

REGULAR SESSION, COMMON COUNCIL, February 12, 2024

Be it Remembered that the Common Council of the City of Plymouth, Indiana, met in regular session on February 12, 2024. 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 6:37 p.m.

Councilwoman Starr offered prayer and Mayor Listenberger introduced a special guest, Loretta Arnold, to lead the Pledge of Allegiance. He explains Arnold is a member of the Student Council, Pep Club, Orchestra, Cross Country, Track, Golf, and Sailing.

Mayor Listenberger presided for Council Members Duane Culp, Don Ecker Jr, Kayla Krathwohl, Randy Longanecker, Shiloh Carothers Milner, Dave Morrow and Linda Starr. City Attorney Houin and Clerk-Treasurer Gorski were present. The public was able to see and hear the meeting through Microsoft Teams.

Council Members Culp and Starr moved and seconded to approve the minutes of the regular session of the Common Council on January 22, 2024 as presented. The motion carried.

Culp asks where we are with the building out on Harrison Street. He explains there is a fence around it but nothing else is being done. He states the gate was open when he drove by the other night.

Building Commissioner Manuwal responds by stating they are supposed to have someone that patrols that area and informs them. He states that he could get ahold of someone if the gate is still open. He explains as of right now, they are waiting for IDEM to get back with them.

Clerk-Treasurer Gorski states for the cancellation of outstanding unpaid warrants that this does not require any action from the council but is rather to just inform. She states included in your packets was a list of Outstanding Unpaid Warrants to be written off from 2021. She states according to IC 5-11-10.5, by March 1st of each year, the Clerk-Treasurer shall prepare a list of checks outstanding and unpaid for two or more years as of December 31st, which shall be declared cancelled; with one copy of the list being filed with the City Council, and the other to be kept in the Clerk-Treasurer's Office. She states the funds from the cancelled checks are receipted back into the operating balance of the fund from which it was drawn. She restates that this requires no action by the council. She states this year we are writing off \$518.44 from 2021 checks that were not cashed. She states there was a total of 13 checks to be written off and cancelled.

Clerk-Treasurer Gorski introduced Resolution No. 2024-1094, City of Plymouth Internal Controls Policy.

She outlines the changes are printed in red on the copy that was sent in your packets.

Ecker states he went through this and asks if this is just updated what we have in place.

Gorski responds by stating in the cash controls procedures, we are adding an additional person to the bank reconciliation because of the leave of absence that will be happening in our office. She states there is a change in the disbursements and payroll procedures. She states there is also a change in the Parks and Cemetery Departments in regards to taking credit cards for payment.

Council Members Ecker and Krathwohl moved and seconded to approve Resolution No. 2024-1094, Internal Controls Policy as presented. The motion carried.

Clerk-Treasurer Gorski introduced Resolution No. 2024-1095, A Resolution Providing for the Transfer of Appropriations in the General Fund Engineering Department of the City of Plymouth, Indiana as Requested by the City Engineer and Forwarded to the Common Council for their Approval and Passage Pursuant to IC 6-1.1-18-6.

She states this is similar to what took place in 2022, just in reverse. She states when the budget was set in 2023 for 2024, we did not have a City Engineer, so there was nothing placed in the Personnel Services section of the Budget as it was placed in Contractual Services in anticipation of having to pay a Contracted Engineering Firm to do the job of a City Engineer. She states this resolution is to move monies from the Contractual Services into the Personnel Services Budget.

RESOLUTION 2024-1095

A RESOLUTION PROVIDING FOR THE TRANSFER OF APPROPRIATIONS IN
THE GENERAL FUND ENGINEERING DEPARTMENT
OF THE CITY OF PLYMOUTH, INDIANA AS REQUESTED BY THE CITY
ENGINEER AND FORWARDED TO THE COMMON COUNCIL
FOR THEIR ACTION AND PASSAGE
PURSUANT TO IC 6-1.1-18-6

WHEREAS, IC 6-1.1-18-6 provides that all cities using departmental budgets may, by ordinance or resolution, transfer appropriations from one major budget classification to another within a department or office at any regular public meeting without prior notice and without approval from the Department of Local Government Finance, provided such transfer does not necessitate expenditure of more money than the total amount set out in the budget.

