between HR and other duties. He states if theoretically they had the position in 2017 and accepted the salary that was recommended in 2017 and that position accepted the same incremental raises each year that the rest of the city employees had received that they would be at \$56,534.18. He states along with that when they did create the position that the HR manager who was hired into that position did not have the training or certifications that we want in that position so the salary was started at a lower level but now that the current HR manager has obtained those certifications that comply with the job description that is appropriate to bring it up to an adequate salary for what that position is. He compares that to other cities that have comparable positions especially to the private sector and how much more that position could earn. He states he is not making that an argument but he just wants to understand the reasoning as it does sound like a big number.

Surrisi states he respects that and recognizes that is a big jump. He states he has heard from several of you some different numbers within that range where folks seem to be comfortable with. He states he is fully supportive of advancing the position and getting the salary raised more than what was in the current ordinance and he would certainly understand if that level isn't the full amount.

Mayor Senter wished to state that in the last three years Jennifer Klingerman has done an awesome job and is deserving of this raise. He states he has never heard from any of the department heads that she has messed up or that she did anything bad. He states she has people in there every single day, the employees of this city and he cannot say enough about what she has done. He states it has been easier to have the HR upstairs because when it was downstairs there was always employees coming in and everybody could see what they were or were not doing with the HR person. He states he appreciates her and what she has done.

Surrisi would like to echo that as her immediate supervisor as he is definitely pleased with the work but the caveat on that is that this in his view is not about Klingerman or the work that she is doing but about institutionally about the role and ensuring in some manner that it is stays competitive whether Klingerman is in that role or anyone else. He states it needs to attract top talent like Klingerman and it needs to make a bigger move then what is currently plugged in.

Compton states his suggestion is that maybe they do this incrementally. He states it could be 10% this year and 10% next year as a way to move it into the going rate of an HR. He asks what the going rate is of an HR Manager now in a city of our size.

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Surrisi responds by stating Klingerman has pulled various comparable from different cities but as far as a apples-to-apples comparison he believes it is right in that range.

Compton does not want you to get him wrong because he is very much in favor of increasing the position and the position in general for the future if something were to happen and they had to hire someone else so they had a salary that is competitive in the market place. He states he also believes that if they are all of a sudden going from \$46,775.76 to \$56,534.18 that it is an immense increase. He asks how long Klingerman has been HR Manager.

Klingerman responds by stating she has been upstairs now for three years.

Compton states they have had increases each year for everybody.

Klingerman states she had been asked to do a full salary analysis for all the job descriptions within the city in 2021 and at that time the six cities/ towns that she compared to that she was asked to use that her position paid about \$15,000 under average and that was two years ago. She states she does have a copy of that she can send if you would like her to.

Gorski asks for clarification that at that time she did not have her degree.

Klingerman responds by stating that was just comparing the position itself but that is true.

Houin states that in his mind that is important. He states they all know Klingerman does a great job and they would all say nice things about her even if she was not in the room but it really comes down to the position. He states it is an HR Manager position and they have an approved job description for it. He states if they had to fill that position with a new employee and that should be the consideration for what is a competitive salary. He states that is the reason they gave raises within the Police Department and the Fire Department as they had to be competitive in those positions. He restates that is what they need to be thinking about for what is an appropriate salary here if they had to hire someone new.

Gorski adds that \$56,534.18 is not budgeted for.

Ecker states he would like to amend the HR position's salary amount to 13% over what was budgeted for and he believes that would come in around \$53,110 as he does not have the salary schedule in front of him. He states he does believe the position warrants an increase but he is not comfortable with it all at once.

Surrisi wished to agree with the Clerk-Treasurer that neither in the Law Department or Fire Department that these are contemplated when the budget was drafted but he believes that both of these amounts are small enough and if not are directly in the Personnel Services line that some

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A Clothing Allowance of \$800.00 per year is paid to all firefighters and paramedics who have at least one full year of continuous service to the City. Clothing Allowance is payable in equal installments at the end of each quarter. **

Work Schedule - The Fire Department works 21 hours on, 24 hours off, 24 hours on, 24 hours off, 24 hours on and 96 hours off in a 24 day period. If only 24 days period included benefit days extra hours worked up to 212 are to be paid at a regular hourly rate. If only 28 days period included benefit days extra hours worked up to 212 are to be paid at a regular hourly rate. If only 32 days period included benefit days extra hours worked up to 212 are to be paid at a regular hourly rate. Hours worked over the 212 hours are to be paid at time and one-half. Salaries for the Fire Department are based on 2023 hours per year.

