

REGULAR SESSION, COMMON COUNCIL, DECEMBER 27, 2021

Be it Remembered that the Common Council of the City of Plymouth, Indiana, met in regular session on December 27, 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.

Councilman Ecker led the Pledge of Allegiance and offered prayer.

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

Council Members Houin and Listenberger moved and seconded to approve the minutes of the last regular Common Council session on December 13, 2021, as presented. The motion carried.

Mayor Senter asked the council if there was anything they wished to report at this time.

Council Member Ecker brought up the need to discuss parking ordinances in 2022. He describes seeing more and more vehicles on yards and grasses that in his opinion destroys the value of homes or even impacts it in a negative way. Mayor Senter agreed the need to discuss the matter in 2022 was there.

City Attorney Surrisi presented Ordinance No. 2021-2187, An Ordinance to Amend Ordinance No. 2021-2182, the 2022 Salary Ordinance, on 2nd hearing.

Council Members Ecker and Longanecker moved and seconded to adopt Ordinance No.

2021-2187, An Ordinance to Amend Ordinance No. 2021-2182, the 2022 Salary Ordinance, on 2nd reading. The motion passed by roll call vote.

Councilmen in favor: Compton, Culp, Ecker, Houin, Listenberger, Longanecker, Milner

Councilmen opposed: N/A

City Attorney Surrisi presented Ordinance No. 2021-2187, An Ordinance to Amend Ordinance No. 2021-2182, the 2022 Salary Ordinance, on 3rd reading.

Council Members Ecker and Longanecker moved and seconded to adopt Ordinance No.

2021-2187, An Ordinance to Amend Ordinance No. 2021-2182, the 2022 Salary Ordinance, on 3rd reading. The motion passed by roll call vote.

Councilmen in favor: Compton, Culp, Ecker, Houin, Listenberger, Longanecker, Milner

Councilmen opposed: N/A

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ORDINANCE NO. 2021-2187
AN ORDINANCE TO AMEND
ORDINANCE NO. 2021-2182, THE 2022 SALARY ORDINANCE

Statement of Purpose and Intent

The purpose and intent of this ordinance is to effectuate the proposed amendments to Ordinance No. 2021-2182, An Ordinance Fixing Salaries of Appointed Officers and Employees, Fire and Police Personnel of the City of Plymouth, Indiana for the Year 2022, and to implement other policy changes regarding operation of the Fire Department.

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Plymouth, Indiana as follows:

Section 1. Within the provisions of Ordinance No. 2021-2182 addressing the FIRE DEPARTMENT, the line addressing the Firefighter – Inspector position is now repealed and replaced with the following:

Firefighter – Inspector _____ \$ 60,218.88 per yr

Section 2. Beginning January 1, 2022, the Paramedic, Civilian and Paramedic, Civilian – Probation positions are eligible for longevity pay at the same rate afforded to qualified firefighters and are further eligible for compensatory time off.

PASSED AND ADOPTED this 27th day of December, 2021.

MSG
 Mark Senter, Presiding Officer

ATTEST:

Jeane M. Xavier
 Jeanine M. Xavier, IAMC/CMC/ACPFIM, Clerk-Treasurer

Presented by me to the Mayor of the City of Plymouth, Indiana on the 27th day of December, 2021, at 6:44 o'clock P m.

Jeane M. Xavier
 Jeanine M. Xavier, IAMC/CMC/ACPFIM,
 Clerk-Treasurer

Approved and signed by me this _____ day of _____, 2021.

MSG
 Mark Senter, Mayor

City Attorney Surrisi presented Ordinance No. 2021-2188R, An Ordinance Adopting the Fee Schedules for the Department of Aviation and for the Department of Parks and Recreation for the City of Plymouth on 2nd reading.

Surrisi explained that Airport Manager Sheley asked for a change in the proposed ordinance. In Subsection C of the aviation fee schedule, the last clause was, “and pays for all the utilities to their office area.” He believes that it was inserted there to clarify that if they want phone service and all of that stuff that they pay for that themselves. But since that is already addressed in the lease, they believe that it made Subsection C to confusing so they removed it.

Airport Manager Sheley added that gas was the only utility they had metered separately.

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Council Members Houin and Culp moved and seconded to adopt Ordinance No. 2021-2188R, An Ordinance Adopting the Fee Schedules for the Department of Aviation and for the Department of Parks and Recreation for the City of Plymouth on 2nd reading. The motion passed by roll call vote.

Councilmen in favor: Compton, Culp, Ecker, Houin, Listenberger, Longanecker, Milner

Councilmen opposed: N/A

Council Members Houin and Ecker moved and seconded to adopt Ordinance No. 2021-2188R, An Ordinance Adopting the Fee Schedules for the Department of Aviation and for the Department of Parks and Recreation for the City of Plymouth on 3rd reading. The motion passed by roll call vote.

Councilmen in favor: Compton, Culp, Ecker, Houin, Listenberger, Longanecker, Milner

Councilmen opposed: N/A

ORDINANCE NO. 2021-2188

**AN ORDINANCE ADOPTING THE FEE SCHEDULES FOR THE
DEPARTMENT OF AVIATION AND FOR THE
DEPARTMENT OF PARKS AND RECREATION FOR THE
CITY OF PLYMOUTH**

Statement of Purpose and Intent

The Plymouth Common Council must approve in ordinance form all fees and charges imposed by the City of Plymouth through its various departments for the myriad of services it provides to individuals. This is true even if the specific department has its own oversight board. Modifications to the Plymouth Municipal Airport's fee schedule for 2022 have been approved by the Plymouth Board of Aviation Commissioners. Similarly, the Parks and Recreation Board approved its fee schedule for 2022 at its December 6, 2021, meeting. The purpose and intent of this ordinance is to approve the fee schedule for the Department of Aviation and the Department of Parks and Recreation.

NOW, THEREFORE, BE IT ORDAINED, by the Common Council of the City of Plymouth, Indiana, as follows:

Section 1. The Plymouth Board of Aviation Commissioners has proposed the fee schedule, which is set forth below:

Section A. The following fee schedule is adopted:

- a. Rental for a space in Hangar A, Hangar B, Hangar C, Hangar D, or Hangar M... \$100 per month for personal use and \$115 per month for commercial use, each with an executed lease. Rent will be increased by the amount of \$45.00 per month if the hangar being occupied houses an aircraft that does not have a valid Airworthy Certificate for more than 90 days. If rent is paid late, an additional late fee of \$25 is due.
- b. Rental for all of Hangar B... \$450 per month and an executed lease, including a provision that the tenant shall pay for all utilities.
- c. Rental for Hangar M... \$450 per month and an executed lease, which includes a provision that the tenant pays for heat for the Hangar.
- d. Rental for ramp tie down... \$30 per month and an executed lease.
- e. Transient aircraft ramp tie down... \$10 per overnight, subject to waiver provision embodied in Section B.
- f. Transient single engine aircraft enclosed hangar... \$30 per overnight, subject to partial waiver provision embodied in Section B.

