

REGULAR SESSION, COMMON COUNCIL, SEPTEMBER 9, 2019

Be it Remembered that the Common Council of the City of Plymouth, Indiana, met in regular session on September 9, 2019. The meeting was held in the Council Chambers, 124 N. Michigan St., Plymouth, Indiana. The meeting was called to order at 6:30 p.m.

Mayor Mark Senter led the Pledge of Allegiance and offered prayer.

Mayor Senter presided for Councilmembers Cook, Culp, Houin, Longanecker, Milner and Walters. City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Councilman Ecker was absent.

Council Members Culp and Longanecker moved and seconded to approve the minutes of the last regular Common Council meeting on August 26, 2019 as presented. The motion carried.

The following notice was advertised on Gateway on August 29, 2019 as required by the State of Indiana:

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

Budget Form No. 3 (Rev. 2019)  
Print  
8/29/2019 3:00:14 PM

**NOTICE TO TAXPAYERS**

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

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **124 N Michigan St, Plymouth, IN.**

Notice is hereby given to taxpayers of **PLYMOUTH CIVIL CITY, Marshall County, Indiana** that the proper officers of **Plymouth Civil City** will conduct a public hearing on the year **2020** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **Plymouth Civil City** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **Plymouth Civil City** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **Plymouth Civil City** will meet to adopt the following budget:

|                                  |  |                           |   |
|----------------------------------|--|---------------------------|---|
| Public Hearing Date              | Monday, September 09, 2019   | Adoption Meeting Date     | Monday, September 23, 2019  |
| Public Hearing Time              | 6:30 PM  | Adoption Meeting Time     | 6:30 PM   |
| Public Hearing Location          | Council Chambers, 2nd floor City Building, 124 N Michigan St., Plymouth, IN (Garro St. Entrance) | Adoption Meeting Location | 124 N Michigan St, Plymouth, IN, Council Chambers, 2nd floor, Garro Street Entrance |
| Estimated Civil Max Levy         | \$7,096,764  |                           |   |
| Property Tax Cap Credit Estimate | \$1,472,737  |                           |   |

| 1<br>Fund Name           | 2<br>Budget Estimate | 3<br>Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations) | 4<br>Excessive Levy Appeals | 5<br>Current Tax Levy | 6<br>Levy Percentage Difference (Column 3 / Column 5) |
|--------------------------|----------------------|---|-----------------------------|-----------------------|---|
| 0005-CASINO/RIVERBOAT    | \$116,640            | \$0   | \$0                         | \$0                   |   |
| 0061-RAINY DAY           | \$0                  | \$0   | \$0                         | \$0                   |   |
| 0101-GENERAL             | \$8,477,132          | \$3,876,338   | \$0                         | \$3,321,440           | 16.71%  |
| 0113-NONREVERTING        | \$95,876             | \$0   | \$0                         | \$0                   |   |
| 0181-DEBT PAYMENT        | \$129,120            | \$0   | \$0                         | \$0                   |   |
| 0341-FIRE PENSION        | \$72,700             | \$0   | \$0                         | \$0                   |   |
| 0342-POLICE PENSION      | \$300,765            | \$0   | \$0                         | \$0                   |   |
| 0706-LOCAL ROAD & STREET | \$45,000             | \$0   | \$0                         | \$0                   |   |

