

**AGENDA OF THE COMMON COUNCIL
City of Angola, Indiana**

**Monday, September 21, 2020 – 7:00 p.m.
Angola Training Center
306 West Mill Street, Suite 1B**

To attend this meeting, a mask is required. Social distancing seating is limited.

CALL TO ORDER BY MAYOR HICKMAN

1. Council Member roll call by Clerk-Treasurer Twitchell.

Crum _____ Olson _____ Armstrong _____ Martin _____ McDermid _____

2. Remarks by Mayor Hickman.
3. Request approval of the September 8 and September 16 minutes. (attachment)
 - Minutes of the August 3 Board of Public Works and Safety meeting presented for Council information. (attachment)

UNFINISHED BUSINESS

1. Ordinance No. 1648-2020. AN ORDINANCE AMENDING THE ANGOLA MUNICIPAL CODE TITLE 10 VEHICLES AND TRAFIC, CHAPTER 10.25 PARKING. (No parking Monument Plaza parking lot) (third and final reading) (attachment)
2. Public hearing regarding the appropriation reduction for the Cumulative Capital Development Fund, Capital Outlays \$308,000. Ordinance No. 1649-2020. APPROPRIATION REDUCTION ORDINANCE FOR THE CITY OF ANGOLA, INDIANA CUMULATIVE CAPITAL DEVELOPMENT FUND. (second and third readings) (attachment)
3. Public hearing regarding the additional appropriation for the Capital Projects Fund, Capital Outlays \$33,574. Ordinance No. 1650-2020. ADDITIONAL APPROPRIATION ORDINANCE FOR THE CITY OF ANGOLA, INDIANA CAPITAL PROJECTS FUND. (second and third readings reading) (attachment)
4. Ordinance No. 1651-2020. AN ORDINANCE AMENDING THE CITY OF ANGOLA, INDINAA EMPLOYEE HANDBOOK, EMPLOYMENT POLICIES – EQUIPMENT, TOOLS AND MACHINES. (add crash vehicle data recorder review) (second reading) (attachment)
5. Other unfinished business.

NEW BUSINESS

1. Resolution No. 2020-784. A RESOLUTION PROVIDING FOR THE TRANSFER OF CASH TO THE LOCAL ROAD AND BRIDGE MATCHING GRANT FUND. (\$30,092 from Motor Vehicle Highway Restricted) (attachment)
2. Resolution No. 2020-785. A RESOLUTION PROVIDING FOR THE TRANSFER OF APPROPRIATIONS FOR THE CITY OF ANGOLA FOR THE GENERAL AND MOTOR VEHICLE HIGHWAY FUNDS AND FORWARDED TO THE COMMON COUNCIL FOR THEIR ACTION AND PASSAGE PURSUANT TO IC 6-1.1-18.6. (General – Police) (attachment)
3. Determine applicability of IC 36-1-12-4.9 to the following projects related to COVID-19 CARES Act funding. (attachment)
 - Various city building HVAC upgrades
 - Training Center ADA restroom
 - Commons Hall exterior ADA compliance
 - Commons Hall interior upgrades and ADA compliance
4. The Clerk-Treasurer's Depository and Cash Reconciliation for month ending August 2020 is presented for Council information. (attachment)
5. Reports:
 - Clerk-Treasurer
 - Department heads
6. Request approval of the Allowance of Accounts Payable Vouchers 47821 through 48033 totaling \$894,358.94 which includes interfund transfers totaling \$199,072.43. (separate attachment)
7. Other new business.

NEXT MEETING

The next meeting is Monday, October 5.

ADJOURNMENT

Individuals with disabilities who require accommodations for participation in meetings must request accommodations at least three business days ahead of scheduled meeting. Contact the Clerk-Treasurer, 210 North Public Square, Angola, IN 46703, (260) 665-2514 extension 7353, clerktreasurer@angolain.org as soon as possible but no later than three business days before the scheduled event.