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Plymouth Park and Recreation Department
Fee Schedule for 2022

Webster Recreation Center and Conservation Clubhouse

Resident Fee: \$200 + tax (\$214.00)

Non-Resident Fee: \$300 + tax (\$321.00)

- There is a \$200 refundable security deposit required for each building. Deposits shall be applied against any past due bill or fees owed by the depositor to the City of Plymouth.
- There is a \$50 (+ tax) fee for setting up the night before, starting at 5:00 p.m. if available
- Weekday (Monday through Thursday between the hours of 8:00 a.m. and 5:00 p.m.) is a \$50.00 rental fee (+ tax) for the first 2 hours, then \$25.00 (+ tax) each additional hour (excluding City Holidays, no deposit required)
- Deposit is due 2 weeks after making reservation/signing contract, the full rental amount is due 2 weeks before the event

Shelters and Picnic Sites

*There is 7% tax on all shelter reservations

	<u>Resident</u>	<u>Non-Resident</u>
Fireyman	\$45/day	\$75/day
Hoosier Old Wheels	\$45/day	\$75/day
Horsebarn	\$45/day	\$75/day
Price's Front Shelter	\$45/day	\$75/day
Price's Back Shelter	\$45/day	\$75/day
Gazebo at Price's Memorial Park	\$45/day	\$75/day
Roadrunner	\$25/day	\$45/day
Mason's	\$25/day	\$45/day
Neidlinger	\$25/day	\$45/day
Rotary	\$25/day	\$45/day
Lion's	\$25/day	\$45/day
Packard's Woods (Red Roof/Blue Roof)	\$25/day	\$45/day
Picnic Sites/Gazebo in Centennial Park	\$15/day	\$25/day

William A. & Mary S. Young Performing Amphitheater and River Park Square

Performance Area

Fee: \$250.00 + tax

Deposit: \$200.00

Price's Memorial Park Full Day Rental

Fee: \$750.00 + tax

Deposit: \$200.00

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*Not for profit organizations, certified under Chapter 501(c) of the Internal Revenue Code, are eligible for a reduced rental rate for the use of the Conservation Clubhouse or Webster Recreation Center in the amount of \$100.00 per day. The Young Amphitheater and River Park Square Performance Stage are available to the same organizations for \$150.00.

* Deposits shall be applied against any past due bill or fees owed by the depositor to the City of Plymouth.

* Portable fencing may be rented for a \$100.00 fee and a grill may be rented for a \$25.00 fee.

Section 4. The fees listed in Section 3 are hereby approved. Accordingly, the Department of Parks and Recreation for the City of Plymouth is authorized to charge and collect said fees.

Section 5. This ordinance shall become effective after passage, due attestation, and publication as required by law. Further, this ordinance shall remain in effect until amended or repealed by the Common Council.

PASSED AND ADOPTED this 27th day of December, 2021.

Mark Senter
Mark Senter, Presiding Officer

ATTEST:

Jeanine M. Xavier
Jeanine M. Xavier, IAMC/CMC/ACPFIM, Clerk-Treasurer

Presented by me to the Mayor of the City of Plymouth, Indiana on the 27th day of December, 2021, at 6:45 o'clock P.m.

Jeanine M. Xavier
Jeanine M. Xavier, IAMC/CMC/ACPFIM,
Clerk-Treasurer

Approved and signed by me this 27th day of December, 2021.

Mark Senter
Mark Senter, Mayor

City Attorney Surrisi presented Executive Order #2021-09, Centennial Crossing Garbage Collection.

Surrisi explained that a request was made by CMD and Centennial Crossing LLC regarding garbage collection services for the single-family homes within the development. The street network that is eventually going to be dedicated to the city wasn't completed before the asphalt plants were closed down for the season. It has the base coat but it won't be until the Spring that they get those completed to the standard at which they can be dedicated to the city. There was concern at first that we would provide trash service to our contractor on those streets that were not completed. An agreement was reached by the company that is relieving the city of any liabilities specifically caused by the garbage collection contractors.

Councilmen Ecker asked if this involved the apartment complexes. Surrisi clarified that it was just single-family homes.

Mayor Senter asked if this involved the condos. Surrisi clarified that it was just single-family homes and that under our ordinance they would need their own private trash collection so not under the city contract.

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Council Members Ecker and Culp moved and seconded to ratify Executive Order #2021-09, Centennial Crossing Garbage Collection. The motion passed by roll call vote.

Councilmen in favor: Compton, Culp, Ecker, Houin, Listenberger, Longanecker, Milner

Councilmen opposed: N/A

EXECUTIVE ORDER 2021-09

CITY OF PLYMOUTH, INDIANA

CENTENNIAL CROSSING GARBAGE COLLECTION

WHEREAS, the purpose and intent of this order is to authorize garbage and recycling collection services by the City's contractor, Republic Services, for the occupied single-family homes within the Centennial Crossing development, prior to the final completion and dedication of the streets within the development.

NOW THEREFORE, by virtue of the authority vested in me as the Mayor of the City of Plymouth in order to insure the efficient government of the City, pursuant to Indiana Code § 36-4-5-3(7), and by all other applicable law, it is hereby ordered as follows:

1. In consideration of attached waiver of liability for street damage provided by Construction-Management & Design, Inc. and Centennial Crossing, LLC, I now authorize the provision of garbage and recycling collection services by the City's contractor, Republic Services, for the occupied single-family homes within the Centennial Crossing development, prior to the final completion and dedication of the streets within the development.


2. A copy of this executive order shall be provided to the Plymouth Street & Sanitation Superintendent, the Plymouth Clerk-Treasurer, and to representatives of Construction-Management & Design, Inc. and Centennial Crossing, LLC.

DATED this 16th day of December, 2021.

CITY OF PLYMOUTH, INDIANA


By: Mark Senter, Mayor

APPROVED AS TO FORM AND LEGALITY:


By: Sean Surrisi, City Attorney

City Attorney Surrisi presented Executive Order 2021-10 MCEDC's & Divert, Inc.'s Application for Special Exception.

Surrisi went on to explain that this involved the new manufacturing facility out on Jim Neu Drive. There is a proposed purchase of this facility that is awaiting approval of a zoning variance. However, the purchase agreement had not gotten filed by the deadline of the 15th. This is ratifying the approval of the late filing of this purchase agreement so that it can still be presented at the upcoming BZA meeting.

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Council Members Ecker and Longanecker moved and seconded to ratify Executive Order 2021-10, MCEDEC's & Divert, Inc's Application for Special Exception. The motion passed by roll call vote.

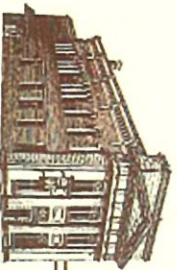
Councilmen in favor: Compton, Culp, Ecker, Listenberger, Longanecker, Milner

Councilmen opposed: N/A

Councilmen abstained: Houin

Clerk-Treasurer Xavier reviewed to the following memo which was included in the Council

Member's packets:



City of Plymouth

124 N. Michigan Street P.O. Box 492
Plymouth, Indiana 46568
www.plymouthin.com

Jeanine M. Xavier, JAMC, CMC
Clerk-Treasurer

MEMO

To: Mayor Senter
Council Members
From: Clerk-Treasurer Xavier
Date: December 21, 2021
Re: Permission to Transfer Funds

All,

At the December 27th council meeting I will be asking permission to transfer the following funds between departments:

\$14,577.50 from General Fund to the Sewer Operating Fund
\$ 8,500.00 from General Fund to the Water Operating Fund

This is to cover the Memorandum of Understanding Between the City of Plymouth and Construction Management and Design, Inc. for the Menominee Heights Phase 2 Housing Development that the Common Council adopted at their September 13, 2021 meeting.

This will cover half of each water and wastewater tap for 17 proposed homes. If additional homes are built, the additional transfer to the utilities will need to be paid for the taps before the building permits are issued, as per standard operating procedure.

I have attached the tap information from Utility Superintendent Davidson, the Council minutes from September 13, 2021 and the Memo from City Attorney Surrisi dated September 9, 2021.

This transfer is included in the docket to be approved, so if you wish to exclude it, you will need to do so at the meeting when you approve the rest of the claims.

Jeanine
Jeanine

Council Members Houin and Milner moved and seconded to grant Clerk-Treasurer Xavier

permission to make the necessary appropriation transfers and to forward encumbrances as requested.