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|  |             |             |     |             |         |
|--|-------------|-------------|-----|-------------|---------|
| 0708-MOTOR VEHICLE HIGHWAY                 | \$2,186,450 | \$1,700,466 | \$0 | \$1,707,613 | -0.42%  |
| 1151-CONTINUING EDUCATION                  | \$30,000    | \$0         | \$0 | \$0         |         |
| 1301-PARK & RECREATION                     | \$1,126,635 | \$981,836   | \$0 | \$1,031,641 | -4.83%  |
| 1310-PARK NONREVERTING - CAPITAL           | \$0         | \$0         | \$0 | \$0         |         |
| 2102-AVIATION/AIRPORT                      | \$272,158   | \$102,366   | \$0 | \$268,640   | -61.89% |
| 2120-CEMETERY                              | \$445,181   | \$339,506   | \$0 | \$340,966   | -0.43%  |
| 2379-CUMULATIVE CAPITAL IMP (CIG TAX)      | \$25,000    | \$0         | \$0 | \$0         |         |
| 2391-CUMULATIVE CAPITAL DEVELOPMENT        | \$97,000    | \$162,847   | \$0 | \$192,737   | -15.51% |
| 9500-Aviation Rotary                       | \$162,310   | \$0         | \$0 | \$0         |         |
| 9501-City Monetary Gift                    | \$260,000   | \$0         | \$0 | \$0         |         |
| 9502-Transportation                        | \$15,000    | \$0         | \$0 | \$0         |         |
| 9503-City Development                      | \$0         | \$0         | \$0 | \$0         |         |
| 9504-Deferral & Diversion                  | \$6,434     | \$0         | \$0 | \$0         |         |
| 9505-Unsafe Building                       | \$37,000    | \$0         | \$0 | \$0         |         |
| 9506-Local Road & Bridge Matching Grant    | \$0         | \$0         | \$0 | \$0         |         |
| 9507-2016 TIF Tax Money (TIF 4)            | \$10,000    | \$0         | \$0 | \$0         |         |
| 9508-Drug Free Community                   | \$539       | \$0         | \$0 | \$0         |         |
| 9509-Common Cents                          | \$50,000    | \$0         | \$0 | \$0         |         |
| 9510-Park Gift                             | \$70,000    | \$0         | \$0 | \$0         |         |
| 9511-Park Deposits / Cemetery Deposits     | \$25,000    | \$0         | \$0 | \$0         |         |
| 9512-Crime Prevention / K-9                | \$10,000    | \$0         | \$0 | \$0         |         |
| 9513-Financial Guarantee                   | \$260,000   | \$0         | \$0 | \$0         |         |
| 9514-Restitution                           | \$0         | \$0         | \$0 | \$0         |         |
| 9515-DARE                                  | \$750       | \$0         | \$0 | \$0         |         |
| 9516-Safe Routes to School                 | \$0         | \$0         | \$0 | \$0         |         |
| 9517-Insurance Proceeds Set Aside          | \$0         | \$0         | \$0 | \$0         |         |
| 9518-Police Dept Federal Equitable Sharing | \$2,000     | \$0         | \$0 | \$0         |         |
| 9519-Redevelopment District Capital        | \$0         | \$0         | \$0 | \$0         |         |
| 9520-FEMA Flood Mitigation Grant           | \$0         | \$0         | \$0 | \$0         |         |
| 9521-LARE Grant                            | \$0         | \$0         | \$0 | \$0         |         |
| 9522-Community Improvement                 | \$30,000    | \$0         | \$0 | \$0         |         |
| 9523-Home Improvement                      | \$0         | \$0         | \$0 | \$0         |         |
| 9524-1993 TIF Tax Money                    | \$1,905,000 | \$0         | \$0 | \$0         |         |
| 9525-2000 TIF Tax Money                    | \$50,000    | \$0         | \$0 | \$0         |         |
| 9526-2005 TIF Tax Money                    | \$675,722   | \$0         | \$0 | \$0         |         |
| 9527-FEMA Plum St Project                  | \$0         | \$0         | \$0 | \$0         |         |
| 9528-Local Rd/Brdge Match Grant-2017       | \$776,750   | \$0         | \$0 | \$0         |         |
| 9529-City Bldg Project Construction        | \$0         | \$0         | \$0 | \$0         |         |
| 9530-Plymouth Greenways Trail              | \$100,000   | \$0         | \$0 | \$0         |         |
| 9531-Freedom Park Grant                    | \$6,303     | \$0         | \$0 | \$0         |         |
| 9534-FEMA Garro St Project                 | \$0         | \$0         | \$0 | \$0         |         |

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|                                   |                     |                    |            |                    |
|-----------------------------------|---------------------|--------------------|------------|--------------------|
| 9535-200 S Michigan St Settlement | \$0                 | \$0                | \$0        | \$0                |
| 9537-Cemetery Trust               | \$1,000             | \$0                | \$0        | \$0                |
| 9538-Cemetery Perpetual Care      | \$0                 | \$0                | \$0        | \$0                |
| 9539-LaPorte Street Footbridge    | \$20,000            | \$0                | \$0        | \$0                |
| <b>Totals</b>                     | <b>\$17,893,465</b> | <b>\$7,163,359</b> | <b>\$0</b> | <b>\$6,863,037</b> |

Council Members Houin and Milner moved and seconded to open the public hearing regarding the Pre-Adoption for 2020 Budget.