SEPTEMBER 8, 2020

The regular meeting of the Common Council of the City of Angola, Indiana was called to order at 7:00 p.m. at the Angola Training Center, 306 West Mill Street 1B, with Mayor Richard M. Hickman presiding. Council Members Gary L. Crum, David A. Olson, Kathleen G. Armstrong, David B. Martin, and Jerold D. McDermid answered roll call. No Council Member was absent. Clerk-Treasurer Debra A. Twitchell recorded the minutes.

Among those present were Chief of Police Stu Hamblen, City Attorney Kim Shoup, Street Commissioner Doug Anderson, City Engineer Amanda Cope, Wastewater Superintendent Craig Williams, Water Superintendent Tom Selman, Building Commissioner Scott Lehman, Park Superintendent Matt Hanna, Economic Development and Planning Director Vivian Likes, and Deputy Clerk Ryan Herbert.

Also, among those present were Ashlee Hoos of *The Herald Republican* and Colin Meadowcroft of WLKI.

REMARKS BY THE MAYOR

Mayor Hickman reported that the mural being painted on Craig Everage's building located on North Wayne Street was complete. The artist that painted the mural was from Rochester, New York. A sight is currently being selected downtown for another mural to be completed next spring.

Mayor Hickman then congratulated the Downtown Angola Coalition for receiving an OCRA Women's Legacy Grant. The Grant totals \$40,000 to be used to purchase a statue of Sojourner Truth that will be placed outside the Steuben County Court House.

Mayor Hickman also announced the City will receive a \$250,000 CDDG grant to provide small business relief loans. These loans will be administered through the Angola Investment Fund Board. He thanked June Julien with the Steuben County Tourism Bureau and the Angola Chamber of Commerce for their help with this process.

APPROVAL OF THE MINUTES

Council Member McDermid moved to approve the August 17, 2020 minutes. Council Member Olson seconded the motion. The motion carried 5-0.

UNFINISHED BUSINESS

Ordinance No. 1647-2020, AN ORDINANCE FIXING COMPENSATION OF ELECTED OFFICIALS OF THE CITY OF ANGOLA, INDIANA FOR THE YEAR 2021, was read by title and presented to Council on third and final reading. Council Member Olson moved to approve. Council Member Armstrong seconded the motion. The motion to approve on third and final reading carried 5-0. (Mayor and Clerk-Treasurer 2% increase)

Ordinance No. 1648-2020, AN ORDINANCE AMENDING THE ANGOLA MUNICIPAL CODE TITLE 10 VEHICLES AND TRAFIC, CHAPTER 10.25 PARKING, was read by title and presented to Council on second reading. Council Member Martin moved to approve. Council Member Crum seconded the motion. The motion to approve on second reading carried 5-0. (No parking Monument Plaza parking lot)

NEW BUSINESS

Wastewater Superintendent Williams opened and read aloud quotes for the Hires Lift Station Discharge Manhole Improvement Project. Engineer's cost estimate for the project totaled \$150,000.

	<u>Base Bid</u>	<u>Alternate</u>	<u>Total</u>
Parrish Excavating	\$229,605.00	\$19,836.00	\$249,441.00

Superintendent Williams explained that this is a critical project with several challenges. There is a very tight timeframe for completion and contractors are all very busy. Three lift stations discharge into the manhole requiring repairs. The excavation would be 20' deep. Flow would have to be maintained by bypass pumping meaning the project needs to be completed before winter freezing temperatures. Discussion followed. Council Member Martin moved to award the bid to the sole bidder if they meet specs. Council Member Crum seconded the motion. The motion to award the bid if specs are met carried 5-0.

