

SPECIAL SESSION, COMMON COUNCIL, AUGUST 21, 2017

Be it Remembered that the Common Council of the City of Plymouth, Indiana, met in Special Session on August 21, 2017. The meeting was held in the Council Chambers of the City Building, 124 N. Michigan Street, Plymouth, Indiana. The meeting was called to order at 6:00 p.m.

Mayor Senter presided for Councilmembers Cook, Culp, Ecker, Fonseca, Grobe, Houin, and Walters. City Attorney Surrisi and Clerk-Treasurer Xaver were also present.

Emyle Kruyer-Collins, Human Resources Clerk for the City of Plymouth, addressed the council regarding the city-wide salary survey from Waggoner, Irwin, Scheele and Associates, which included low external, mid-external and high external rates for the various positions within the city. She also referred to the proposed 2018 Salary Ordinance. She explained that Mayor Senter asked that the mid-external rates be used in the salary ordinance for his employees. She noted that there are some positions which are already above the mid-external rate, and the wages for those positions will be maintained at their existing rate of pay. Those positions are the Detective Sergeant, Detective, Corporal, Patrol Officer, Patrol Officer – Probationary, Crossing Guard, Firefighter 1st Class, Firefighter – Paramedic, Firefighter – Inspector, Civilian Paramedic and the related probationary positions, City Attorney, Cemetery Superintendent, and the Water Department Part Time Service Technician / Laborer. Ms. Kruyer-Collins noted that after consultation between the clerk-treasurer and the mayor, it was agreed that the rates for the staff in the clerk-treasurer's office be set at the high external rate for reasons outlined in the following letter sent to the council members:

August 15, 2017

RE: Salary Analysis and Salary Ordinance

Dear Council Members:

Yesterday at the Council Meeting you received the Salary Analysis and Compensation Study results from Waggoner, Irwin, Scheele & Associates. The survey and study has provided the City of Plymouth with valuable information and has classified many positions together in the review of the salary structure for the city. While this is certainly the standard, and appropriate for many positions, I would like to bring up one area for your consideration.

Under the COMOT (computer, office machine operation, technician) section, all administrative positions have been placed together into one group. For the employees within the Clerk-Treasurer's office, this is misleading on the compensation they should receive. Some of the areas that were not taken into consideration were:

SPECIAL SESSION, COMMON COUNCIL, AUGUST 21, 2017

- Amount of responsibility
- Volume of work
- Level of stress
- Work product results / quality of work
- Number of jobs each individual must learn
- Breadth of knowledge of each team member
- Difficulty of work

Each of the employees within the Clerk-Treasurer's office must learn a certain amount of everyone's positions in order to function, answer the public's questions, and cover each other during absences. The volume of work, quality of work, and the amount of knowledge each must process in order to be functioning members of the office is not matched within the other COMOT administrative positions with the city.

For these reasons as outlined above, I am respectfully asking you to consider moving the top pay within the salary ordinance to the External High Salary on the Salary Analysis as provided to us. I have always and will always look at each individual and what I feel is their appropriate compensation up to the top pay for the position. I appreciate your time and consideration of this request and am, as always, available to discuss this in detail.

Sincerely,

S/ Jeanine Xaver, IAMC, CMC
Clerk- Treasurer

Ms. Kruyer-Collins noted that the proposed salary ordinance is based on the recommendations of the mayor and clerk-treasurer for their respective staff.

Councilman Grobe asked what the estimated operating impact would be. Ms. Kruyer-Collins said that the increased salaried would amount to a little over \$300,000.

Grobe asked the amount of the increased pension and social security costs.

Councilman Houin asked for the dollar amount increase, percentage increase for the impact overall, and by department if it is possible.

Councilman Cook referred to the proposed external midpoint rate for the mayor's employees; he asked if the councilmembers could increase that pay rate to the external high if they chose to do so for the mayor's employees.

Mayor Senter noted that the council could not raise the mayor's budget; they could only lower it.

Councilman Cook said that they could vote it down and have it brought back with a different proposal.

SPECIAL SESSION, COMMON COUNCIL, AUGUST 21, 2017

Cook said that he hoped that the council did not fall into losing pace for the police and firefighters' pay after he, Councilman Ecker and Councilman Walters made recommendations.

Councilman Ecker said that with the first responders the committee had recommended that they monitor the wages every two to three years.

Cook asked if they could push back the second and third reading on the salary ordinance until the first meeting in September. He asked if the council could meet in executive session to discuss the matter openly amongst themselves.

City Attorney Surrisi said that he would review it, but he doesn't think salary and budget issues can be discussed in executive session.

Grobe asked if we could discuss the amount of the budget that are unfunded.

Clerk-Treasurer Xaver said that in preparing the budget, she was able to find appropriations that could be decreased in 2017. She explained that a budget is actually an eighteen month budget, so we look at the June 30th cash balances, the remaining income for 2017, the income for 2018, the remaining appropriations for 2017 and the proposed appropriations for 2018. The state assumes that a municipality will spend every dollar that is appropriated. Reducing appropriations in the current year will help the 2018 budget allows for a more accurate budget, but it also increases the anticipated year end 2018 cash balance. Xaver reviewed the various budget forms. She explained that purchase orders that are carried over from a previous year can only be paid to that vendor, and spent for the item listed and for an amount not-to-exceed the dollar amount on the purchase order.