Clerk Treasurer Xaver made the following comments:

At the Budget Work Session meeting on August 19<sup>th</sup>, Councilman Houin asked why the City Garage and Warehouse Salaries line increased \$40,000. I stated in error that it had not been budgeted correctly in the past. Actually, it has been budgeted correctly; and the employees have been paid from the correct fund. If you look at the total of the Salaries line of the City Garage & Warehouse budget (Tab 1, Page 4, expense line 101.014.411.0000, the amount is \$131,299; last year there were two lines with the same expense number: \$39,992 (for the purchasing agent) plus \$90,592 (for the two mechanics). That totals \$130,584. The line increased less than \$1,000.00.

Also at the meeting, Jeff commented that the Airport's operating balance seemed high. You have to remember that the majority of the funding for the departments is from property taxes; that funding only comes twice a year. So we have to have enough cash on hand in each fund to operate, at minimum, for a full six months.

In the Cumulative Capital Development Fund, the balances are split as follows: City \$145,623.15; Aviation \$273,588.79; Fire \$129,548.31. I have an additional \$200,000 invested, split between the three.

I forgot to tell you at the work session meeting that the Local Income Tax that we receive is expected to be reduced next year by almost \$65,000. LIT goes directly into the General Fund.

The items we cut from the budget are as follows:

Fire Department:

- \$18,000 LP 15 heart monitor
- \$11,000 5 sets of full fire turnout gear
- Reduced 8 800 mHz portable radios by \$4,500

Park:

- \$50,000 skate rink
- \$300,000 play set at Hoosier Old Wheels

Street Department:

- \$200,000 (duplicate line item)
- \$10,000 sidewalks

Aviation

- \$3,000 other materials

These cuts total \$596,500. This with the \$ 1 million from dormant funds that you transferred to the General Fund will satisfy this year's budget concerns. This will not solve the problem for upcoming years

Xaver also noted that the advertised tax rate, including the Cumulative Capital Development Fund, for 2020 is \$2.1334 (just over \$2.13 per \$100 of NET assessed value). Last year's advertised tax rate was \$2.1729.

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Mayor Senter offered the privilege of the floor to the council and to the public. There were no additional comments or questions.

Council Members Culp and Longenecker moved and seconded to close the public hearing. The motion carried.

Mayor Senter read a letter from Fred Jones, a homeowner, thanking Eric Keilman and the Plymouth Water Department for their help during a recent leak that was discovered at property he owns just west of the city office.

Clerk-Treasurer Xaver asked the council their pleasure on the acceptance of donations into the City Monetary Gift Fund:

- Toy Light Ups - \$50.00 (Latino Festival vendor)
- St Thomas Episcopal Church - \$100.00 (Latino Festival sponsor)
- Coldwell Banker - \$500.00 (Latino Festival sponsor)

Council Members Walters and Milner moved and seconded to accept the donations as specified. The motion carried.

Councilman Cook commended City Attorney Surrisi and Building Commissioner Hammonds for their work with Marshall County regarding a home on Manor Drive in the 2-mile zone. He appreciates their efforts to work something out.

City Attorney Surrisi presented Ordinance No. 2019-2154, An Ordinance to Authorize Allowances to City Employees and Officials for Mileage and Meals, on first reading,

Surrisi also presented Ordinance No. 2019-2155, An Ordinance for Appropriations and Tax Rates for 2020 (Commonly Known as the 2020 Budget Ordinance), on first reading.

City Attorney Surrisi presented Resolution No. 2019-869, A Resolution of the City of Plymouth Confirming Support for the Marshall County Crossroads Stellar Initiative.

