

REGULAR SESSION, COMMON COUNCIL, SEPTEMBER 14, 2020

Be it remembered that the Common Council of the City of Plymouth, Indiana, met in regular session on September 14, 2020. 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 Ecker offered prayer.

Senter presided for Council Members Greg Compton, Duane Culp, Don Ecker, Jeff Houin and Shiloh Milner. As allowed by Governor Holcomb’s Executive Orders, Council Members Robert Listenberger and Randy Longanecker attended the meeting virtually. City Attorney Sean Surrisi and Clerk-Treasurer Jeanine Xaver were also present.

Members Culp and Ecker moved and seconded to approve the minutes of the regular and executive Common Council meetings on August 24, 2020 as presented. The motion carried.

The following legal notice was advertised on September 2, 2020 in the Indiana Department of Local Government Finance Indiana Gateway site:

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

Budget Form No. 3 (Rev. 2019)
Print
9/2/2020 3:31:50 PM

NOTICE TO TAXPAYERS

The Notice to Taxpayers is available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

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 St, Plymouth, IN 46563.

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 **2021** 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	Monday, September 14, 2020	Adoption Meeting Date	Monday, September 28, 2020
Public Hearing Time	6:30 PM	Adoption Meeting Time	6:30 PM
Public Hearing Location	Council Chambers, 2nd floor, City Building, 124 N Michigan St, Plymouth, IN (Garro St entrance)	Adoption Meeting Location	Council Chambers, 2nd floor, City Building, 124 N Michigan St, Plymouth, IN (Garro St entrance)
Estimated Civil Max Levy	\$7,386,299		
Property Tax Cap Credit Estimate	\$1,667,130		

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference (Column 3 / Column 5)
0005-CASINO/RIVERBOAT	\$96,000	\$0	\$0	\$0	
0061-RAINY DAY	\$0	\$0	\$0	\$0	
0101-GENERAL	\$8,708,891	\$4,085,480	\$0	\$3,781,122	8.05%
0113-NONREVERTING	\$65,400	\$0	\$0	\$0	
0341-FIRE PENSION	\$72,700	\$0	\$0	\$0	
0342-POLICE PENSION	\$300,765	\$0	\$0	\$0	
0706-LOCAL ROAD & STREET	\$45,000	\$0	\$0	\$0	

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0706-LOCAL ROAD & STREET	\$45,000	\$0	\$0	\$0	
0708-MOTOR VEHICLE HIGHWAY	\$2,287,486	\$1,612,892	\$0	\$1,700,162	-5.13%
1151-CONTINUING EDUCATION	\$30,000	\$0	\$0	\$0	
1301-PARK & RECREATION	\$1,540,505	\$1,187,551	\$0	\$981,622	20.98%
1310-PARK NONREVERTING - CAPITAL	\$0	\$0	\$0	\$0	
2102-AVIATION/AIRPORT	\$225,496	\$119,792	\$0	\$102,310	17.09%
2120-CEMETERY	\$414,489	\$217,737	\$0	\$339,321	-35.83%
2379-CUMULATIVE CAPITAL IMP (CIG TAX)	\$21,500	\$0	\$0	\$0	
2391-CUMULATIVE CAPITAL DEVELOPMENT	\$159,240	\$162,847	\$0	\$191,584	-15.00%
9500-Aviation Rotary	\$92,310	\$0	\$0	\$0	
9501-City Monetary Gift	\$45,000	\$0	\$0	\$0	
9502-Transportation	\$15,000	\$0	\$0	\$0	
9503-City Development	\$0	\$0	\$0	\$0	
9504-Deferral & Diversion	\$3,523	\$0	\$0	\$0	
9505-Unsafe Building	\$65,000	\$0	\$0	\$0	
9506-Local Road & Bridge Matching Grant	\$1,310,000	\$0	\$0	\$0	
9507-2016 TIF Tax Money (TIF 4)	\$2,000	\$0	\$0	\$0	
9508-Drug Free Community	\$0	\$0	\$0	\$0	
9509-Common Cents	\$35,000	\$0	\$0	\$0	
9510-Park Gift	\$25,000	\$0	\$0	\$0	
9511-Park Deposits / Cemetery Deposits	\$25,000	\$0	\$0	\$0	
9512-Crime Prevention / K-9	\$0	\$0	\$0	\$0	
9513-Financial Guarantee	\$260,000	\$0	\$0	\$0	
9514-Restitution	\$0	\$0	\$0	\$0	
9515-DARE	\$0	\$0	\$0	\$0	
9517-Insurance Proceeds Set Aside	\$0	\$0	\$0	\$0	
9518-Police Dept Federal Equitable Sharing	\$0	\$0	\$0	\$0	
9519-Redevelopment District Capital	\$0	\$0	\$0	\$0	
9522-Community Improvement	\$30,000	\$0	\$0	\$0	
9524-1993 TIF Tax Money	\$405,000	\$0	\$0	\$0	
9525-2000 TIF Tax Money	\$250,000	\$0	\$0	\$0	
9526-2005 TIF Tax Money	\$555,710	\$0	\$0	\$0	
9529-City Bldg Project Construction	\$0	\$0	\$0	\$0	
9531-Freedom Park Grant	\$0	\$0	\$0	\$0	
9537-Cemetery Trust	\$2,000	\$0	\$0	\$0	
9538-Cemetery Perpetual Care	\$0	\$0	\$0	\$0	
9539-LaPorte Street Footbridge	\$120,000	\$0	\$0	\$0	
Totals	\$17,208,015	\$7,386,299	\$0	\$7,096,121	