It passed by roll call vote.

Councilmen in favor: Compton, Culp, Ecker, Listenberger, Longanecker, Milner

Councilmen opposed: N/A

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Xaver asked for permission to make year-end appropriations transfers as well as forwarding encumbrances to 2022 and to include both lists in the minutes from this meeting.

Council Members Houin and Ecker moved and seconded to grant Clerk-Treasurer Xaver permission to make the necessary appropriation transfers and to forward encumbrances as requested.

It passed by roll call vote.

Councilmen in favor: Compton, Culp, Ecker, Listenberger, Longanecker, Milner

Councilmen opposed: N/A

Clerk-Treasurer Xaver presented Resolution No 2021-985, A Resolution to Transfer Monies from the General Fund to the Rainy Day Fund. The amount of the transfer is \$700,000.00.

Xaver said that the current Rainy Day Fund balance, including investments, is \$4,773,733.11.

Council Members Ecker and Milner moved and seconded to adopt Resolution No. 2021-985,

A Resolution to Transfer Monies from the General Fund to the Rainy Day Fund.

Councilmen in favor: Compton, Culp, Ecker, Listenberger, Longanecker, Milner

Councilmen opposed: N/A

Clerk-Treasurer Xaver presented Ordinance No. 2021-2189, An Ordinance Regarding the Response to a Medical Call, Medical Treatment, and / or Transport of Persons Confined by the Marshall County Jail, Marshall County, Indiana, on first reading.

Clerk Treasurer Xaver explained that Sheriff Hassell had emailed the City Attorney previously telling him to bill the jail, but our billing agency will not do it without the formal paperwork. This ordinance will solve that problem. Xaver asked the council to consider adopting the ordinance on all three readings.

Council Members Houin and Compton moved and seconded to suspend the rules and consider Ordinance No. 2021-2189, An Ordinance Regarding the Response to a Medical Call, Medical Treatment, and / or Transport of Persons Confined by the Marshall County Jail, Marshall County, Indiana, on all three readings. The motion passed by roll call vote.

Councilmen in favor: Compton, Culp, Ecker, Listenberger, Longanecker, Milner

Councilmen opposed: N/A

Council Members Ecker and Longanecker moved and seconded to adopt Ordinance No. 2021-2189, An Ordinance Regarding the Response to a Medical Call, Medical Treatment, and / or Transport of Persons Confined by the Marshall County Jail, Marshall County, Indiana, on second reading. The motion passed by roll call vote.

Councilmen in favor: Compton, Ecker, Listenberger, Longanecker, Milner

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Councilmen opposed: Culp

Councilmen Culp describes that his hesitation on this is that this says, "living under home detention." Home detention has nothing to do with the officers. So why bill somebody who is on home detention and escapes when it should fall under their bill. Houin explains that the way he understands this Ordinance is that this authorizes the billing company if any individual falls under any of these categories as seen in Section 1 of this ordinance. That would authorize the billing company to send a bill directly to that individual. That has no effect on the jail or sheriff's responsibility if they are or are not responsible. Surrisi added that the billing company won't bill the patient directly unless the city has a policy in the books that authorizes it.

Council Members Ecker and Compton moved and seconded to adopt Ordinance No. 2021-2189, An Ordinance Regarding the Response to a Medical Call, Medical Treatment, and / or Transport of Persons Confined by the Marshall County Jail, Marshall County, Indiana, on third reading. The motion passed by roll call vote.

Councilmen in favor: Compton, Culp, Ecker, Listenberger, Longanecker, Milner

Councilmen opposed: N/A

ORDINANCE NO. 2021-2189

**AN ORDINANCE REGARDING THE RESPONSE TO A MEDICAL CALL, MEDICAL
TREATMENT AND / OR TRANSPORT OF PERSONS CONFINED BY THE
MARSHALL COUNTY JAIL, MARSHALL COUNTY, INDIANA**

Statement of Purpose and Intent

The City of Plymouth contracts with AccuMed Billing, Inc. for billing services of the Plymouth Community Ambulance Service. The Accumed Group requests an incarcerated patient policy to keep on file for their clients who transport incarcerated patients, and to that end, provided a sample template, which has been modified into this ordinance, to address the collection of fees for the transportation of prisoners. They have requested that we have it signed and dated on our agency's letterhead and return it to her. (See attachment to the back of the proposed ordinance.) They have requested this so the coders can reference it in instances where an incarcerated patient is transported by our agency, because they need to know who they are to bill when a prisoner is transported. They stated that normally correctional facilities have insurance for their inmates, so they would need to know which one. The policy would also allow an incarcerated patient to be billed if the facility doesn't cover the patient's medical care.

On August 25, 2020, Sheriff Hassel directed City Attorney Surrisi to bill the Sheriff's Department, 1400 Pioneer Drive, Plymouth, IN 46563.

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Plymouth, Indiana as follows:

Section 1. Any person held in custody, confined or incarcerated by the Marshall County Jail, County of Marshall, State of Indiana, or the Indiana State Police including but not limited to:

- Under arrest
- Escaped from confinement
- Under supervised release
- On medical furlough
- Residing in a mental health facility or halfway house
- Living under home detention

Shall be solely responsible for the payment of any medical services rendered to, and received by, that person during the course of his or her confinement with the community, or at the community's discretion or a Court of competent jurisdiction, including, without limitation, transportation to and from a medical facility and any treatment deemed necessary by a treating physician, whether or not requested by the person; and shall be required to pay the Plymouth Community Ambulance Service, in full, for any fees or charges incurred for such service, if not paid directly to the Plymouth Community Ambulance Service, owned and operated by the City of Plymouth, Indiana, by the prisoner or his or her insurance carrier.

This administrative order shall not apply to those individuals who are imprisoned or incarcerated at the Marshall County Jail in Plymouth, Indiana when these charges are paid by the facility or the facility health insurance coverage plan for inmates.

Plymouth Community Ambulance Service
PO Box 492
Plymouth, IN 46563

Administrative Order
Medical Treatment of Confined Persons

Any person held in custody, confined or incarcerated by the _____, County of _____, or _____ State Police including but not limited to:

- Under arrest
- Escaped from confinement
- Under supervised release
- On medical furlough
- Residing in a mental health facility or halfway house
- Living under home detention

Shall be solely responsible for the payment of any medical services rendered to, and received by, that person during the course of his or her confinement with the community, or at the community's discretion or a Court of competent jurisdiction, including, without limitation, transportation to and from a medical facility and any treatment deemed necessary by a treating physician, whether or not requested by the person; and shall be required to reimburse the EMS, in full, for any fees or charges incurred for such service, if not paid directly to a medical provider by the prisoner or his or her insurance carrier.

This administrative order shall not apply to those individuals who are imprisoned or incarcerated at the _____ facility in _____ as these charges are paid by the facility or the facility health insurance coverage plan for inmates.

Clerk-Treasurer Xavier then presented Resolution No. 2021-986, City of Plymouth Internal

Controls Policy for consideration.

Xaver explained that the resolution reflects the ongoing practices in her office. The State Board of Accounts requires that the policy be formally adopted by the legislative body.

Council Members Houin and Longanecker moved and seconded to adopt Resolution No.

2021-986, City of Plymouth Internal Controls Policy. The motion passed by roll call vote.