WHEREAS, certain extraordinary conditions have developed since the adoption of the existing annual budget for the year 2024 and it is now necessary to transfer appropriations into different categories than was appropriated in the annual budget for the various functions of the Engineering Department in the General Fund.


WHEREAS, it has been shown that certain existing appropriations have unobligated balances in the Engineering Department of the General Fund, which will be available for transferring as follows:

<i>FROM:</i>	<u>Contractual Services</u>		
	1101.003.431.0500	Contractual Services	\$ 65,500.00
<i>TO:</i>	<u>Personnel</u>		
	1101.003.411.0110	City Engineer	\$ 35,000.00
	1101.003.413.0100	Social Security	\$ 3,000.00
	1101.003.413.0100	PERF	\$ 3,000.00
	1101.003.413.0500	Health Insurance	\$ 20,000.00
	1101.003.414.0100	Admin. Fee-Dental	\$ 50.00
	1101.003.414.0200	Claims-Self Funded Dental	\$ 2,450.00
	1101.003.414.0500	Medical Clinic	\$ 2,000.00

NOW THEREFORE, be it resolved by the Common Council of the City of Plymouth, Indiana, that for the expenses of the Engineering Department of the General Fund, the appropriations are hereby transferred and set apart out of the funds named for the purposes specified in the 2024 annual budget, subject to the laws governing the same, and that such sums are herein transferred unless otherwise stipulated by law.

Passed and adopted by the Common Council on the 12th day of February, 2024.


Robert Listenberger, Presiding Officer

Attest:

Lynn M. Gorski
Clerk-Treasurer

Council Members Culp and Longanecker moved and seconded to approve Resolution No. 2024-1095, A Resolution Providing for the Transfer of Appropriations in the General Fund Engineering Department of the City of Plymouth, Indiana as Requested by the City Engineer and Forwarded to the Common Council for their Approval and Passage Pursuant to IC 6-1.1-18-6 as presented. The motion carried.

Clerk-Treasurer Gorski states she is seeking your approval this evening to hire an additional employee in her office. She states she has someone who will be out on medical leave for a minimum of eight weeks. She states she will need an employee to help cover this employee's leave of absence and potentially beyond. She states her staff is currently going above and beyond to help cover all items but this is not sustainable. She states at this point she is not sure if this will be a part-time or full-time position.

Ecker states he has had a conversation with the Clerk-Treasurer on this matter and with what her department does and accomplishes on a daily basis that this is a need and not a want. He states he is fully comfortable with this request.

Council Members Ecker and Culp moved and seconded to approve the request as presented. The motion carried.

Houin states for Stellar Communities that we should start renaming this on the agenda to the ONE Marshall County Update. He states for those of you who have been on the council that back in August of last year, Ginny Munroe came and gave a presentation about ONE Marshall County. He states the idea came out of Stellar through the process of collaboration and a group came together to form the Crossroads Committee to manage that process. He states this brought all the communities together throughout Marshall County and ultimately, they were successful in bringing several million dollars in grant funding to Marshall County through the Stellar program. He states that same organization led the collaboration for the READI 1.0 Grant applications and again brought millions of dollars to Marshall County in the form of grant funding for Stellar projects you are still seeing like the REES Theatre and Riverside Commons. He states READI funding projects include the Water Street Townhomes that will be going up in the very near future. He states that organization has done a lot of great work for the county but they recognize to take it to the next level that they would have to add a paid staff. He explains it was and currently still is an all-volunteer group where it has become too much work for volunteers to tackle alone. He states in order to determine how to move forward, they began to work with Marshall County Economic Development Corporation (MCEDC) and a grant from MCEDC paid for consultants from inFocus to come and spend a year or more

