

REGULAR SESSION, COMMON COUNCIL, January 13, 2025

Be it Remembered that the Common Council of the City of Plymouth, Indiana, met in regular session on January 13, 2025. 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 6:32 p.m.

Councilwoman Starr offered prayer, and Mayor Listenberger led the Pledge of Allegiance.

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

Council members Starr and Krathwohl moved and seconded to approve the minutes of the regular session of the Common Council on December 23, 2024, as presented. The motion carried.

Council members Ecker and Milner moved and seconded to set the 2025 meeting dates for the 2nd and 4th Mondays of each month at 6:30 p.m. with the exceptions of moving the May 26th, 2025, meeting to the following day on May 27th, 2025, at 6:30 p.m. in the City Council Chambers. The motion carried.

Mayor Listenberger wished to recognize Ralph Booker for his services to the city, county, and all he had done for the community. He read aloud the proclamation below.

Proclamation

City of Plymouth

January 14, 2025

Whereas, Ralph Booker has dedicated his work-life to his community, and has demonstrated in many practical ways his deep and genuine love for this city and county; and

Whereas, Ralph has served many roles during his career including County Ag Agent, educator to many local farmers, dedicated Rotary Club member; and

Whereas, Ralph has served both Marshall County and the City of Plymouth as a planning consultant for 15 years; and

Whereas, Ralph also proudly served in the Army Reserves, retiring as a Lt. Colonel. This service shows his leadership and dedication to not only our county and city but to our country as well; and

Whereas, upon retirement Ralph will be able to spend more time with his family and especially his grandchildren; and

Now, I, Robert Listenberger, by the virtue of the authority vested in me as Mayor, and on behalf of the entire City Council and all of our citizens, do hereby present the Key to the City of

REGULAR SESSION, COMMON COUNCIL, January 13, 2025

Plymouth to Ralph Booker for the many, many years, of a job well done and wish Ralph the best in all of his future endeavors.

Council members Starr and Morrow moved and seconded to nominate and elect Don Ecker Jr. as Mayor Pro-Tempore. Nominations were closed and the motion carried with Ecker abstaining.

Council members Krathwohl and Starr moved and seconded to appoint Dennis Manuwal Jr. to the Marshall County Unsafe Building and Premises Board. The motion carried.

Council members Ecker and Milner moved and seconded to appoint Megan Rogers as an alternate to the Board of Zoning Appeals. The motion carried.

Council members Ecker and Starr moved and seconded to retain Michael Miley and appoint Brian Wray to the Redevelopment Commission. The motion carried.

Council members Morrow and Milner moved and seconded to retain Jennifer Sickmiller to the Economic Development Commission. The motion carried.

Council members Starr and Ecker moved and seconded to retain Steve Listenberger and Jodie Overmyer to the Urban Flower and Forestry Committee. The motion carried.

The Mayor provided the list of mayoral appointments as follows:

Board of Aviation – Anthony Witt

Park and Recreation Board – Timothy Alex Eads

Plan Commission – Beth Pinkerton & Angela Rupchock-Schafer

Board of Zoning Appeals – Jack Garner, Paul Wendel and Linda Secor

Redevelopment Commission – Craig Hopple, Debra Venti and Lana Ball

Alcoholic Beverage Board – Bryan Howard

Economic Development Commission – John Yadon

Redevelopment Authority – Steve Harper, Angela Rupchock-Schafer and Christopher Berdahl

Urban Forestry Committee – Luke Felde, Debbie Palmer, Mike Woolfington and Robert Yoder

City Attorney Houin introduced Resolution No. 2025-1139, City of Plymouth Internal Controls Policy.

Houin stated that this was a proposal by the Clerk-Treasurer to update the Internal Controls Policy. He explained he had not had an opportunity to discuss it with the Clerk-Treasurer and as it affects the Human Resources Manager, and he was the department head responsible for Human Resources, that he asked that this be tabled until he had a chance to review it with the Clerk-

Treasurer to determine if this would be the best way to approach the particular issue that brought this about.

