

## REGULAR SESSION, COMMON COUNCIL, APRIL 12, 2021

Be it Remembered that the Common Council of the City of Plymouth, Indiana, met in regular session on April 12, 2021. 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 offered prayer.

Senter presided for Council member Duane Culp. As allowed by Governor Holcomb's Executive Orders, Council Members Don Ecker, Jeff Houin, Robert Listenberger, Randy Longanecker and Shiloh Carothers Milner attended the meeting electronically. Clerk-Treasurer Xavier and City Attorney Surrisi were also present. Council Member Compton was absent.

Council Members Culp and Houin moved and seconded to approve the minutes of the last regular Common Council session on March 22, 2021, as presented. The motion carried.

City Attorney Surrisi presented the following CF-1 Forms for determination if the property owners have substantially complied with the Statement of Benefits.

- CF-1 for Pretzels Plymouth LLC – Real Property Res: 2016-711
- CF-1 for Pretzels Plymouth LLC – Real Property Res: 2013-574
- CF-1 for Pretzels, Inc. – Personal Property Res: 2016-711
- CF-1 for Pretzels, Inc. – Personal Property Res: 2018-787
- CF-1 for IWC Real Estate – Real Property Res: 2019-859
- CF-1 for IWC Real Estate – Personal Property Res: 2017-726

Council Members Culp and Houin moved and seconded to approve the CF-1 Forms as presented. The motion carried.

City Attorney Surrisi presented Ordinance No. 2021-2178, An Ordinance Adopting a Property Registration Program for the City of Plymouth on first reading.

Surrisi explained that this would be working with a company called ProChamps who would be handling the software. A draft ordinance was included in the packets distributed to the Council and it would need some editing before actually adopting the ordinance. That way the council can decide on the components that they would like to see in the ultimate ordinance if they were to take the Building Commissioner's recommendation.

Building Commissioner Hammonds added that ProChamps had reached out to him with the proposal. This company would do all of the work included with the registration and upkeep of the registration program. It was a web-based software that would allow for city workers to know who owns a vacant property and what their contact information is. The thought behind this would be that by charging a fee every year for the vacant building it would push landlords to get a tenant in the building or sell it and make it a viable property. ProChamps charges \$100 per property to be registered if in the ordinance the city made it so that it would cost \$200 per property it would make it

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so that ProChamps would get \$100 and the city would get \$100 of income from each registered property. It is estimated that Plymouth contains 137 vacant properties it would bring an income of \$13,700 a year. He recommended the use of this program as it would be a useful program for the city and provide another income for the city.

Surrisi presented Resolution No. 2021-940, A Resolution of the City of Plymouth to Create New Funds.

Clerk Treasurer Xavier Noted that some of the funds created are for grants, for which the state requires separate funds. Xavier relayed the following information to the Council.

The Airport Coronavirus Response Grant is a \$13,000 grant through the FAA (Federal Aviation Authority) and does not require a local match.

The American Rescue Plan Grant is expected to be \$2.08 million from federal government and does not require a local match.

The FEMA FY20 Grant Fund is for the acquisition of property in the flood plain that City Attorney has been working on. The maximum total grant is \$346,600; with \$259,950 coming from FEMA (Federal Emergency Management Agency) and a city match of \$86,650. I recommend transferring cash from the Rainy-Day Fund for this grant. This is a reimbursable grant, which means that the city has to pay the costs up front, and be reimbursed by FEMA.

The River Park Square Phase 2 Grant Fund is a Stellar Communities project. The amount of the grant is \$700,000, with \$560,000 coming from the Office of Community and Rural Affairs and the city having a match of \$140,000. I recommend transferring cash from the 2000 TIF Tax Money Fund (the Downtown TIF District) for the project. This is a reimbursable grant.

The Hoosier Old Wheels Grant is a \$500,000 grant, is a 50/50 grant with \$250,000 being from the Land and Water Conservation Fund Program and the other half from the Park and Recreation Department Fund.