Councilmen in favor: Compton, Culp, Ecker, Listenberger, Longanecker, Milner

Councilmen opposed: N/A

Resolution No. 2021-986

City of Plymouth Internal Controls Policy



Where community and possibility connect

Mark Senter, Mayor

Jeanine M. Xaver, Clerk-Treasurer

Sean Surrisi, City Attorney

Common Council
Greg Compton, At Large
Jeff Houin, At Large
Robert Listenberger, At Large
Duane Culp, District 1
Don Ecker, District 2
Shiloh Milner, District 3
Randy Longanecker, District 4

Introduction

Indiana Code 5-11-1-27 provides that internal control standards shall be defined to promote governmental accountability and transparency. All political units subject to audit by the Indiana State Board of Accounts (SBOA) are expected to adhere to these standards, and will be evaluated accordingly in any audits that are performed by on or behalf of the SBOA.

This policy is to set forth internal controls that establish policies and procedures to monitor and evaluate the receipt and disbursements of cash, ACH payments and credit card usage.

Each elected official and department head will be responsible to provide for the proper control of cash established in this policy.

General Cash Control and Procedures

1. A clerical employee other than the individual performing cashier functions should complete all bank deposits. The employee will initial the deposit slip when complete. All deposit slips shall be duplicate forms and retained for auditing purposes. Change can be made for the cash drawer for daily office operations from the original deposit, but must be re-counted by the person making change to verify correctness. The cash in the deposit shall be verified and the deposit slip initialed by the person taking it to the bank, before being taken to the bank for deposit. Bank deposits shall be taken daily to the bank by the Clerk-Treasurer or designated employee other than the individual creating the deposit.
2. All payments received are deposited in the bank according to I.C. 5-13-6-1(g)(3) which states that a city or a town is required to deposit funds under subsection (d). However, the funds on hand must be deposited not later than the business day following the day that the funds exceed five hundred dollars \$500.00. All City of Plymouth cash receipts are taken to the bank and deposited the day following the day it is received in the Clerk-Treasurer's Office. Checks are deposited electronically the day they are received in the Clerk-Treasurer's Office.
3. Change is not given from a check – the whole check must be applied as payment.
4. A customer's stub from their utility bill shall serve as the city's receipt for their payment. If the customer does not bring their bill, a stub will be handwritten. The remaining portion of a customer's utility bill can be stamped and used as their receipt. When the customer doesn't bring their utility bill, a receipt should be offered to them from the cash register. A duplicate receipt from the cash register shall be printed and attached to their stub.
5. Receipts are written for cash and cash payments are posted upon receipt.
6. Utility drop box payments shall be opened and processed each morning by the accounts receivable clerk, or another clerk in her absence. Drop box payments shall continue to be processed throughout the day. Walk-in customers are waited on as they arrive. Cash payments are processed upon receipt. On heavy traffic days, checks and their corresponding stubs

are “stacked”, adding machine tapes are made for each stack, with the tapes being checked against each other. Any mismatch requires the amounts on both the checks and the stubs to be verified. Checks are entered into the Remote Deposit Express, checking the “tape” on the software against the total of the checks received for the day and the total amount scanned off of the checks.

7. Bank statements shall be reconciled monthly by the EMS Billing and Cash Balancing Coordinator using the BUCS software and each aspect of the reconciliation will be reviewed/ verified by the Clerk-Treasurer.
8. Mail shall be opened each morning, all checks shall be processed daily as a utility payment, accounts receivable payment or miscellaneous payment. Post – dated checks are not to be accepted.
9. At no time should an employee leave cash in an open area unattended.
10. Checks shall be balanced daily against receipts and should be deposited daily into the bank via Remote Scan Deposit.
11. All cash and checks should be deposited in a secure drawer, safe or locked cabinet. Access is restricted to Clerk-Treasurer personnel only.
12. The Clerk’s office should be locked during non-working hours and keys should be restricted to Clerk-Treasurer staff.

Receipts

1. A receipt shall be written for all money received. The City of Plymouth utilizes paper duplicate receipts printed by Boyce Form Systems which are pre-numbered. The receipt shall include the date, received from party, monetary amount, the sum of dollars written, a description of funds and payment type. If the form of payment is a check, the check number should be included on the receipt. The customer shall be given the original receipt and the duplicate will be retained in the city's records.
2. When receiving cash, if the bills are new and pose the threat of being stuck together, the clerk shall carefully separate and crumple the bills to avoid the wrong amount of change being given.
3. When receiving cash for a utility payment, the money will be counted before stamping the bill paid with a dated stamp. The cash drawer will remain closed until the correct change is determined. The clerk should enter the amount of the payment into the cash register as well as the amount of money being received. The cash register will then show the amount of change due to the customer. The clerk is to count the change to be given out of the drawer based on the cash register amount. The clerk is to then count the change back to the customer, beginning with the amount of the bill paid, then counting the change back to the first highest full dollar amount, then continuing to count the currency back in order of lowest to highest denominations with total amount stated being the total amount the customer gave to the clerk. This "count back" method is to verify the correct change being disbursed. Each clerk marks the stub retained with a unique symbol to clarify who received the payment and clearly documents any change given back to the customer.
4. When receiving a check for a utility payment, the check amount is verified with the customer's utility bill before receipting in. If there is a significant discrepancy in the amount due, the clerk shall determine there are no other bills due by the customer before applying the balance to the utility account. Checks are scanned into the 1st Source Bank Remote Deposit software and handled per 1st Source Bank protocol.
5. Voided receipts are marked voided and the original is firmly attached to the duplicate copy.
6. All receipts are posted daily into the accounting software and balanced on the Daily Cash Report.

Returned Checks

1. Checks may be returned from the bank for various reasons. The most common is due to insufficient funds (NSF) on deposit by the maker of the check. Upon notification for a utility customer, a "pink tag" is hung on the customers front door by a water department employee notifying the customer of the amount due (the amount of the dishonored check plus the amount charged by the city for dishonored checks). If payment is not received by 9:00 the next business day their service will be disconnected and an administration fee will be added to their utility account, per the current water and wastewater ordinances. Contact with the customer for checks returned for other reasons are handled by the department accepting the dishonored check. If payment is not received for the dishonored check in a timely manner, the matter is turned over to the Prosecuting Attorney's Office.

Cash Overages and Shortages

1. All cash overages and shortages must be reported to the Clerk-Treasurer the same day of the occurrence.
2. All cash overages over \$1.00 shall be receipted on a separate receipt and added to the daily deposit. The receipt shall be identified as being a cash overage.
3. If and when the cash overage is known, the money will be credited accordingly. Otherwise, it will be split between the Water Operating and Wastewater Operating Funds, since the majority of the cash handled in the city office is for utility payments.
4. Errors will occur occasionally in making change for utility payments or other cash transactions that result in cash shortages.
5. All cash shortages are to be reported to the Clerk-Treasurer.
6. A cash shortage is made up via petty cash and split between the Water Operating and Waste Water Operating Funds, since the majority of the cash handled in the city office is for utility payments.
7. If a clerk continues to have cash shortages or overages, the Clerk-Treasurer will discuss the situation with them to help resolve recurring problems.
8. The Clerk-Treasurer shall contact the State Board of Accounts in the event an amount exceeds the adopted threshold in the Materiality Policy.