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

Clerk-Treasurer reviewed the updated rate and levy comparison sheet:

City of Plymouth		Rate Comparisons								
	General	Fire Pension	Police Pension	MVH	Park	Aviation	Cemetery	Total	Cum Cap Dev	Total including CCD
Adv. 2010	0.8531	-	-	0.3676	0.1692	-	0.0747	1.4646	0.0529	1.5175
Final 2010	0.7139	-	-	0.3096	0.1425	-	0.0628	1.2288	0.0392	1.2680
Adv. 2011	1.0134	-	-	0.3517	0.1528	-	0.0542	1.5721	0.0482	1.6203
Final 2011	0.7541	-	-	0.2989	0.1298	-	0.046	1.2288	0.0392	1.2680
Adv. 2012	0.9150	-	-	0.3347	0.1535	-	0.0433	1.4465	0.0469	1.4934
Final 2012	0.7697	-	-	0.2908	0.1333	-	0.0376	1.2314	0.0366	1.2680
Adv. 2013	0.9029	-	-	0.4185	0.1759	-	0.0526	1.5499	0.0481	1.5980
Final 2013	0.8347	-	-	0.4067	0.1709	-	0.0511	1.4634	0.0378	1.5012
Adv. 2014	1.2406	-	-	0.4560	0.2463	-	0.0461	1.9890	0.0527	2.0417
Final 2014	0.8546	-	-	0.352	0.1901	-	0.0587	1.4554	0.0360	1.4914
Adv. 2015	0.9263	-	-	0.4578	0.1769	0.0353	0.0689	1.6652	0.0471	1.7123
Final 2015	0.8304	-	-	0.4103	0.1585	0.0316	0.0617	1.4925	0.0358	1.5283
Adv. 2016	0.7507	-	-	0.5711	0.2562	0.047	0.0689	1.6939	0.0617	1.7556
Final 2016	0.6723	-	-	0.5169	0.2319	0.0425	0.0757	1.5393	0.0358	1.5751
Adv. 2017	0.7799	-	-	0.6897	0.2874	0.0518	0.1078	1.9166	0.0897	1.9863
Final 2017	0.5569	-	-	0.6227	0.2595	0.0467	0.0973	1.5831	0.0500	1.6331
Adv. 2018	1.2582	-	-	0.3701	0.2489	0.0341	0.046	1.9573	0.0500	2.0073
Final 2018	1.0574	-	-	0.316	0.2125	0.0291	0.0393	1.6543	0.0490	1.7033
Adv. 2019	1.1030	-	-	0.5152	0.3112	0.0811	0.1129	2.1234	0.0495	2.1729
Final 2019	0.8358	-	-	0.4297	0.2596	0.0676	0.0858	1.6785	0.0485	1.7270
Adv. 2020	1.1545	-	-	0.5064	0.2924	0.0305	0.1011	2.0849	0.0485	2.1334
Final 2020	0.9572	-	-	0.4304	0.2485	0.0259	0.0859	1.7479	0.0485	1.7964
Adv. 2021	1.2168	-	-	0.4804	0.3537	0.3349	0.0848	2.4506	0.0485	2.4991
Final 2021	-	-	-	-	-	-	-	0.0000	-	0.0000