Ordinance No. 1649-2020, APPROPRIATION REDUCTION ORDINANCE FOR THE CITY OF ANGOLA, INDIANA CUMULATIVE CAPITAL DEVELOPMENT FUND, was read by title and presented to Council for first reading. Council Member Martin moved to approve. Council Member Olson seconded the motion. The motion to approve on first reading carried 5-0. (Capital Outlays \$308,000)

Ordinance No. 1650-2020, ADDITIONAL APPROPRIATION ORDINANCE FOR THE CITY OF ANGOLA, INDIANA CAPITAL PROJECTS FUND, was read by title and presented to Council for first reading. Council Member Martin moved to approve. Council Member Olson seconded the motion. The motion to approve on first reading carried 5-0. (Capital Outlays \$33,574)

Ordinance No. 1651-2020, AN ORDINANCE AMENDING THE CITY OF ANGOLA, INDANA EMPLOYEE HANDBOOK, EMPLOYMENT POLICIES – EQUIPMENT, TOOLS AND MACHINES, was read by title and presented to Council for first reading. Council Member Olson moved to approve. Council Member McDermid seconded the motion. Discussion followed. The motion to approve on first reading carried 5-0. (add crash vehicle data recorder review)

Resolution No. 2020-783, A RESOLUTION AUTHORIZING THE PURCHASE OF FIRE APPRATUS FOR THE ANGOLA FIRE DEPARTMENT, was read by title and presented to Council for approval. Council Member Martin moved to approve. Council

Member Olson seconded the motion. The motion to approve carried 5-0. (Spencer Pumper Tanker Fire Apparatus)

Mayor Hickman presented the 2021 Budget. A budget workshop was scheduled for Wednesday, September 16 at 5:00 p.m. at the Training Center.

Deputy Clerk Ryan Herbert presented the 2020 Budget Management Report which is presented annually in conjunction with the budget presentation. The report is historical, current, and projected revenues, expenditures, and cash balances for governmental funds over a period of eight years and may be used as a reference tool during the annual budget process. The report compiles information on operating, capital, and pension funds and includes the City's 2020 amended budget and 2021 proposed budget. An integral part of the report is the Notes and Assumptions section. Discussion followed.

Council Member Martin moved to approve the Addendum to Agreement with Pleasant Township compensating the City \$300,000 for a fire truck. Council Member Olson seconded the motion. Discussion followed. The motion to approve carried 5-0. (Fire Protection and Emergency Services Agreement dated July 20, 2020)

CLERK-TREASURER AND DEPARTMENT HEAD REPORTS

Police Chief Hamblen reported that he had spoken with Council Member Olson about traffic issues on Regency Drive raised by members of the neighborhood. Officers have targeted the area to monitor speeds. There was a crash last week when somebody went too fast around the curve. There were no injuries. The Traffic Commission may need to look at adjusting the speed limit. Discussion followed.

APPROVAL OF ACCOUNTS PAYABLE VOUCHERS

Council Member Martin moved to approve the Allowance of Accounts Payable Vouchers 47559 through 47820 totaling \$736,266.94. Council Member Olson seconded the motion. The motion carried 5-0.

ADJOURNMENT

There being no further business, the meeting was considered adjourned at 7:33p.m.

Richard M. Hickman, Mayor
Presiding Officer

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Attest:

Debra A. Twitchell, Clerk-Treasurer

DRAFT

SEPTEMBER 16, 2020

The special meeting of the Common Council of the City of Angola, Indiana was called to order at 5:00 p.m. at the Angola Training Center, 306 West Mill Street 1B, with Mayor Richard M. Hickman presiding. Council Members Gary L. Crum, David A. Olson, Kathleen G. Armstrong, and Jerold D. McDermid answered roll call. Council Member Martin was present via telephone. No Council Member was absent. Clerk-Treasurer Debra A. Twitchell recorded the minutes.

Among those present were City Attorney Kim Shoup, Street Commissioner Doug Anderson, City Engineer Amanda Cope, Water Superintendent Tom Selman, Building Commissioner Scott Lehman, Park Superintendent Matt Hanna, Economic Development and Planning Director Vivian Likes, Systems Administrator Nathan Armstrong, and Deputy Clerk Ryan Herbert. Wastewater Superintendent Craig Williams was present via telephone.

Also present was Colin Meadowcroft of WLKI.

The purpose of this meeting was a budget work session for the 2021 Budget. Mayor Hickman tabbed through the recommended budget page by page for each department allowing for questions and comments. No action was taken by Council.