working through a process determining what that organization would look like and what they could do for the county. He states this is not only collaborating for grant opportunities but really focusing on the areas that can have the most impact in the county. He explains they identified five pillars that include Economic Development which is already being handled by MCEDC, workforce education which is being handled by Lifelong Learning Network, Quality of Place which is a primary focus of the Crossroads Committee already, and Housing/ Quality of Life which are the last two areas that do not have anyone spearheading the effort. He expresses that they need to have someone working full time in those areas, so the concept is to bring everyone together under one umbrella organization of ONE Marshall County that will really coordinate the efforts. He states the MCEDC And Lifelong Learning Network will still continue to operate independently but having one organization to coordinate all these efforts will be more effective and make us more competitive for future grant opportunities, especially in those areas. He states they are in the process of finalizing what that organization will look like. He states Crossroads was designated a 501(c)(3) non-profit entity and they have adopted the new name through the State with the new assumed business name, which is sometimes called the doing business as (dba) name. He states they are now known as ONE Marshall County instead of creating a whole new entity and go through that application process, they simply converted the Crossroads Committee to ONE Marshall County. He states they are still finalizing the plans and hope to hire a new Full-Time Director as the first paid employee and eventually grow to add additional paid staff to work in these different areas and also assist with marketing to provide grant writing services to municipalities throughout the county and foster that collaboration to make us more effective in those efforts. He states they are in the process of working with the different municipalities presenting to common and county councils. He states some of you may have received an email indicating the County Council meeting this Thursday evening. He explains he spoke with the President of the County Council and he indicated that they are not necessarily looking for Plymouth's participation in that because they are aware we are in a different place in the process but we are more than welcome to attend as it is a public meeting. He explains once they fully develop the plan, then he hopes to be able to bring you more as the City has been involved in the process.

Mayor Listenberger explains when it was addressed that Ginny Munroe was here back in August of last year, some of the new council members were not here, so he had Houin bring us up to speed. He states as a group, there was no formal action taken at the meeting, but everyone did support and put financial support for this into the budget.

Houin states the initial request that ONE Marshall County was willing to make was for \$50,000 annual funding from the council and another \$20,000 from the Plymouth Redevelopment Commission (RDC). He states during the budget process, the Clerk-Treasurer recommended that we shift that to make it \$40,000 from the Council and \$30,000 from the RDC with the total being the same but that would match the current funding levels for MCEDC. He states no action has been taken but the money has been budgeted. He states when it gets to that point, if you choose to do so, you have the funds to do so.

Mayor Listenberger states you are welcome to go the County Council meeting Thursday at 6:00 PM at the County Council Chambers.

Houin does caution the council because of the open-door law, that we have not advertised it as a meeting of the Plymouth City Council so only three will be able to attend without violated the open-door law.

Ecker states it is on his calendar to attend.

Krathwohl asks if it will be livestreamed.

Houin responds by stating he would assume so but he has not had confirmation. He states if you are not there in person, that it does not qualify as quorum. He states all the County Livestreams are archived on their YouTube channel, so if you are not able to watch it on Thursday evening live, that you will still be able to go back and watch the video of it.

Culp asks how this will affect his job as he believes they are wanting security there.

Houin responds by stating he does not know the answer at this time. He states if you are there as a security personnel and do not participate in the meeting, that it will not count toward the quorum.

Mayor Listenberger states that ONE Marshall County does a lot of great work for the entire county. He explains for full disclosure, that he is selfish for Plymouth, but if you look at how these grants have been doled out, that Plymouth has received less than some of the Communities around, so this is not only for Plymouth. He states he feels strongly that we need to help all the towns and that they need this support in his opinion.

Houin states for the READI 2.0 grants, the Regional Development Authority (RDA) is in the process of applying and he is hoping that our region will be awarded the READI 2.0 grant funding. He states for the individual project grants through that process, Marshall County has an advantage as we are a rural county so we will receive extra consideration for those. He states there is also a significant focus on regional collaboration so Plymouth applying for a project grant will not be

nearly attractive as multiple Marshall County government units applying together for a countywide project. He states it would be even more effective for us to collaborate with South Bend/ Elkhart Counties for a regional project. He states any ideas that they want to put forward as a project application is that it is in our best interest to collaborate throughout the county and throughout the region into a larger project. He states ONE Marshall County is intended to facilitate that and READI 2.0 was not even approved when the process started so that is not the reason why ONE Marshall County discussions began, but as READI 2.0 got approved, they quickly realized this is to perfect vehicle to foster that collaboration to give us a better chance at those READI 2.0 funds.

Mayor Listenberger states for him in the beginning it was hard to wrap my hand around what they were trying to accomplish, but over the year working through it with inFocus that it has become very clear to him.