City of Plymouth		Levy Comparisons								
	General	Fire Pension	Police Pension	MVH	Park	Aviation	Cemetery	Total	Cum Cap Dev	Total Levy including CCD
Adv. 2010	2,982,910	-	-	1,293,721	595,376	-	262,733	5,134,740	186,220	5,320,960
Final 2010	2,982,552	-	-	1,293,456	595,341	-	262,368	5,133,717	163,771	5,297,488
Adv. 2011	3,580,394	-	-	1,242,713	539,877	-	191,387	5,554,371	170,116	5,724,487
Final 2011	3,134,378	-	-	1,242,363	539,507	-	191,197	5,107,445	162,933	5,270,378
Adv. 2012	3,722,999	-	-	1,252,067	574,034	-	161,887	5,710,987	175,372	5,886,359
Final 2012	3,313,832	-	-	1,251,997	573,904	-	161,881	5,301,614	157,576	5,459,190
Adv. 2013	3,304,438	-	-	1,531,604	643,623	-	192,511	5,672,176	176,000	5,848,176
Final 2013	3,142,994	-	-	1,531,395	643,510	-	192,413	5,510,312	142,333	5,652,645
Adv. 2014	3,721,661	-	-	1,367,946	738,827	-	228,216	6,056,650	158,123	6,214,773
Final 2014	3,321,013	-	-	1,367,887	738,737	-	228,111	5,655,748	139,898	5,795,646
Adv. 2015	3,242,176	-	-	1,602,227	619,127	123,467	241,049	5,828,046	164,811	5,992,857
Final 2015	3,242,132	-	-	1,601,935	618,832	123,376	240,895	5,827,170	139,774	5,966,944
Adv. 2016	2,637,963	-	-	2,006,620	900,284	165,235	293,964	6,004,066	216,656	6,220,722
Final 2016	2,609,806	-	-	2,006,558	900,214	164,981	293,860	5,975,419	138,972	6,114,391
Adv. 2017	2,759,330	-	-	2,440,062	1,016,817	183,265	381,254	6,780,728	246,532	7,027,260
Final 2017	2,181,985	-	-	2,439,796	1,016,745	182,975	381,230	6,202,731	195,905	6,398,636
Adv. 2018	4,190,372	-	-	1,232,636	828,850	113,682	153,265	6,518,805	166,465	6,685,270
Final 2018	4,123,506	-	-	1,232,294	828,679	113,480	153,257	6,451,216	191,084	6,642,300
Adv. 2019	3,656,245	-	-	1,707,870	1,031,682	268,762	374,290	7,038,849	193,033	7,231,882
Final 2019	3,321,440	-	-	1,707,613	1,031,641	268,640	340,966	6,670,300	192,737	6,863,037
Adv. 2020	3,876,338	-	-	1,700,466	981,836	102,366	339,506	7,000,512	162,847	7,163,359
Final 2020	3,781,122	-	-	1,700,162	981,622	102,310	339,321	6,904,537	191,584	7,096,121
Adv. 2021	4,085,480	-	-	1,612,892	1,187,551	119,792	217,737	7,223,452	162,847	7,386,299
Final 2020	-	-	-	-	-	-	-	-	-	-

She also reviewed the Budget Form No. 4: Ordinance or Resolution for Appropriations and

Tax Rates:

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State Form 55865 (7-15)
Approved by the State Board of Accounts, 2015
Prescribed by the Department of Local Government Finance