Gorski stated that in this resolution there were some updates to EMS Receipts, Park Receipt Procedures and Payroll Procedures. She explained that these internal controls are reviewed annually to ensure the procedures are up to date and accurate.

She listed in EMS Receipts, it was updated to include EMS/MC as they have combined with Accumed Group, who had been the City's EMS Billing Provider.

She listed in the Park Receipt Procedures; it was updated as to where the Park Office Manager placed their daily report of collections in the event the Park Office Manager would be unable to get to the City Office before closing. She stated that additionally, in the Pool Receipt procedures it was updated that the bank bag collected at the pool that it was to be deposited at the bank after hours.

She listed in the Payroll Procedures it had been updated to as to who proofs the payroll time register and signs the document that no errors were found prior to our employees being paid. She added that all bank account changes need to be made in person by the employee at the Clerk-Treasurer's Office.

She listed that the final update, Payroll Procedure #11, was added to put a procedure in place to ensure timely and accurate payment of insurance benefits. She stated there was currently a procedure for this, however it was never written, just understood. She explained that these insurance providers need to be paid with the end of the month payroll. She stated that to accurately pay them, all invoices are sent to the Human Resources Manager and coded by the Human Resources Manager, then sent to the Payroll Coordinator for payroll balancing and verification prior to the upload of payroll to the bank to pay the employees. She stated that it made it difficult to balance payroll if these are not received until after payroll was uploaded to the bank. She explained with this written procedure, it should eliminate delayed balancing of payroll and the potential delayed payment to our insurance providers. She stated that the Uniform Internal Control Standards for Indiana Political Subdivisions, September 2015, it states, all processes are verified by two or more individuals for accuracy.

Council members Ecker and Starr moved and seconded to table Resolution No. 2025-1139, City of Plymouth Internal Controls Policy. The motion carried.

Gorski introduced Jordan Holzwart of Surf Internet to update them on Surf Internet.

Holzwart stated with new members to the council, he wanted to ensure that they were aware of who Surf Internet was. He stated they were celebrating their 25th year in business and they were

REGULAR SESSION, COMMON COUNCIL, January 13, 2025

located out of Elkhart, Indiana and all their customer support was out of Northern Indiana. He stated they have about 4,100 sites available in the City of Plymouth. He stated that some are out of town and in subdivisions and they currently have about 1,300 customers in 25 serving areas overall in the City of Plymouth. He stated they started service here in 2020 and only became aggressive around 2022-2023 to expand to most of the area. He explained they were still a price lock company with no contract, equipment fees, or taxes there.

Houin updated the board on ONE Marshall County and stated that across the street they were pouring the foundation for the Water Street Townhomes. He stated he was surprised they were pouring concrete in this weather. He stated the largest focus for ONE Marshall County was finalizing a strategic plan and that was really coming out of the various subcommittees, and they are expecting updates at that month's board meeting so they could start compiling everything into one strategic plan.

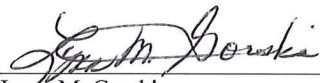
Houin updated the board on the Comprehensive Plan Committees. He said that Plan Director Ty Adley was now taking over for the Comprehensive Plan Advisory Committees and there was a very productive meeting of the Zoning Subcommittee. He stated that for the Empowerment Subcommittee, La Voz Unida was sponsoring Introductory Spanish classes. He stated while there was an ongoing effort to provide English classes to Spanish speakers, there would now be Spanish classes for English speakers who may want to learn Spanish.

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

- Minutes of the Board of Public Works and Safety meeting of December 23, 2024
- January 13, 2025, Check Register
- December 2, 2024 Park Board Minutes
- December 3, 2024 Plan Commission Minutes
- December 3, 2024 Board of Zoning Appeals Minutes

The motion carried.

There being no further business to come before the Council, Council members Ecker and Milner moved and seconded to adjourn. Mayor Listenberger declared the meeting adjourned at 6:58 p.m.


Lynn M. Gorski
Clerk-Treasurer

APPROVED


Robert Listenberger, Mayor