Surrisi went through a PowerPoint presentation of the proposed projects within the City of Plymouth for Stellar funding:

| <b><u>Project</u></b>                                | <b><u>Local Matching Grant Total</u></b>                              |
|--|---|
| Rees Theatre Project                                 | \$575,000 Redevelopment Commission has already pledged                |
| Old Firehouse Renovation/Entrepreneurship Hub        | \$240,000   |
| Greenways Trail Phase 3                              | \$60,000  |
| River Park Square Phase 2                            | \$140,000   |
| Michigan Street/Railroad Viaduct Improvement Project | \$160,000   |
| Crossroads Pocket Park                               | \$160,000   |
| Riverside Meadows Housing Development                | no match, but city to consider other incentives such as tax abatement |

Surrisi also discussed an additional Stellar project that is not part of the resolution because a local match is not required: IHCDA's Owner-Occupied Rehabilitation Program. This portion of Stellar Initiative could potentially bring \$500,000 to Marshall County for qualified low to moderate income families to make repairs/updates to their homes totaling up to \$25,000 per home. Surrisi noted that even if Marshall County is not designated Stellar, the overwhelming response from local homeowners shows that there is great interest and the plan would be to apply for up to \$350,000 in the regular rounds of funding from IHCDA.

Surrisi introduced several members of the community: Randy Danielson, Cori Humes, and Linda Rippy. As members of the Stellar Arts and Culture Subcommittee, they wanted to discuss potentially converting the property on the northeast corner of the Michigan / Jefferson Street intersection into a pocket park. They each discussed the importance of revitalizing this dilapidated property to be welcoming to residents and visitors alike as the focal point of the city's crossroads. Danielson also noted that this would be a collaboration between Marshall County Tourism, the Marshall County Museum, and the Marshall County Purdue Extension Office. Purdue University would design the greenspace and their master gardener's program would maintain the plants on the grounds, so it would not be an extension of the Plymouth Parks Department.

Councilman Cook asked if funds for the projects listed on the resolution, with the exception of the Rees Theatre project because the Redevelopment Commission has already committed those funds, have been committed and budgeted. Surrisi said they have not and the Stellar funding would take place over a 4-year period so funds would not have to be on-hand immediately.

Cook said he thinks these are great projects that will make Plymouth even better, but with this request totaling \$760,000 and the lack of consultation with the clerk-treasurer regarding where funding will come from, he does not support voting on this until the council receives a financial reporting indicating whether it is affordable or not.

Surrisi explained that these projects are based on the Stellar designation and the city will have the opportunity in the next several years to prioritize which projects become a reality and will actually be funded. At this point, the resolution is showing the local match and support of the city for the Stellar application. Culp asked if there are time constraints. Surrisi said the projects would have to be completed within a 4-year time period. It was also noted that the Stellar application is due September 20<sup>th</sup>, which is prior to the council's next meeting.

Houin noted that these are sample projects that are being brought forward for the Stellar application. If Marshall County were to win the designation, then each individual project would have

to apply for grant funding. At that time, the project would be finalized and the city would identify the funding source for each individual project. Surrisi added that if designated, there would be a pot of \$16 million of federal funding available to the county, so each project would have to apply to use money out of that \$16 million, but would not be competing against other communities, project by project, to win those funds like a normal OCRA or INDOT funding round.

Walters said he feels the opportunity to try and win the Stellar designation is very important for our community. When comparing the less than \$1 million the city will have to match to the \$16 million of total funds that would be available, he feels the city will be able to find the funds over the next four years.

Councilmen Houin and Culp moved and seconded to adopt Resolution No. 2019-869, A Resolution of the City of Plymouth Confirming Support for the Marshall County Crossroads Stellar Initiative. It passed by roll call vote.

AYES: Culp, Houin, Longanecker, Milner, Walters  
NAYS: Cook  
ABSENT: Ecker

City Attorney Surrisi presented Resolution No. 2019-870, A Resolution Providing for the Transfer of Appropriations in the Aviation Department Fund of the City of Plymouth, Indiana, as Requested by the Board of Aviation Commissioners and Forwarded to the Common Council for Their Action and Passage Pursuant to IC 6-1.1-18-6.

Airport Manager Bill Sheley addressed the council. He said this appropriation, which will move money around within the aviation fund, is to help cover unexpected expenses that have been incurred since the AlphaFlight program has begun. Last year when budgets were being discussed, this program did not exist and the amount of growth at the airport was not anticipated to this degree at that time.