**Example for those instances noted in Ordinance No. 1479, **Except for those instances noted in Ordinance No. 1480.

CITY ENGINEERING WATER DEPARTMENT

City Engineer/Storm Water Compliance Superintendent	\$	104,275.50	per yr
Building Commissioner	\$	69,408.72	per yr
Part-time Building Commissioner	\$	17.66	per hr
Administrative Assistant	\$	20.98	per hr
Administrative Assistant / Probation (90-180 days)	\$	20.98 *	per hr

DEPARTMENT OF LAW

City Attorney	\$	107,598.24	per yr
Human Resources Manager	\$	52,856.40	per yr
Cemetery DEPARTMENT			
Cemetery Superintendent	\$	66,648.24	per yr
Assistant Superintendent	\$	25.86	per hr
Labors - Full Time	\$	21.89	per hr
Labors / Probation (90-180 days)	\$	21.89 *	per hr
Labors - Summer / Semi-skilled	\$	15.88	per hr

PAIR & RECREATION DEPARTMENT

Pool Superintendent	\$	71,452.12	per yr
Pool and Recreation Director	\$	48,596.96	per yr
Maintenance Supervisor	\$	23.86	per hr
Labors - Maintenance - City Forester	\$	24.56	per hr
Labors - Maintenance - Full Time	\$	21.89	per hr
Labors/Maintenance / Probation (90-180 days)	\$	21.89 *	per hr
Office Manager	\$	20.98	per hr
Office Manager / Probation (90-180 days)	\$	20.98 *	per hr
Labors - Part-time	\$	15.88	per hr
Labors/Summer Semi-skilled	\$	14.95	per hr
Head Life Guards (Instructors WS)	\$	11.65	per hr
Life Guards (Instructors WS)	\$	11.68	per hr

AVIATION DEPARTMENT

Airport Manager	\$	62,427.12	per yr
Assistant Manager	\$	21.99	per hr
Labors	\$	21.89	per hr
Labors / Probation (90-180 Days)	\$	21.89 *	per hr
Labors - Part-time/Seasonal	\$	15.88	per hr

MOTOR VEHICLE HIGHWAY/AVIATION DEPARTMENT/CITY GARAGE & WAREHOUSE

Street & Sanitation Superintendent	\$	71,452.12	per yr
Supervisor	\$	35.86	per hr
Mechanics / Probation (90-180 days)	\$	24.56	per hr
Truck Drivers - Labors - Full Time	\$	21.89 *	per hr
Truck Drivers - Labors / Probation (90-180 days)	\$	20.98	per hr
Administrative Assistant	\$	20.98 *	per hr
Administrative Assistant / Probation (90-180 days)	\$	20.98 *	per hr
INDOT EIC (Employee in Responsible Charge)	\$	2.00	per hr

COMMERCIAL DRIVERS LICENSE HOLDERS

All departments that require heavily employees to have a Commercial Drivers License for the function of their duties as described in their job description. Employees with upon submission of their Commercial Drivers License certificate be compensated as below:

Class A CDL	\$	2.00	per hr
Class B CDL	\$	1.50	per hr

LONGEVITY PAY FOR FULL-TIME EMPLOYEES (Except Police Officers and Firefighters)

Longevity pay is additional compensation to be paid to qualified full-time non-emergency personnel. Qualified employees are those who are eligible for other benefits paid to full-time employees, i.e., PFRP and health insurance, and who have at least three (3) uninterrupted years of service to the City. Non-emergency personnel includes those employees not employed as Firefighters and Police Officers. Said uninterrupted years of service shall be full calendar years.

Longevity pay is calculated to be Fifty Dollars (\$50.00). The amount to be paid to the qualified full-time non-emergency employee is \$50.00 multiplied by the number of full, uninterrupted years of service to the City of Plymouth in a qualified position. The maximum amount paid shall be \$1,000.00. Longevity shall be paid on the last paycheck of the year for that year's service. Said qualified employee must be employed as a full-time employee at the time of payment. Said longevity pay shall not be processed under any circumstances. If an employee is inactive at the time of last payment, he/she shall not be paid longevity. Inactive shall exclude earned vacation time, sick time or personal days (not to exceed two (2) personal days).