Disbursements

1. All disbursements shall be made by the Clerk-Treasurer's office by check, ACH or electronic wire. Blank check stock is kept in the safe, which is to be accessed only by members of the Clerk-Treasurer's staff.
2. The Department Head will complete and sign a purchase order for goods and services for any purchase \$300.00 or greater. The Clerk-Treasurer will sign the PO verifying that cash and appropriations are available for the purchase. The mayor will sign the purchase orders approving the purchase. If the mayor is unavailable, the purchase order will be issued so as to not interrupt departmental operations.
3. The Department Head is responsible to verify receipt of all purchases.
4. Accounts Payable Vouchers are created by the following:
 - Dental claims by the Human Resources Manager
 - Park refunds and park deposit refund claims by the Park Department
 - Warehouse claims by the Street Department Administrative Assistant
 - All others by the Accounts Payable Coordinator, the Clerk-Treasurer or her designee
5. Fully itemized invoices are to be turned in daily by each department. Invoices / receipts that are printed on thermal paper will be copied for the claim and marked "copy".
6. Invoices are due by Monday noon a week before the Board of Works meeting in order to be approved for payment the following Monday.
7. Claims are entered into the Budgetary Control (General Ledger) Software by the Accounts Payable Coordinator (or Deputy Clerk-Treasurer upon authorization by the Clerk-Treasurer). Entries are then checked for accuracy and audited for correctness and approved by the Clerk-Treasurer.
8. Department heads are to review and sign the accounts payable voucher, certifying that the attached invoice(s) is (are) true and correct and that the materials or services itemized for which the charge is made were ordered and received by them in full.
9. The Accounts Payable Coordinator (or Deputy Clerk-Treasurer upon authorization by the Clerk-Treasurer) shall print the Accounts Payable Checks and the Accounts Payable Register / Docket for Board of Works Approval.
10. The Clerk-Treasurer verifies all checks in preparation of mailing the checks on day after the Board of Works meeting.
11. The Invoice Report is sent to the Board of Works and Common Council in their meeting packet for their review before the meeting.
12. The Register / Docket is allowed by the Board of Works members at their regular meetings (or in the case of a lack of quorum, by the Common Council) and signed by them.
13. Employees are cross-trained in the event an employee is unavailable to perform their normal responsibility.

Payroll Procedures

1. The City of Plymouth utilizes the Comprehensive Integrated Payroll System (CHIPS) software from Donald R. Frey & Company, Inc.
2. Payroll is schedule twice a month, with there being a three-week pay period four times each year. Payroll time sheets and service records (Form 99A) are due in the Clerk-Treasurer's office on the first and third Monday of each month.
3. The City of Plymouth uses Integrated Payroll Services biometric time clocks for payroll. This system tracks employees time worked and benefit time. This system requires employees to sign in using their finger print or other number assigned by the Clerk-Treasurer's Office. In no instance is an employee allowed to punch in or out for another employee.
4. The Department Heads will approve, print and sign each time sheet; employees will sign paperwork accompanying their Form 99A to verify that they have not had a workers compensation injury during the pay period; before turning the time sheet and Form 99A into the Clerk-Treasurer's Office.
5. The Payroll Coordinator adds and documents all payable time and benefit time on each time sheet and Form 99A and verifies that the payable time and benefit time match. The Payroll Coordinator then enters that information into an Excel sheet.
6. The Clerk-Treasurer or her designee will verify that all of the information on the Excel sheet for each department matches the time worked and benefit time on the time sheets and Form 99A before entry into the payroll system.
7. The Excel sheets are returned to each Department Head for his approval and signature. Payroll cannot be completed until the Department Head has returned the signed Excel sheet for his department.
8. The Payroll Coordinator then enters the information from the Excel sheets into CHIPS. The Payroll Coordinator shall create and save payroll reports for each pay period. The Payroll Coordinator shall electronically sign the Payroll Time Register for each pay period. By signing, they are certifying that they have entered the information off of the approved Excel sheets for each department. The Clerk-Treasurer shall digitally sign each Payroll Time Register for each pay period. By signing, she is certifying that she has proofed the document against the Excel sheets for each department and has found no errors.
9. All employees are paid by direct deposit. An electronic or paper pay advice is emailed to each employee on their pay date.

Credit Card Transactions

1. The Clerk-Treasurer's Office oversees the issuance and use of credit accounts and credit cards.
2. See Resolution No. 2015-677, Resolution of the Plymouth Board of Public Works and Safety Authorizing Credit Card Use and Resolution No. 2015-679 – Resolution of the Plymouth Board of Public Works and Safety Authorizing Credit Card Use by the Police Department
3. Employees or their Department Head are responsible for making sure that the vendor does not charge sales tax on purchases.
4. Receipts from purchases are to be turned in daily to the Clerk-Treasurer's office. Invoices are required to be fully itemized, showing the kind of service, where the service was performed, dates service was rendered, by whom service was rendered, rates per day, number of hours, number of units, price per unit, etc.
5. All credit card payments must be made in a timely manner to eliminate the possibility of late fees.

Miscellaneous / Seasonal Cash ProceduresPark Receipts:

1. Duplicate receipt books are used to receive money for Annual Pool Passes, Swimming Lessons and Rentals by park staff. The original receipt is given to paying customers; the duplicate receipt is kept in the receipt book which is turned into the Clerk-Treasurer's Office when the book is complete.
2. At the end of each business day, the Park Office Manager records daily totals of monies received on Daily Report of Collections sheet. The Daily Report of Collections sheet and the cash and checks received are turned in to the Clerk-Treasurer's Office at the end of the park business day.
3. Upon receipt at the Clerk-Treasurer's Office, the Accounts Receivable Coordinator, the Clerk-Treasurer or her designee counts the deposit for accuracy. The Clerk-Treasurer's Office then writes a receipt documenting the amount of cash and checks received. Funds are included in daily deposits taken to the City's depository.
4. In the event that the Park Office Manager is unable to get to the City Office before closing time, the Park Office Manager takes the deposit to the City's depository and drops the bank bag in the overnight bank drop box. When this happens, the Park Office Manager is to call the Clerk-Treasurer's Office to let them know that there is a deposit to be picked up. The Clerk-Treasurer or her designee will pick up the deposited bank bag at the bank the next day and process it as noted above.

Pool Receipts:

1. Pool employees collect admissions fees and other miscellaneous fees for all pool attendees who do not have a pool pass for the season. Admissions are tracked in the cash register. At the end of the business day, the head life guard, the Recreation Director or her designee records daily totals of monies received on Daily Report of Collections sheet. The Daily Report of Collections sheet and the cash and checks received for the day put in a bank bag and are taken to the City's depository and put in the night drop box. The following day, the Clerk-Treasurer or her designee pick up the dropped bank bag and takes it back to the city office. The Accounts Receivable Clerk counts the cash and checks in the bank bag and compares it to the Daily Report of Collections sheet for accuracy. The A/R Clerk then writes a receipt documenting the amount of cash and checks received and the amount to be credited to each income account. She staples the original receipt to the Daily Report of Collections Sheet from the park and files the receipt with the rest of the park receipts. Funds are included in the daily deposit taken to the City's depository.

Cemetery Receipts

1. City of Plymouth Oak Hill Cemetery occasionally receives monies for the interment fees, disinterment fees, entombment fees, the purchase of graves and niches and foundation fees.
2. The full time employees at the cemetery sell cemetery lots.
3. Duplicate sales orders are used to receive money for lot sales by cemetery staff. The original receipt is taken to the Clerk-Treasurer's Office with payment; the duplicate receipt is kept at the Cemetery. All other fees are accompanied by the appropriate paperwork.
4. At the end of each business day, the Cemetery Superintendent or his designee bring the cash and checks received to the Clerk-Treasurer's Office.
5. Upon receipt at the Clerk-Treasurer's Office, the Accounts Receivable Coordinator, the Clerk-Treasurer or her designee counts the deposit for accuracy. The Clerk-Treasurer's Office then writes a receipt documenting the amount of cash and checks received, and from whom and for what purpose the money was received. When the receipt is for a cemetery lot, the grave space, lot number, name of the addition and the breakdown for perpetual care are included on the receipt. Funds are included in daily deposits taken to the City's depository.
6. When the cemetery is paid on weekends for interments, the cash or checks are kept in the locked safe in the cemetery to which only full time cemetery employees have access. The first working day after receipt, the Cemetery Superintendent or his designee turn in the money to the Clerk-Treasurer's Office for inclusion in the daily deposit. The steps above are followed.