Xaver explained that when the 2017 budget was created last summer, the 2017 cost for employee health insurance was unknown, and we didn't know what would happen with fuel costs, so we estimated expenses high, in order to be prepared for the worst. Because of that, we have appropriations that will not be used this year and that can be decreased. When we entered into the 2017 insurance contract, our broker requested a 10% cap for the 2018 renewal rate. The 10% increase was used in figuring appropriations for health insurance for 2018.

SPECIAL SESSION, COMMON COUNCIL, AUGUST 21, 2017

Xaver presented Resolution No. 2017-760, A Resolution to Decrease Appropriations in the Aviation Rotary Fund. She said that fuel sales are lower than anticipated, possibly due to construction at the airport; the reduced fuel sales also affect the amount to be transferred to the Aviation Fund.

Councilmen Cook and Ecker moved and seconded to adopt Resolution No. 2017-760, A Resolution to Decrease Appropriations in the Aviation Rotary Fund. It passed by roll call vote.

AYES: Cook, Culp, Ecker, Fonseca, Grobe, Houin and Walters

NAYS: None

Xaver presented Resolution No. 2017-761 R, A Resolution to Decrease Appropriations (in the General Fund). She noted that the Resolution is labeled as revised because the amount being reduced in the Warehouse line item is different than what was presented in the original resolution that she reviewed with Mayor Senter and City Attorney Surrisi last Friday.

Councilmen Houin and Culp moved and seconded to adopt Resolution No. 2017-761, A Resolution to Decrease Appropriations (in the General Fund). It passed by roll call vote.

AYES: Cook, Culp, Ecker, Fonseca, Grobe, Houin and Walters

NAYS: None

Xaver presented Resolution No. 2017-762, A Resolution to Decrease Appropriations (in the MVH, Park, Cemetery and Aviation Funds).

Councilmembers Ecker and Fonseca moved and seconded to adopt Resolution No. 2017-762, A Resolution to Decrease Appropriations. It passed by roll call vote.

AYES: Cook, Culp, Ecker, Fonseca, Grobe, Houin and Walters

NAYS: None

The department heads then reviewed their proposed budgets with the council members.

City Engineer Gaul addressed the council regarding selection process for the City of Plymouth Road Reconstruction project on Hoham Drive – North Michigan Street 400' west of Western Avenue (DES #1600926) in LaPorte District project. He said that the city received Letters of Interest from five consulting firms while VS Engineering and RQAW sent “no interest at this time” letters. He said that the LOIs were rated by three reviewers and the LOI with review documentation has been submitted to INDOT and the

SPECIAL SESSION, COMMON COUNCIL, AUGUST 21, 2017

process was approved. The five companies were ranked in the following order: Lochmueller Group, Troyer Group, Short Elliott Hendrickson (SEH), Ciorba Group, and Lawson-Fisher Associates. Gaul asked permission to start negotiations with Lochmueller Group for preliminary engineering, right-of-way services and construction engineering / inspection.

After an appropriation motion and second to approve the request to begin negotiations with Lochmueller Group, the motion carried.

Rod Ludwig of Bradley Company, the company that manages the Garden Court apartments and a sponsor of this project, addressed the council. He said they have been awarded grants totaling \$2.1 million.

Mary Gibson addressed the council regarding a Permanent Supportive Housing Initiative. They hope to have the property on the southeast corner of Liberty and Pennsylvania Avenue donated for project. She reviewed a power point presentation; Jeff Kumfer of SRKM Architecture was also present.

City Attorney Surrisi asked if the total price tag in their budget is for the two big buildings; Mrs Gibson said it was just for the supportive housing building. The amount being requested from the City of Plymouth is \$475,000. She said that she plans to apply for more state funding for the mixed use site and there may be other funding available for the day care.

Ludwig said that they are working with Indiana Housing and Community Development Authority to get rental subsidies in place for the residents.

Councilman Cook asked if there is a timeline for people to live in the housing.

Gibson said that it is permanent housing.

Cook asked how much the subsidized rent would be.

Gibson said that it would be subsidized based on their income; it will be affordable, based on 30% of their adjusted gross income. If they have no income, they will not pay rent; if they make \$10/hour, their rent would be \$300-400/month, including utilities.

SPECIAL SESSION, COMMON COUNCIL, AUGUST 21, 2017

City Attorney Surrisi presented Ordinance No. 2017-2121, An Ordinance Fixing Salaries of Appointed Officers and Employees, Fire and Police Personnel of the City of Plymouth, Indiana, for the Year 2018 on first reading.

Surrisi presented Ordinance No. 2017-2122 R, An Ordinance Regarding a Municipal Motor Vehicle License Excise Surtax and a Municipal Wheel Tax, on second reading. Surrisi explained that this is an amended version, as the he was hoping for input from the council for rates in the original draft. He said that for simplicity and the sake of discussion, the proposed ordinance has the high rate on both of the taxes.

Councilmen Ecker and Fonseca moved and seconded to table the ordinance until the next meeting. It passed by roll call vote.

AYES: Cook, Culp, Ecker, Fonseca, Grobe, Houin and Walters
NAYS: None

Grobe asked if they could return to the discussion of the reading dates for the salary ordinance. He asked if that would change the date of the pre-adoption public hearing. It was noted that the public hearing had not yet been advertised. Grobe said that he would be out of town on September 11th.

Councilwoman Fonseca said that she also will be unavailable for the meeting on September 11th, as she has training in Indianapolis.

Cook said that he is comfortable leaving the second and third readings for the salary ordinance on the agenda for August 28th.

There being no further business to discuss, Council Members Ecker and Grobe moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:56 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED

Mark Senter, Mayor