Budget Form No. 4
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Ordinance / Resolution Number: Ordinance No. 2020-2170

Be it ordained/resolved by the **City of Plymouth** that for the expenses of **PLYMOUTH CIVIL CITY** for the year ending December 31, **2021** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **PLYMOUTH CIVIL CITY**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **City of Plymouth**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
City of Plymouth	Common Council and Mayor	09/28/2020

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0005	CASINO/RIVERBOAT	\$96,000	\$0	0.0000
0061	RAINY DAY	\$0	\$0	0.0000
0101	GENERAL	\$8,708,891	\$4,085,480	1.2168
0113	NONREVERTING	\$0	\$0	0.0000
0341	FIRE PENSION	\$0	\$0	0.0000
0342	POLICE PENSION	\$0	\$0	0.0000
0706	LOCAL ROAD & STREET	\$0	\$0	0.0000
0708	MOTOR VEHICLE HIGHWAY	\$2,287,486	\$1,612,892	0.4804
1151	CONTINUING EDUCATION	\$0	\$0	0.0000
1301	PARK & RECREATION	\$1,540,505	\$1,187,551	0.3537
1310	PARK NONREVERTING - CAPITAL	\$0	\$0	0.0000
2102	AVIATION/AIRPORT	\$225,496	\$119,792	0.3349
2120	CEMETERY	\$414,489	\$217,737	0.0648
2379	CUMULATIVE CAPITAL IMP (CIG TAX)	\$0	\$0	0.0000
2391	CUMULATIVE CAPITAL DEVELOPMENT	\$159,240	\$162,847	0.0485
		\$13,432,107	\$7,386,299	2.4991

Home-Ruled Funds (Not Reviewed by DLGF)

Fund Code	Fund Name	Adopted Budget
9500	Aviation Rotary	\$92,310
9501	City Monetary Gift	\$45,000
9502	Transportation	\$15,000
9503	City Development	\$0
9504	Deferral & Diversion	\$3,523
9505	Unsafe Building	\$65,000
9506	Local Road & Bridge Matching Grant	\$1,310,000
9507	2016 TIF Tax Money (TIF 4)	\$2,000
9508	Drug Free Community	\$0
9509	Common Cents	\$35,000
9510	Park Gift	\$25,000
9511	Park Deposits / Cemetery Deposits	\$25,000
9512	Crime Prevention / K-9	\$0

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9513	Financial Guarantee	\$260,000
9514	Restitution	\$0
9515	DARE	\$0
9517	Insurance Proceeds Set Aside	\$0
9518	Police Dept Federal Equitable Sharing	\$0
9519	Redevelopment District Capital	\$0
9522	Community Improvement	\$30,000
9524	1993 TIF Tax Money	\$405,000
9525	2000 TIF Tax Money	\$250,000
9526	2005 TIF Tax Money	\$555,710
9529	City Bldg Project Construction	\$0
9531	Freedom Park Grant	\$0
9537	Cemetery Trust	\$2,000
9538	Cemetery Perpetual Care	\$0
9539	LaPorte Street Footbridge	\$120,000
		\$3,240,543

Xaver noted that there was a correction to the Notice to Taxpayers, which now reflects an additional \$5,000 as requested by the airport. The update in the comparison of levies and tax rate sheet reflects the additional of \$500,000 in street paving in MVH fund (instead of relying on receiving a Community Crossings Matching Grant). The \$500,000 paving was offset by reducing the General Fund cash balance as of December 31, 2021.

Xaver continued with discussing the forecasted 2021 year-end cash balances for the funds support by property taxes, including the total amount unfunded by new property taxes, which means the funds will be spending down their cash balances.