Street Department

1. Street cut applications and street cut fees can be taken to the street department.
2. Duplicate receipt books are used to receive money for street cuts by the Street Superintendent or his designee. The original receipt is given to paying customers; the duplicate receipt is kept in the receipt book which is turned into the Clerk-Treasurer's Office when upon receipt.
3. Upon receipt at the Clerk-Treasurer's Office, the Accounts Receivable Coordinator, the Clerk-Treasurer or her designee counts the deposit for accuracy. The Clerk-Treasurer's Office notes on the last current receipt in the street cut book the total amount of the receipts, the date, her initials and the number of the white receipt being issued in the Clerk-Treasurer's Office. The Clerk-Treasurer's Office then writes a receipt documenting the amount of cash and checks received and attaches the receipt to a copy of the street cut permit. Funds are included in daily deposits taken to the City's depository.

Police Department

Accident Reports*, Vehicle Inspection Fees and Offense Report Receipts:

1. Triplicate receipt books are used to receive money for accident reports, vehicle inspection fees and offense reports at the Police Department. The original receipt is given to paying customers; the duplicate receipt is turned into the Clerk-Treasurer's Office daily and the third receipt is turned into the Clerk-Treasurer's Office when the book is complete.
2. At the end of each business day, the Police Chief or his designee records daily totals of monies received on Daily Report of Collections sheet. The Daily Report of Collections sheet and the cash, checks and duplicate receipt are turned in to the Clerk-Treasurer's Office.
3. Upon receipt at the Clerk-Treasurer's Office, the Accounts Receivable Coordinator, the Clerk-Treasurer or her designee counts the deposit for accuracy. The Clerk-Treasurer's Office then writes a receipt documenting the amount of cash and checks received. Funds are included in daily deposits taken to the City's depository. The white receipt written in the Clerk-Treasurer's Office is firmly attached to the Daily Report of Collections and the duplicate receipt from the Police Department.

*Most accident reports are now purchased electronically through a third party vendor, and the income is received monthly at the City Office from the third party vendor. A report is included with the payment from the third party processing company and a white receipt is written upon receipt in the Clerk-Treasurer's Office.

EMS Receipts

Ambulance services provided by the City of Plymouth are initially billed and collected by The AccuMed Group. ACH Payments from insurance providers are deposited directly to the City of Plymouth's appropriate bank account. Any checks received by Accumed in payment are also sent to us via ACH through iStream, a third party carrier. These Payments are receipted in on a daily basis by the EMS Billing and Cash Balancing Coordinator or the Accounts Receivable Clerk.

After Collection efforts have been exhausted by Accumed, outstanding Ambulance bills are returned to The City of Plymouth. These bills are added to our EMS Inhouse Receivables and collection efforts continue. The EMS Billing Clerk receipts in payments and applies them to the proper patient in our Inhouse Receivables. All of the receipts above are entered into BUCS, our accounting software, when received and monies received are included in the daily deposit taken to the City's depository. All EMS payments are reconciled to BUCS on a monthly basis.

Bad debts can only be written off by Resolution with the approval of the Board of Public Works and Safety.

Building Commission Receipts

The City of Plymouth Building Commissioner's office collects fees for building Permits and Contractor licenses. Collected Fees and Credit Card Payments are recorded on a Daily Report of Collections sheet. The Collection Daily Sheet and monies received are delivered to the Clerk-Treasurer's office at the end of the day. Funds are received in and are included in the daily deposit taken to the City's depository. Credit card payments are receipted in when they arrive at the bank. These payments are received as ACH receipts via Pace Payments. The Credit card payments are balanced against the Collection Daily Sheets and reports provided by Pace Payments and then receipted in.

Aviation Rotary Receipts

The City of Plymouth Airport sells fuel, oil and maps and collects miscellaneous fees from transient pilots. Most of the sales are credit card sales collected through Avfuel, a third party vendor.

1. When the airport receives cash or a check for sales at the airport, it is recorded on a Daily Report of Collections by the Airport Manager or the Assistant Airport Manager. The Daily Report of Collections is to be turned into the Clerk-Treasurer's Office Daily with the monies received.
2. Upon receipt at the Clerk-Treasurer's Office, the EMS Billing and Cash Balancing Coordinator, the Clerk-Treasurer or her designee counts the deposit for accuracy. The Clerk-Treasurer's Office then writes a receipt documenting the amount of cash and checks received. Funds are included in daily deposits taken to the City's depository. The white receipt written in the Clerk-Treasurer's Office is firmly attached to the Daily Report of Collections from the Airport.
3. The airport also includes credit card sales on the Daily Collection Report. Credit card payment is received from Avfuel, and a report is accessible when the payment is received. Upon receipt of payment, the EMS Billing and Cash Balancing Coordinator, the Clerk-Treasurer or her designee balances the funds received to the fuel, oil and miscellaneous fees charged at the airport for that specific payment to credit card receipts on the Daily Collection Reports. A white receipt is written upon in the Clerk-Treasurer's Office with the proper breakdown of receipts.

Utility Billing

The City of Plymouth Water Department reads water meters electronically around the last day of the month. The Utility Billing Clerk uploads the meter readings into the Comprehensive Utility Billing & Control (CUBIC) software by Donald R. Frey & Co. The billing clerk reviews the usages and runs reports for unread meters, low meter readings, high meter readings, etc. and issues work order when necessary. Bills are then prepared and mailed before the 20th of the month and due according to the current water ordinance and wastewater ordinance.

Bad debts can only be written of by Resolution with the approval of the Board of Public Works and Safety.

In instances when customers have large bills and request exceptions from the due dates and penalties, all requests are presented to the Clerk-Treasurer and Utility Superintendent for review. In some cases, if the customer had a leak in which the water did not get treated by the wastewater plant, the customer may be eligible for a wastewater credit per city policy. This is determined by the Utility Superintendent or his designee.

Any requests for exceptions from due dates and penalties shall be forwarded to the Board of Public Works and Safety for their approval at one of their public meetings. The Clerk-Treasurer can make a recommended payment schedule to the Board of Public Works and Safety, based on the customers past bills and any financial restraints.

When making a recommendation the following guidelines are followed:

- The bill is paid off in no more than six months, preferably less
- The customer pays a flat dollar amount of their high bill each month plus their newest subsequent bill in full
- Whatever their usual monthly bill is, generally at least double that as the flat dollar amount of their high bill to pay (in addition to their newest subsequent bill)

Investments

The City of Plymouth invests in Certificates of Deposit to generate additional operating revenue. The Clerk-Treasurer works with either a representative from Baker Tilly or with the local banks, for investments.

When working with the representative from Baker Tilly, the Clerk-Treasurer provides the amount to be invested. After discussing the current market conditions, the investment length is determined, based on the current interest rate, the anticipated market and the upcoming cash needs of the City. The representative from Baker Tilly then contacts financial institutions as allowed by Indiana Code and the City's Investment Policy to get quotes.

When working independently from Baker Tilly, the Clerk-Treasurer will review trial balances and determine an amount to be invested, based on the current market and the upcoming cash needs of the city.

Possible term lengths and the amount to be invested is shared with appropriate banking personnel at financial institutions within the City of Plymouth and surrounding communities to seek a competitive rate from their institution. After all banks return interest rates, or after the time allowed for quotes expires, the Clerk-Treasurer declares the highest rate where the certificate is then purchased.

The Clerk-Treasurer prepares an Accounts Payable Voucher, a disbursement is generated for the new certificate of deposit and taken to the bank for purchase.