OVERTIME PAY FOR NON-EXEMPT EMPLOYEES (Except Police Officers and Firefighters)

Non-exempt employees will be paid one and one-half (1-1/2) times their regular rate of pay for all hours worked in excess of forty (40) hours in any scheduled work week. Only hours worked will count for overtime purposes. All overtime work must be approved by the initiating or signing of your time established by your supervisor.

*Probationary rate is determined by the department head and based on relevant experience.

PRINCIPLES OF PUBLIC ACCOUNTABILITY (Except salaried employees)

The City of Plymouth's pay system is based on a policy based on principles of public accountability (See IT 15.5A 541.71(4) which recognizes the City's accountability to its citizens for the use of public funds. Because of this accountability and in the interest of efficient use of these funds, the City will not pay employees for hours that they do not work, unless they have accrued leave available to cover that time. Full-day (8 hours) or partial-day (4 hours) increases will be used if accrued leave is not available.

DULY ORDAINED, PASSED AND ADOPTED by the Common Council of the City of Plymouth, Indiana, this 11th day of September, 2023.

Mark Senter, Presiding Officer

Attest:

Elysa M. Gresham, Clerk-Treasurer

UTILITY DEPARTMENT

Superintendent	\$	105,848.64	per yr
Electrician / Technician	\$	28.89	per hr

WASTE WATER DEPARTMENT

Assistant Superintendent (Treatment Plant/Collection System)	\$	29.25	per hr
Maintenance Supervisor	\$	28.06	per hr
Maintenance/Repair Technician - A	\$	25.67	per hr
Maintenance/Repair Technician - B	\$	24.56	per hr
Maintenance/Repair Technician - C	\$	23.47	per hr
Maintenance/Repair Technician / Probation (90-180 Days)	\$	25.67 *	per hr
Collection System Supervisor	\$	28.06	per hr
Labors Treatment/Collection System - A	\$	24.09	per hr
Labors Treatment/Collection System - B	\$	23.35	per hr
Labors Treatment/Collection System - C	\$	22.62	per hr
Labors Treatment/Collection System Probation (90-180 Days)	\$	24.09 *	per hr
Labors/Semi-skilled - Part Time	\$	15.88	per hr
Labors/Technician Supervisor	\$	28.06	per hr
Labors/Technician	\$	19.18	per hr
Labors/Technician Probation (90-180 Days)	\$	19.18 *	per hr
Labors/Technician Part-time	\$	18.24	per hr
Janitor	\$	13.75	per hr
Administrative Assistant/Operator	\$	24.09	per hr
Administrative Assistant	\$	20.98	per hr
Administrative Assistant Probation (90-180 Days)	\$	20.98 *	per hr
Administrative Assistant Part-time	\$	16.48	per hr
IT (Information Tech) Officer for Water & Wastewater	\$	2.00	per hr
Safety Officer	\$	0.46	per hr

The above listed pay for all full-time hourly employees shall increase upon each certification of said employees as follows.

Class I Plant Operator	\$	0.50	per hr
Class II Plant Operator	\$	1.00	per hr
Class III Plant Operator	\$	1.50	per hr
Class IV Plant Operator	\$	2.00	per hr
Cross-Connection Device Inspector and Test	\$	1.00	per hr

WATER WORKS DEPARTMENT

Assistant Superintendent	\$	29.25	per hr
Distribution System Supervisor	\$	28.06	per hr
Maintenance Supervisor	\$	28.06	per hr
Maintenance/Repair Technician - A	\$	25.67	per hr
Maintenance/Repair Technician - B	\$	24.56	per hr
Maintenance/Repair Technician - C	\$	23.47	per hr
Maintenance/Repair Technician / Probation (90-180 Days)	\$	25.67 *	per hr
Service Technician Laborer - A	\$	24.09	per hr
Service Technician Laborer - B	\$	23.24	per hr
Service Technician Laborer - C	\$	22.62	per hr
Service Technician Laborer / Probation (90-180 Days)	\$	24.09 *	per hr
Service Technician Laborer - Semi-skilled	\$	16.31	per hr
Administrative Assistant	\$	20.98	per hr
Administrative Assistant Probation (90-180 Days)	\$	20.98 *	per hr
Administrative Assistant Part-time	\$	16.48	per hr

The above listed pay for all full-time hourly employees shall increase upon each certification of said employees as follows.