2021 Estimates

	2020 Est Year End Bal	2021 Est Misc Income	2021 est. Prop Tax	2021 Approp	Prop Tax Cap Losses	2021 Est Y/E Bal	Amount Unfunded
General Fund	5,779,119	4,074,753	4,085,480	8,708,891	912,968	4,317,493	(1,461,626)
MVH Fund	1,349,888	435,217	1,612,892	2,287,486	410,511	700,000	(649,888)
Local Road & Street	513,904	65,739	-	45,000	-	534,643	20,739
Park and Recreation	618,832	401,139	1,187,551	1,540,505	237,017	430,000	(188,832)
Cemetery	392,351	111,332	217,737	414,489	81,931	225,000	(167,351)
Aviation	244,225	61,884	119,792	225,496	24,703	175,702	(68,523)
Cum Cap Improv	68,621	22,478	-	21,500		69,599	978
Cum Cap Dvlpmt	585,309	12,112	162,847	159,240		601,028	15,719
Riverboat Wagering	232,513	59,000	-	116,640		174,873	(57,640)
TOTALS	9,784,762	5,243,654	7,386,299	13,519,247	1,667,130	7,228,338	(2,556,424)

	max levy	advertised	difference	approved
2021	7,386,299	7,386,299	-	
2020	7,096,764	8,681,216	(1,584,452)	7,096,121
2019	6,861,641	7,199,382	(337,741)	6,863,037
2018	6,647,120	6,685,270	(38,150)	6,642,300
2017	6,347,345	7,027,260	(679,915)	6,398,636

2020 Estimates

ESTIMATED property taxes

	2019 Est Year End Bal	2020 Est Misc Income	2020 est. Prop Tax	2020 Approp	Prop Tax Cap Losses	2020 Est Y/E Bal	Amount Unfunded
General Fund	4,264,780	4,513,356	3,434,734	8,510,632	601,546	3,100,692	(1,164,088)
MVH Fund	1,132,492	512,758	1,765,675	2,396,450	309,266	705,209	(427,283)
Local Road & Street	435,687	69,656	-	45,000	-	460,343	24,656
Park and Recreation	579,906	151,733	1,066,720	1,476,635	186,840	134,884	(445,022)
Cemetery	292,415	125,012	352,560	445,181	61,752	263,054	(29,361)
Aviation	317,156	101,289	277,775	275,158	48,653	372,409	55,253
Cum Cap Improv	46,857	23,905	-	25,000		45,762	(1,095)
Cum Cap Dvlpmt	529,633	11,888	199,300	97,000		643,821	114,188
Riverboat Wagering	232,513	59,000	-	116,640		174,873	(57,640)
TOTALS	7,831,439	5,568,597	7,096,764	13,387,696	1,208,057	5,901,047	(1,930,392)

	max levy	advertised	difference	approved
2020	7,096,764	8,681,216	(1,584,452)	
2019	6,861,641	7,199,382	(337,741)	6,863,037
2018	6,647,120	6,685,270	(38,150)	6,642,300
2017	6,347,345	7,027,260	(679,915)	6,398,636

She said the ideal is to have a budget in which the proposed expenses do not exceed anticipated income. For clarification, the Local Road and Street Fund and the Cumulative Capital Improvement Fund are funded by taxes, but not property taxes. Additionally, the Cumulative Capital Development Fund tax is a separate tax rate, although it is paid and distributed with property taxes.

In the Unfunded column, the total is about \$2.5 million which will be spent from cash reserves. This total was \$1.9 million last year. She said the council will have the choose capital improvement projects wisely moving forward. Payroll taxes, utility bills, office supplies, maintenance on buildings, and equipment or unavoidable expenses. That leaves personal services and capital outlay as the remaining expenses to modify, and if both continually increase each year, the city will have to choose between keeping employees, updating equipment, or funding projects that are outside of the “normal” scope of city business.

Councilman Compton asked what year the last balanced budget occurred. Xavier said she does not know offhand and would have to research this information.

Councilman Houin asked if the bottom section of the handout are estimates from the 2020 approved budget, which would have been estimates at this time last year, and the top half are estimates now for 2021 year-end. Xavier said yes, that is correct. Houin said that today’s financial reports indicate that the city will have a cash reserve balance of nearly \$9.8 million at the end of 2020, which is nearly \$4 million more than the city estimated last year. Xavier said these figures are populated from Gateway’s Form 4B.