When the Certificate of Deposit matures, the money is received via check or EFT to the City of Plymouth with interest for the matured Certificate. Receipts are written to the appropriate funds and accounts for the investment return and interest earned.

An Investment Register is maintained within the Budgetary Control (General Ledger) Software.

Control Environment

Council Members are provided monthly financial reports, including Expense (Appropriation) Reports for all funds, Revenue Reports for all funds, Cash and Investment Trial Balances for all Funds and the Clerk-Treasurer's Depository Statement and Cash Reconciliation Report. It will be recorded in the monthly meetings that these items were accepted as correspondence.

The Clerk Treasurer's designee does regular back-ups of all Frey (payroll, general ledger accounting and utility billing) software on a regular basis. These daily back ups are stored on the server in the Clerk-Treasurer's Office; the server is backed up daily to the cloud. The Clerk-Treasurer's Office uses a system that encrypts the back up so that if the onsite software system should get hit by ransomware, the encrypted back up is safe and can be retrieved for city use.

Passwords are not to be shared.

Documents, records, computer programs and assets will be secured when not in use.

The City has adopted a Materiality Threshold.

Mail is opened daily by the Clerk-Treasurer or her designee.

Donald R. Frey & Company emails information on all changes and updates to their programs.

Annual Financial Report

An Annual Financial Report (AFR) is required to be submitted through Gateway to the State Board of Accounts by the last day of February every year. Each application of Unit Information is completed by the Clerk-Treasurer and verified by his or her designee for accuracy. The Annual Financial Report Attestation form is completed and signed by the Clerk-Treasurer, then verified by his or her designee. The output reports are printed out for reference and local record keeping.

Federal Audit


After a calendar year is complete and the city has met the requirements for a federal audit, the Clerk-Treasurer must contact the State Board of Accounts no later than the last day of February, to let them know that a federal audit is needed.

This resolution reflects the ongoing practices and is formally adopted upon passage by the Common Council and approval by the Mayor.

PASSED AND ADOPTED this 27th day of December, 2021.


Mark Senter, Presiding Officer

ATTEST:


Jeanine M. Xaver, IAMC/CMC/ACPFIM,
Clerk-Treasurer

City Attorney Surrisi brought up his concern of Covid leave expiring at the end of the year and introduced Human Resources Jen Klingerman to the meeting virtually.

Klingerman was just informed today that two employees as of today have tested positive for Covid. She was able to reach out and speak to one of them. For the CDC regulations that we have been following with the 10-day quarantine, that would not put them back to work until the middle of next week which is obviously past the end of the year. Klingerman states that this why they have been looking into extending the FSCRA Ordinance that was passed earlier this year to allow for covid paid leave. A couple of hours ago the CDC announced that they are changing the isolation period. If an employee goes 48 hours symptom free by day 5, then they are eligible to return to work as long as they wear a mask for the next five days.

Councilmen Houin asked for a reminder on the details of the Covid policy as it currently stands.

Klingerman states that the President had passed for 80 hours of covid sick pay. Once that 80-hour period is exceeded and the employee is still ill or ends up having to stay off past that 80-hour

window, it rolls over into FMLA leave. We actually have been having employees use their personal/benefit time because that is how our current written policy is currently, that if you are in FMLA that you use your own benefit time.

Surrisi describes that the situation is very fluid right now and that with OSHA issuing a new standard with employers who have over 100 employees, which we fall under, requiring all employees to be vaccinated or subjected to regular testing. Surrisi adds that multiple lawsuits have been filed seeking to get rid of that standard. And now that the Supreme Court is going to be hearing arguments on the issue on January 7th, OSHA has said that they will not be enforcing their workplace standard until January 10th if the hearing goes in their favor. Surrisi says he believes that it would be best to extend the policy for a couple months until there is more clarity on the situation from the Supreme Court and OSHA.

Commissioner Houin suggests extending the current policy out through the end of February and that would give the city time to see what happens with the Supreme Court and OSHA. Houin adds that it would give more time for Surrisi and Klingerman to review that back the end of January or mid-February for what the city should do.

Surrisi believes the Supreme Court will act very swiftly on the matter once they have heard arguments from both sides.

Council Members Houin and Ecker moved and seconded to extend the current Covid Policy to the end of February 2022. The motion passed by roll call vote.

Councilmen in favor: Compton, Culp, Ecker, Listenberger, Longanecker, Milner

Councilmen opposed: N/A

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

communications:

- Minutes of the Board of Public Works and Safety meeting of December 13, 2021
- December 27, 2021 Check Register
- November 2021 Clerk Treasurer Financial Reports - Final
- December 14, 2021 Technical Review Committee Notes
- Memo from Clerk-Treasurer Xaver about Transferring Funds to Water and Sewer Funds

The motion carried.

There being no further business to come before the Council, Council Members Longanecker and Ecker moved and seconded to adjourn, Mayor Senter declared the meeting adjourned at 7:07 p.m.

REGULAR SESSION, COMMON COUNCIL, DECEMBER 27, 2021

Jeanne M. Xavier
 Jeanne M. Xavier, IAMC, CMC, ACPFIM
 Clerk-Treasurer

APPROVED

Mark Senter
 Mark Senter, Mayor

PO #	Vendor Name	Project	Amount	Transaction Description
3414	THE TROYER GROUP INC*	PROFESSIONAL SERVICES	12,919.50	RPS PH 2/CONST DOCUMENT & ADMIN
	293.000.431.0200			
3486	LOCHMUELLER GROUP LLC*	PROFESSIONAL SERVICES	9,177.25	HOHAM DR RECONSTR PROJ/AMEND 2
	295.000.431.0200			
3510	LOCHMUELLER GROUP LLC*	PROFESSIONAL SERVICES	20,025.00	HOHAM DR RECONSTR PROJ/AMEND 1
	295.000.431.0200			
3516	LOCHMUELLER GROUP LLC*	PROFESSIONAL SERVICES	49,456.40	HOHAM DRIVE CONSTRUCTION PROJ
	295.000.431.0200			
3525	EUROFINS EATON ANALYTICAL*	WATER TREATMENT AND SAMPLES	932.00	2021 EPA/IDEM REQUIRED ANALYTICAL
	601.500.431.0560			
3534	HACH CO INC*	CHEMICALS	211.46	LAB CHEMICALS
	606.400.422.0010			
3558	BIO CHEM*	CHEMICALS	5,206.63	CHEMICALS FOR DEWATERING SLUDGE & GREASE
	606.400.422.0010			
3560	WEALING BROTHERS LLC*	SLUDGE HAULING	810.00	DISPOSAL CITY BIO-SOLIDS BY LAND APP
	606.400.431.0550			
3562	ELEMENT MATERIALS TECH DALEVI	PRE-TREATMENT CAPITAL PROJECT	803.23	LAB ANALYSIS RQRD BY CITY ISSUED PERMITS
	631.300.449.0008			
3563	ELEMENT MATERIALS TECH DALEVI	SAMPLES	1,853.46	LAB ANALYSIS RQRD BY IDEM
	606.400.422.0020			
3565	M.E. SIMPSON COMPANY, INC*	MAINTENANCE OF METERS	3,270.00	LG METER TESTING COMMERCIAL/IND PRTS/LABOR
	601.600.436.0080			
3566	HACH CO INC*	CHEMICALS	1,242.00	CHEMICALS AND REAGENTS
	601.500.422.0010			
3574	LOCHMUELLER GROUP LLC*	STORMWATER MANAGEMENT-PROFESSI	2,049.50	MS4 DRAINAGE SRVC AMND 5
	626.900.431.0000			