ADJOURNMENT

There being no further business, the meeting was considered adjourned at 5:32 p.m.

Richard M. Hickman, Mayor
Presiding Officer

Attest:

Debra A. Twitchell, Clerk-Treasurer

AUGUST 3, 2020

The regular meeting of the Board of Public Works and Safety of the City of Angola, Indiana was called to order by Chair Richard M. Hickman at 6:31 p.m. at the Angola Training Center, 306 West Mill Street 1B. Members Richard M. Hickman and David A. Olson answered roll call. Member David B. Martin was absent. Clerk-Treasurer Debra A. Twitchell recorded the minutes.

Among those present were Chief of Police Stu Hamblen, City Attorney Kim Shoup, Assistant Fire Chief William Harter, Fire Captain Pete Decker, Firefighter Kevin Mory, Firefighter Paul Theil, Firefighter Terry Dowell, Economic Development and Planning Director Vivian Likes, Street Commissioner Doug Anderson, City Engineer Amanda Cope, Wastewater Superintendent Craig Williams, Water Superintendent Tom Selman, Human Resources Administrator Sue Essman, and Deputy Clerk Ryan Herbert.

Also, among those present were Ashlee Hoos of *The Herald Republican* and Colin Meadowcroft of WLKI.

APPROVAL OF MINUTES

Member Olson moved to approve the July 6, 2020 minutes. Member Hickman seconded the motion. On call of the vote, the motion carried 2-0.

ORDER OF BUSINESS

The Board was asked to consider a request by Greg Baird at 800 Butler Street to connect his property via driveway to Thomas Drive. City Engineer Cope explained that Mr. Baird plans to subdivide his land, build a new home on what would become an empty lot to the rear of the property, and sell the home at 800 Butler Street. Baird would like to place the driveway access to the new home at what is currently the dead end of Thomas Drive which currently ends 50' before arriving at Mr. Baird's property. Engineer Cope explained that the options would be for the City to extend Thomas Drive the additional 50' or grant Mr. Baird an easement 12' through the right-of-way to build his driveway to what is currently the end of Thomas Drive. Cope then stated that Street Commissioner Anderson expressed concerns with extending the street related to drainage, soil conditions, and snowplowing. Cope's recommendation was to grant Mr. Baird the easement. Economic Development and Planning Director Likes reported that Mr. Baird still needed to appear before the Planning Commission about subdividing the property. Board Member Olson expressed concerns with the property being further subdivided in the future to add more homes. Mr. Baird explained that his intent was to build a home for himself on the property and not divide further. Board Member Olson expressed concerns about extending the street because of snow removal and construction traffic. Discussion followed regarding construction access and quality of driveway to be installed. City Engineer Cope reiterated her recommendation to grant easement rather than extend the street. Discussion followed regarding legality of

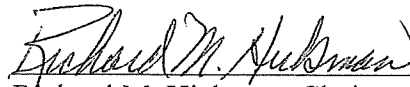
an easement. City Attorney Shoup said he would have to investigate the legality of granting easement through the right-of-way. Member Olson moved to table the matter while legality of an easement is investigated. Member Hickman seconded the motion. On call of the vote, the motion carried 2-0.

The Board was then asked to accept the appointment of Christopher Greuter to the position of Probationary Firefighter to the Angola Fire Department. Human Resources Administrator Essman reported that the hiring process for Mr. Greuter started in May. He had passed his CPAT, aptitude, and physical and mental testing and had been accepted into the '77 pension fund. Member Olson moved to accept the appointment of Christopher Greuter to the position of Probationary Firefighter. Member Hickman seconded the motion. On call of the vote, the motion carried 2-0.

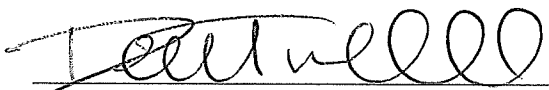
Member Olson then moved to accept the request for easement from Northern Indiana Public Service Company, LLC to install a guy wire on City property at Commons Park. Member Hickman seconded the motion. On call of the vote, the motion carried 2-0.