Compton said the issue is that this ultimately represents the city spending \$2.5 million more than it will take in. Houin said he understands that but when comparing the figures to last year, the

city projected spending \$1.9 million more than it would have in revenues and the city has actually spent \$4 million less than the city's revenues this year.

Council Members Ecker and Houin moved and seconded to close the public hearing. The motion carried and the mayor declared the public hearing closed.

City Attorney Surrisi presented Ordinance No. 2020-2168R, An Ordinance Amending the City Code Provisions Regarding the Plymouth Community Ambulance Service, on third reading. He said there were no additional changes to this ordinance and it remains the same verbiage as was last presented to the council.

Council Members Ecker and Culp moved and seconded to approve Ordinance No. 2020-2168R, An Ordinance Amending the City Code Provisions Regarding the Plymouth Community Ambulance Service, on third reading. It passed by roll call vote.

AYES: Compton, Culp, Ecker, Houin, Listenberger, Longanecker, Milner
NAYS: None

Mayor Senter invited everyone to attend the groundbreaking ceremony tomorrow morning for the new manufacturing facility located at the corner of Jim Neu and Pioneer Drives. He also invited everyone to the dedication of 78 acres of Centennial Park on the east side of the covered bridge to former mayor Chuck Glaub. That dedication will take place on Saturday, August 26th at 10:00 a.m.

Mayor Senter said that the City has received donations from Crossroads Evangelical Free Church for \$1,000.00 and from the First Brethren Church of Teegarden for \$7,300.00 for the Safe Haven Baby Box. He asked for approval of the receipt of these donations into the Monetary Gift Fund.

Council Members Milner and Compton moved and seconded to approve the donations as presented. The motion carried.

Cemetery Superintendent Mike Collins said that earlier in the year, the cemetery department traded in their 1990 dump truck. When the sales rep came to evaluate the trade-in, he noticed the 2008 dump truck and commented that he would be interested in trading for that model as well. Collins stated that the 2008 dump truck is too large and difficult to use in a cemetery setting. In the 2020 budget, they had \$16,500 slated to go towards a new mower that they have not purchased yet. There is an additional \$11,000 leftover from the replacement of the dump truck because the quote came back lower than anticipated. Collins is also anticipating \$13,000 left in the cemetery's health insurance line item, as they anticipated having a new full-time employee with family health benefits, but the employee they hired does not have family coverage. He noted that due to the dry summer, the

cemetery has not had to mow as often which has saved money in part-time labor and the expense of gas. He requested the council's permission to move forward with the transfer of appropriations from the cemetery's personal services section of the budget to capital outlay so that they can move forward with trading the 2008 dump truck in for a more appropriate truck.

Council Members Houin and Ecker moved and seconded to approve moving forward with a resolution at the next council meeting to shift these funds as requested. The motion carried.

City Attorney Surrisi presented Ordinance No. 2020-2169, An Ordinance Regarding Various Cemetery Matters, on first reading.

Surrisi also presented Ordinance No. 2020-2170, An Ordinance for Appropriations and Tax Rates for 2021, on first reading.

Next, Surrisi discussed the potential for a proposed ordinance prohibiting parking in front yards. He explained that he has had numerous complaints over the years that parking in front yards is unsightly and a detriment to a neighborhood. He said the Plan Commission has discussed this and has a general consensus that this is an issue and has asked that it be brought before the Common Council. Surrisi noted that he did receive communications from resident Keith Gerrard, who was neither for nor against an ordinance, but asked that the council to consider unique situations such as houses located on corners where two sides might be considered "front" yard.

There was additional discussion about what other cities have in place, as well as the property owner's right to simply add gravel to their front yard and deem it a driveway. Mayor Senter said he will conduct some research and the council can continue the discussion in the future.

Surrisi also brought up the city's Zoom account, which he established with his own personal credit card back when the COVID-19 pandemic began and the governor's ordered allowed for virtual meetings. He plans to discontinue the service by the 21st, which is the next billing cycle, and wanted to know the council's thoughts on establishing a city account, exploring other options, or discontinuing virtual meetings.