Council Members Walters and Milner moved and seconded to adopt Resolution No. 2019-870, A Resolution Providing for the Transfer of Appropriations in the Aviation Department Fund of the City of Plymouth, Indiana, as Requested by the Board of Aviation Commissioners and Forwarded to the Common Council for Their Action and Passage Pursuant to IC 6-1.1-18-6. It passed by roll call vote.

AYES: Cook, Culp, Houin, Longanecker, Milner, Walters  
NAYS: None  
ABSENT: Ecker

City Attorney Surrisi presented PC 2019-13, Certified Proposal to Amend the Subdivision Control Ordinance for the City of Plymouth. Surrisi introduced Ralph Booker, Plan Consultant for the City of Plymouth.

Booker reviewed the proposed changes to the subdivision ordinance:

**Section 1.** The Plymouth Subdivision Control Ordinance is proposed to be amended as follows:

The following language shall be added as part of Section 1.11 – Resubdivision of Land:

Additions Not Requiring a Hearing – An Addition may be approved by the Zoning Administrator, without the need for a hearing before the Plan Commission, if it meets or complies with the following requirements.

- (1) An Addition may occur between any two (2) or more parcels which are contiguous to each other. Two (2) or more parcels shall be considered contiguous if they share at least twenty-five (25) feet of uninterrupted border.
- (2) The deed that adds the property together shall have the following paragraph on the deed: "Hereafter, the within described real estate shall not be conveyed other than in conjunction with the real estate described in a certain deed dated \_\_\_\_\_, \_\_\_\_\_, recorded in Deed Record \_\_\_\_\_, page \_\_\_\_\_, of the records of Marshall County, Indiana, unless approval to do otherwise is first obtained from the Plan Commission or its successor(s)".
- (3) An Addition shall not leave any previously conforming affected parcels, which, after the Addition, fail to satisfy the existing lot size, road frontage, and setback requirements for a property in such zoning district as prescribed in the Zoning Ordinance for the City of Plymouth. However, the requirement set forth in this subsection shall not prohibit an Addition involving one (1) or more legal, non-conforming parcels. Moreover, such an Addition would not cause any legal, non-conforming parcel to lose its grandfathered status.
- (4) To be reviewed and confirmed by TRC. To be recorded and with copy of recorded deed provided to the Zoning Administrator within 30 days of recording.

Councilman Houin said he prompted the discussion to make this change because he had a client approach him about a parcel of land that was encroaching on the neighbor's property, due to an addition to that home in the past, by about four inches. Rather than going through the process of hiring a surveyor, paying for a new plat, going before the Technical Review Committee, and paying for a Plan Commission review, the simpler solution was to carve out a sliver of the property from that lot and the neighbor's lot and flop them. In this situation it was less than two square feet. The vision is to simply clean-up minor property line encroachments in older subdivisions that have been there for years.

Council Members Culp and Walters moved and seconded to adopt PC 2019-13, Certified Proposal to Amend the Subdivision Control Ordinance for the City of Plymouth. It passed by roll call vote.

AYES: Cook, Culp, Houin, Longanecker, Milner, Walters  
NAYS: None

Laura Mann, Promotion of the City Coordinator, addressed the council. She provided an update on the events for 2019 that the city has been undertaking including the mayor's blood drives,

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prayer breakfast, mayor's youth council clean up event, downtown 2<sup>nd</sup> Fridays, Northern Indiana Mayor's roundtable, downtown tractor show, and Mayor's Month of Music. Mann also discussed upcoming events including the downtown Fall Crawl, AVTT Traveling Vietnam Memorial Wall, Latino Festival, end of summer bash, and holiday parade and Christmas tree lighting.

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

Members Longanecker and Milner moved and seconded to accept the following communications:

- Minutes of the Board of Public Works and Safety meeting of August 26, 2019
- Minutes of the Board of Zoning Appeals meeting of June 4, 2019
- Minutes of the Plan Commission meeting of August 6, 2019
- Minutes of the Urban Forest and Flower Committee meeting of August 21, 2019
- Minutes of the Technical Review Committee meeting of August 27, 2019

The motion carried.

There being no further business to come before the Council, Council Members Longanecker and Milner moved and seconded to adjourn the meeting. The meeting adjourned at 7:45 p.m.

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Jeanine M. Xaver, IAMC, CMC  
Clerk-Treasurer

APPROVED

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Mark Senter, Mayor