The Hoham Grant Fund is an ongoing grant, which has been paid to date from the 1993 TIF Tax Money Fund. The remaining current contract with Lochmueller Group is roughly \$96,000 plus unknown acquisitions costs and eventually construction costs.

The remaining funds: TIF 5 Winona TIF Area Fund, TIF 6 Centennial Crossing TIF Area Fund, and the TIF 7 Pretzels TIF Area Fund are the three TIF funds for which we should be receiving tax incremental property tax income this year.

In 2013, the Council adopted Resolution No. 2013-575, Providing for the Transfer of Funds from the General Fund to the Rainy-Day Fund in Support of the City's Application for the Stellar Communities Program. In 2013, the city transferred \$1.2 million to the Rainy-Day Fund with the "intention that said money would be used as part of the city's local match obligations upon successful designation as a Stellar Community in the future."

Council Members Ecker and Culp moved and seconded to pass Resolution No. 2021-940, A Resolution of the City of Plymouth to Create New Funds. The motion carried.

Clerk Treasurer Xavier presented Resolution No. 2021-941, A Resolution to Decrease Appropriations in the City Garage and Warehouse Department of the General Fund as presented.

Xaver stated that the City Garage and Warehouse recently updated the inventory in stock and was able to return \$868.05 in auto supply parts to the vendor from which they were purchased.

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Because the vendor was unable to issue a credit check, they provided a credit memo that the department was able to spend against. Because the original purchases were in a previous year and the credit issued would ultimately result in increasing the appropriations available for the department in the year 2021, it is necessary to reduce the appropriations by the amount of the credit issued.

Council Members Houin and Milner moved and seconded to pass Resolution No. 2021-941, A Resolution to Decrease Appropriations in the City Garage and Warehouse Department of the General Fund as presented. The motion carried.

Xaver announced that in the packets that were distributed to the council members prior to the meeting that there was an AIM Budget Workshop Webinar application included in their packets that she highly suggested that the council attend. There is a Circuit Breaker webinar on the 21<sup>st</sup> of April that she also suggested as it would give a very detailed look at circuit breakers and how they affect the city and tax income for the city.

City Attorney Surrisi gave an update on the Stellar Communities Projects. He stated that they had their quarterly meeting with OCRA recently. The owner-occupied rehabilitation projects were underway in term of the review process. The Rees Theatre had their public hearing recently and were close to doing the remainder of the bidding process. Once the contract is awarded for the Rees then River Park Square Phase II can start their application and bidding process. He added that since the purchase of the Crossroads Plaza location they had found out that the property is not eligible for INDOT funding. This was due to the building that currently exists was a contributing building to the historic district of Michigan Street. It in turn would be a more extensive process to clear the building of the historic status. He stated that instead they will be doing those processes outside of the grant funding process with the hopes that sometime in the future the property will be eligible for grant funding. Since this project will no longer be a part of the Stellar funding the parks department will be going ahead with a trail project on Harrison Street that will connect Packard's Woods to the Conservation Club House.

Kevin Berger of the Riverside Commons project explained that they were continuing to move forward. The survey work for the project had been completed, and they were talking with three syndicators for the tax credits. They were shooting for a closing date of August 1, 2021. If it is possible, they would like to start construction on August 2<sup>nd</sup>.

Mayor Senter offered the privilege of the floor. No one accepted.

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

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- Minutes of the Board of Public Works and Safety meeting of March 22, 2021
- 04.12.21 Check Register
- Plymouth Sewer 2020 Financial Management Report
- Plymouth Water 2020 Financial Management Report
- 2021-03-23 TRC Meeting Notes
- AIM Budget Workshop Registration Form

The motion carried.

There being no further business to come before the Council, the meeting adjourned after a proper motion and second at 6:49 p.m.

APPROVED

Jeanine M. Xaver  
Jeanine M. Xaver, IAMC, CMC, CPFIM  
Clerk-Treasurer

Mark Senter  
Mark Senter, Mayor