Morrow asks if the purpose of the County meeting is just for information or if they are looking for support from the county and other municipalities.

Houin responds by stating ultimately yes. He explains it will be a similar funded model to MCEDC as it is a combination of private support and government funding that would fund their budget. He states that the purpose of the meeting on Thursday is for the representatives from ONE Marshall County to come present the information to the County Council and because there has been a lot of other questions among other town councils, he knows that Bremen, Bourbon, and Argos Town Councils plan to attend in order to make it a Special Meeting of their councils so they can participate in that discussion. He states Culver has been favorable to ONE Marshall County but he does not know for certain if they have already approved anything as they may be in a similar situation as we are.

Houin states for the Comprehensive Plan Update that the Comprehensive Plan Advisory Committee held their first meeting on January 25th, and discussed a couple of important things. He states the first is the structure of the committee and as an Advisory Committee, they have no authority to take any action but it exists to keep attention on the Comprehensive Plan and make recommendations to both City Council and Plan Commission in order to enact actions to be taken to implement those ideas and goals from the plan. He states he is working on drafting a formal resolution to implement the committee and what we decided since it is an informal committee without authority that it should be somewhat informal in the structure. He states it should have some standing members being the City Attorney, the City Plan Consultant and eventually ask the Council and Plan Commission to appoint one member from each. He states other than those four members,

the membership of the committee would be fluid and open to anyone who is open and willing to participate. He states they envision that it will eventually involve smaller subcommittees that will break out and do the actual work with the Advisory Committee meeting on initially a monthly basis before switching to a quarterly basis to keep the momentum moving forward. He states he is beginning to draft a resolution to formalize that and that should be coming to you within the month.

Houin states they also discussed priorities in order to implement the goals of the Comprehensive Plan. He states one of the most pressing priorities is to begin review of the zoning ordinance as there are several items in the Comprehensive Plan that cannot be accomplished until we amend parts of the zoning ordinance to allow for them. He states there are some other things we can do with the zoning ordinance that we believe would make development and growth of the city more efficient and create the quality of place we are trying to achieve through the Comprehensive Plan. He states it is a priority because it is the most complex of the projects envisioned by the plan as it will take some time and some work so we want to get started on it as soon as possible. He states he will come back to the Plan Commission first and then back to you with recommendations on how we suggest updating the zoning ordinance. He explains some of the other goals are to review the current façade grant program as that has been discussed multiple times by the council over the years so we need to take actual action on that. He states we will be discussing that with the Clerk-Treasurer's Office to discuss the financing and then putting together a proposal for how we might make that a more effective program. He states another goal is to implement a marketing strategy, which is a goal within the Comprehensive Plan itself. He states the Mayor has scheduled a meeting with an outside marketing organization to gather some information on what a professional marketing company could do for the city but we also have volunteers within the committee who are willing to lead that effort and work on marketing for the city. He adds that part of it is for the city and part of it is to also celebrate our achievements. He explains we want to ensure the public is informed on what we are planning, working on, and what we have done so we can all celebrate that together. He states the next meeting of the Comprehensive Plan Advisory Committee will be on February 22nd at 3:30 PM at the Mayor's Conference Room but based on the feedback so far, we may not fit so it may have to be in the Council Chambers. He states everyone is welcome and it will become an open-door law issue if more than three of you are interested in attending those committee meetings so he will need to know ahead of time.

Mayor Listenberger comments that Houin put a lot of work into that initial meeting and it went really well so he appreciates that.

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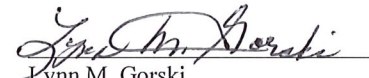
Houin states he did such a great job that it was decided that the City Attorney should be the permanent Chair of the committee so he stuck with it.

Council Members Ecker and Starr moved and seconded to accept the following communications:

- Minutes of the Board of Public Works and Safety meeting of January 22, 2024
- February 12, 2024 Check Register
- December 2023 Clerk-Treasurer Financial Reports
- December 19, 2023 Redevelopment Commission Minutes
- January 2, 2024 Plan Commission Minutes
- January 2, 2024 Board of Zoning Appeals Minutes
- January 23, 2024 Technical Review Committee Minutes

The motion carried.

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


Lynn M. Gorski
Clerk-Treasurer

APPROVED


Robert Listenberger, Mayor