Houin said he feels having the means to hold meetings virtually is very advantageous to the city and feels it is important to continue this service. Listenberger asked if these services would be reimbursable under the CARES Act. Surrisi said he thinks it would be reimbursable.

There was discussion about potentially having an open Purchase Order to pay for virtual service invoices. Zoom will not invoice for services that are less than \$250.00 per month and requires a credit card for the services that the city would need. Listenberger asked if the city had a credit card. Xaver said no and she does not want one. She said that her expenses require a credit

card, she uses her personal credit card and receives reimbursement for the charges. Houin said he does not feel an employee should be required to use a personal credit card to pay for city expenses that are authorized by the council. Ecker and Listenberger expressed being in favor of continuing virtual meeting services. Compton said credit card companies do have the capability of issuing a “credit card”-like service specifically for business that can only be used for specific reasons or at specific places. Senter asked if the State Board of Accounts allows cities to have credit cards. Xavier said yes and there would need to be a policy and internal controls in place along with the credit card.

Xavier said that she had contacted BIS, the vendor for the current council chambers recording system, for a quote to allow people to attend meetings virtually.

It was decided that City Attorney Surrisi will continue the Zoom service for one more month until an alternative solution is decided.

City Attorney Surrisi next addressed the proposed Human Resources position. There is a decision to be made about whether the position will be outsourced or remain as an in-house employee under the Law Department. Mayor Senter discussed this with all the department heads, who were in favor of the in-house position. Both options are already budgeted into the 2021 budget, so there would not be changes to the proposed budget.

Xavier said based on the current salary, pension, taxes, and insurances, she has estimated an in-house employee at \$50,000. The outsourced contract from Henriott Group is \$26,400 and she reviewed the items that they would be responsible for filing and tracking. Additionally, Henriott would take on the jobs that would eliminate contracts and fees the city is currently paying such as background checks, new hire drug tests, COBRA administration and random drug testing administration, all of which total an additional \$7,000 that the city would save by contracting the HR work out.

Compton asked if department heads would be able to contact them at-will. Xavier said yes.

There was discussion about this being a newly created position under the Law Department. Xavier said the current amount of time needed for Human Resources is 8 hours per month. Houin said the human resources audit indicated that most of the Human Resources work is not being done, so 8 hours is clearly not enough. He added that with the other duties the clerks must perform in the Clerk-Treasurer’s office, it is obvious that the Human Resources duties need to be moved. Compton agreed that the audit proves the city needs to either have a full-time in-house Human Resources coordinator or it should be outsourced. Xavier agreed.

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Listenberger said he is in favor of a full-time in-house position and he is in favor of moving forward in 2020 rather than waiting until 2021. Ecker said he is also in favor, and has been since the review of the city's salaries several years ago, of having an internal Human Resources coordinator.

Compton said he would like to wait until the next meeting to make a decision on this matter. Mayor Senter asked the council members to talk with the department heads and Clerk-Treasurer Xaver about the options and the council can discuss it at the September 28th meeting.

Surrisi provided an update on the Stellar Communities. The next meeting is on September 29th. On Friday, they received the appraisal for 500 N Michigan Street, which is a potential local Stellar project.

Mayor Senter offered the privilege of the floor. There were no comments.

Members Ecker and Compton moved and seconded to accept the following communications:

- Minutes of the Board of Public Works and Safety meeting of August 24, 2020
- Budget Form 3 Notice to Taxpayers
- IDEM Letter Dated 08.31.2020 RE 1301 Flora St
- Minutes of the Board of Aviation Commissioners meeting of August 11, 2020
- Minutes of the Plan Commission meeting of August 4, 2020
- Minutes of the Redevelopment Commission meeting of July 21, 2020
- Minutes of the Urban Forest and Flower Committee meeting of August 19, 2020
- Minutes of the Technical Review Committee meeting of August 25, 2020

The motion carried.

There being no further business to come before the Council, Councilmen Ecker and Compton moved and seconded to adjourn the meeting. The meeting was declared adjourned 7:41 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED

Mark Senter, Mayor