Class D55 (Distribution System Small)	\$	0.33	per hr
Class D55 (Distribution System Medium)	\$	0.67	per hr
Class D54 (Distribution System Large)	\$	1.00	per hr
Class D51 (Distribution System Large)	\$	1.00	per hr
Class W11 (Water Treatment 1)	\$	0.33	per hr
Class W12 (Water Treatment 2)	\$	0.67	per hr
Class W13 (Water Treatment 3)	\$	1.00	per hr
Cross-Connection Device Inspector and Tester	\$	1.00	per hr

THIS ORDINANCE approved and signed by me on the 11th day of September, 2023.

Mark Senter, Mayor
City of Plymouth, Indiana

City Attorney Surrisi introduces Ordinance No. 2023-2218, An Ordinance for Appropriations and Tax Rates for 2024 on first reading.

City Attorney Surrisi introduces Ordinance No. 2023-2219, An Ordinance for Fixing Salaries for the Year 2024 for the Elected Officials of the City of Plymouth, Indiana.

Surrisi states for Stellar Communities they have nothing to report other than the approval of the salary ordinance for next year that at his recommendation it was put in there an additional rate for an hourly employee that would serve as the employee in responsible charge for INDOT grants. He states since Engineer Rick Gaul retired, he has been handling that work and he has worked with the Administrative Assistant at the Street Department Melita Green who just recently received the training and passed the certification to become the ERC beginning next year to take over his duties in that. He states he is working with her over the next three months as tasks come up to train her on that. He states one of the active INDOT grants they have now is the Greenways Trail Phase Three project that is in the design phase. He states Green will be working on that going forward.

Surrisi states for the Comprehensive Plan Update that he is excited to add that to each agenda for a little update. He states they will have folks from the Steering Committee at the Latino Festival this Saturday to get more citizen input on the Comprehensive Plan. He believes that will be the last public opportunity outside of the online survey. He states the online survey is still open that you can find at plymouthforward.com or the city's Facebook page. He expresses they are still encouraging people to participate in that. He states later this Fall after they have compiled all the input from the citizens, they will start to advance towards some of the approval process. He states the language of the document will soon get into your hands and the Plan Commission's hands.

Clerk-Treasurer Gorski states she has been presented this evening with two checks for the Fire Department Gift Fund from Donna Chance and Jennifer Martin. She states one is in the amount of \$100.00 while the other is in the amount of \$25.00 totaling \$125.00. She states these checks are in memory of Philip J. Wade. She requests approval of these donations.

Council Members Longanecker and Compton moved and seconded to approve the request as presented. The motion carried.

Kathy Bottorff with WTCOA asks for the reasoning for the no vote on the salary increase for the HR position.

Longanecker responds by stating it is hard to justify to everyone else that percentage when they are not receiving that amount. He also believes there is room for growth.

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Compton responds by stating he would prefer an incremental increase over a two to three-year period to possibly bring it up to the standard they are looking for. He states she has been working at a certain salary with regular increases that they have had throughout the city then all of a sudden, a 20% increase that it is a huge increase he does not believe is necessary given it is not in their budget right now. He states his point is that an incremental over a period of time to bring that position up to whatever the standard is. He believes it would be prudent to look at what the standards are more closely as most cities our size do not have a HR Department.

Mayor Senter asks if he has a city name that does not have an HR Department.

Compton responds by stating he does not but he knows that there are. He states we didn't have one until Nelson Chipman started and became HR.

Mayor Senter states there was one before that as well.

Council Members Houin and Milner moved and seconded to accept the following


communications:

- Minutes of the Board of Public Works and Safety meeting of August 28, 2023
- September 11, 2023 Check Register
- August 1, 2023 Plan Commission Minutes
- August 1, 2023 Board of Zoning Appeals Minutes
- May 1, 2023 Park Board Minutes
- June 5, 2023 Park Board Minutes
- July 3, 2023 Park Board Minutes
- August 7, 2023 Park Board Minutes


The motion carried.

There being no further business to come before the Council, Council Members Longanecker and Milner moved and seconded to adjourn, Mayor Senter declared the meeting adjourned at 7:23

p.m.


Lynn M. Gorski
Clerk-Treasurer

APPROVED


Mark Senter, Mayor