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3576	LOCHMUELLER GROUP LLC*	PROFESSIONAL SERVICES	21,582.75	HOHAM DR RECONSTR PROJ APPDX D ROW
	295,000.431.0200			
3689	MICHIGAN PLAYGROUNDS, LLC*	GIFTS EXPENDED ON SUPPLIES	1,997.80	4' SWING BENCH W/CHAIN
	274,000.429.0010			
3838	FERGUSON ENTERPRISES, LLC.*	REPAIR PARTS / OTHER SUPPLIES	632.00	CASTINGS (CURB INLETS)
	101,001.423.0000		2,259.52	
3856	VS ENGINEERING*	IMPROVEMENTS	1,860.00	E LAPORTE ST FOOTBRIDGE REHABILITATION SUP 1
	414,000.444.0004			
3936	D. C. GARAGE DOORS INC.*	BLDG., STRUCTURES & IMPROVEMEN	11,829.00	NEW GARAGE DOOR & OPENERS
	201,000.442.0010			
3939	E & B PAVING, INC.*	STREET & ALLEY IMPROVEMENTS	365,000.00	2021 STREET & SIDEWALK PROJECTS PW-20-045
	201,000.444.0011			
3940	PAVEMENT SOLUTIONS INC.*	STREET & ALLEY IMPROVEMENTS	50,000.00	CRACK & SEAL ON VARIOUS STREETS IN THE CITY
	201,000.444.0011			
3943	E & B PAVING, INC.*	IMPROVEMENTS	40,922.17	PAVING RDS IN CEMETERY
	205,000.444.0004			
3947	DINGES FIRE COMPANY*	EQUIPMENT	10,299.95	DLX ARMOR TURNOUT GEAR X 5
	402,000.445.0000			
3948	FLACK INDUSTRIES LLC*	SAMPLES	2,200.00	WHOLE EFFLUENT TOXICITY TESTING WINTER 2021
	606,400.422.0020			
3973	BOWMAN'S TIN SHOP INC*	GIFTS EXPENDED ON SUPPLIES	500.00	WATER HEATER FOR CCH
	274,000.429.0010			
3980	COMPASS MINERALS AMERICA INC*	STREET MATERIALS	55,827.59	SALT FOR STREETS
	201,000.429.0020			
3992	LOCHMUELLER GROUP LLC*	SPEC. ENGINEERING SERVICES	5,000.00	MS4 & DRAINAGE SRVC AMEND NO. 6 ADD'L
	101,003.431.0010			
3993	ADAMS-REMCO, INC*	EQUIPMENT	10,512.26	COPIER,PRINT,FAX IMC 4500
	101,003.445.0000			
4009	ALFA LAVAL*	MATERIALS AND SUPPLIES	722.42	HYD CYL REBUILD KIT
	606,450.436.0010			
4021	WATKINS TRUCK & TRAILER LLC*	TRANSPORTATION EXPENSE	1,077.46	A/C COMPRESSOR AND INSTALL FOR T-20
	606,400.422.0200			
4026	CENTRAL PAVING, INC.*		2,410.50	COLD PATCH MATERIALS

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	201.000.429.0020	STREET MATERIALS			
4042	MOTOROLA INC.* 242.000.445.0000	EQUIPMENT	13,333.41	MOBILE/PORTABLE RADIOS	
4048	R & B SALES, INC.* 402.000.445.0000	EQUIPMENT	19,000.00	NEW EQUIP INSTALL 2 NEW FORD UTIL VEHICLES	
4050	COX*KALUM 201.000.431.0000	CONTRACTUAL SERVICES	4,200.00	3 DAYS OF TREE CUTTING SRVC	
4061	THE REES THEATER INC.* 157.000.443.0003	BUILDING IMPROVEMENTS	675,327.25	BROWN & BROWN CONSTRUCTION AGRMNT	
4068	E & B PAVING, INC.* 205.000.444.0004	IMPROVEMENTS	10,300.00	ADDITIONAL PAVING IN OLD OAK HILL	
4080-1	STRYKER SALES CORP.* 101.010.429.0010	OTHER MATERIALS	810.16	LITHIUM-ION BATTERIES, SMART PAK	
4098	PCS MOBILE* 402.000.445.0000	EQUIPMENT	897.52	MOBILE EQUIP FOR FORD INTERCEPTOR UTILITY	
4103-1	BELLMAN OIL CO., INC* 101.014.429.0000	WAREHOUSE	277.20	ANTIFREEZE	
4119	PC SOURCE* 201.000.421.0000	OFFICE SUPPLIES	4,400.00	COMPUTERS W/SOFTWARE	
4120	INTEGRATED PAYROLL SERVICES* 201.000.429.0010	OTHER MATERIALS	3,100.00	TIMECLOCK	
4124	E & B PAVING, INC.* 204.000.444.0004	IMPROVEMENTS	41,604.07	PAVING OLDER ADULT SRVC HARRISON ST	
4126	LINK ENVIRONMENTAL* 201.000.445.0000	EQUIPMENT	15,700.00	20 YRD DUMPSTER, 30 YRD DUMPSTER	
4128	WINTERLAND INC* 204.000.429.0030	OTHER MATERIALS - PARK	600.00	CONTROLLER FOR LIGHT SHOW AT RPS	
4137	PRO AIR MIDWEST, LLC* 101.010.431.0510	MAINTENANCE CONTRACTS	1,320.00	ANNUAL MAINT AIR SAMPLES/FILTERS	
4138	EMERGENCY RADIO SERVICE INC.* 101.010.429.0010	OTHER MATERIALS	46,622.85	RADIOS, CHARGERS, SPEAKERS	
4140	STALKER RADAR* 242.000.445.0000	EQUIPMENT	4,095.50	DUAL RADAR UNITS 2021 FORD UTILITY	
4141	STALKER RADAR* 242.000.445.0000	EQUIPMENT	34,808.50	COP TRAX VIDEO SYS,BODY CAMERA,CHGRS,INSTAL	13,808.50
					21,000.00

REGULAR SESSION, COMMON COUNCIL, DECEMBER 27, 2021

4144	MICHIANA CONTRACTING INC*	REPAIRS/LABOR	375.00	REPAIR TAXIWAY LIGHTS/OBSTRCT LIGHTS BCKTRK
	206,000.436.0500			
4145	DONALD R. FREY & CO, INC*	INSTRUCTION/TRAINING	7,580.00	2 DAY BUCS,CHIPS TRAINING NEW HIRES/TRAVEL
	101,007.439.0902			
4148	THE TROYER GROUP INC*	IMPROVEMENTS OTHER THAN BLDGS	6,000.00	DEVELOPMENT PLANS
	294,000.444.0004			
4149	THE ROBERT HENRY CORPORATION*	IMPROVEMENTS OTHER THAN BLDGS	20,000.00	SURFACING FOR PLAYGROUND STRUCTURE
	294,000.444.0004			
4150	WOOLPERT, INC*	IMPROVEMENTS	51,880.16	PRO SRVC CONSTRUCT RUNWAY PARALLEL/CONCTNG
	180,000.444.0004		1,652,561.95	

Year End Appropriation Transfers				
Storm Sewer				
To	101.001.423.0000	Repair Parts / Other Supplies	2,300.00	
From	101.001.431.0200	Engineering		2,300.00
Clerk-Treasurer				
To	101.007.445.0000	Equipment	5,600.00	
From	101.007.437.0010	Hydrant Rentals		5,600.00
Park				
TO	204.000.435.0010	Utilities Park	3,100.00	
From	204.000.411.0162	Salaries - Temporary		3,100.00
Hoosier Old Wheels Grant				
To	294.000.433.0000	Legal Advertising	70.00	
From	294.000.444.0004	Improvements other than Building		70.00
			11,070.00	11,070.00