ADJOURNMENT

There being no further business, the meeting was considered adjourned at 6:52 p.m.


Richard M. Hickman, Chair

Attest:


Debra A. Twitchell, Clerk-Treasurer

ORDINANCE NO. 1648-2020

AN ORDINANCE AMENDING THE ANGOLA MUNICIPAL CODE
TITLE 10 VEHICLES AND TRAFFIC, CHAPTER 10.25 PARKING

BE IT HEREBY ORDAINED by the Common Council of the City of Angola, Indiana that Title 10 Vehicles and Traffic, Chapter 10.25 Parking is being amended by the text of existing provisions in this style type, additions will appear in **this style type**, and deletions will appear in ~~this style type~~:

Section 1. Section 10.25.160 Parking prohibited at certain times is amended to read as follows:

Where signs are erected giving notice thereof, it is unlawful for any persons to park any vehicle on any of the following streets and parts of streets in the city between the hours specified in this schedule:

<i>Street</i>	<i>Location</i>
<i>No parking between 3:30 a.m. and 6:00 a.m.</i>	
Elizabeth	Between West Gilmore Street and West Gale Street
Gale Street	Between West Street and Martha Street
Gilmore Street	Between West Street and Martha Street
Martha Street	Between East Gilmore Street and East Gale Street
Maumee Street	
The Public Square	
Wayne Street	Between Gilmore Street and Gale Street
West Street	Between West Gilmore Street and West Gale Street
<i>No parking Monday through Friday between the hours of 2:30 p.m. and 3:30 p.m.</i>	
South side of East Felicity Street	Between South Martha Street and Springhill Drive
<i>No parking between 7:00 a.m. and 4:00 p.m.</i>	
East Gale Street	Between a point 359 feet east of Euclid Avenue and a point 463 feet east of Euclid Street
<i>No parking beginning July 1 through October 31 between the day and hours of Tuesday 9:00 p.m. to Wednesday 1:00 p.m.</i>	
206 North Wayne Street	South side of the Monument Plaza parking lot

ORDINANCE NO. 1648-2020

PASSED AND ADOPTED by the Common Council of the City of Angola, Indiana,
on the _____ day of September 2020 by the vote of _____ ayes and _____ nays.

Richard M. Hickman, Mayor
Presiding Officer

Attest:

Debra A. Twitchell, Clerk-Treasurer

This ordinance presented by me, the Clerk-Treasurer of the City of Angola, Indiana
to the Mayor at the hour of _____ a.m./p.m. this _____ day of September 2020.

Debra A. Twitchell, Clerk-Treasurer

This ordinance signed and approved by me, the Mayor of the City of Angola,
Indiana this _____ day of September 2020.

Richard M. Hickman, Mayor

ORDINANCE NO. 1649-2020

**APPROPRIATION REDUCTION ORDINANCE FOR THE CITY OF ANGOLA,
INDIANA CUMULATIVE CAPITAL DEVELOPMENT FUND**

WHEREAS, the Common Council has determined that it is now necessary to reduce appropriations in certain budgets than was appropriated in the 2020 annual budget;

NOW, THEREFORE, be it hereby ordained by the Common Council of the City of Angola, Steuben County, Indiana:

Section 1. Certain existing appropriations now have unobligated balances that will not be needed for the purposes for which appropriated, it is hereby ordained that the following existing appropriations be reduced in the following amounts:

	Reduction Amount <u>Requested</u>	Reduction Amount <u>Approved</u>
Cumulative Capital Development Fund		
Capital Outlays	\$308,000	\$308,000

Section 2. This Ordinance shall be in full force and effect from and after its passage and adoption by the Common Council, approval by the Mayor, and approval of the Department of Local Government Finance, if applicable, and publication according to law.

PASSED AND ADOPTED by the Common Council of the City of Angola, Indiana, on the ____ day of September 2020 by the vote of ____ ayes and ____ nays.

Richard M. Hickman, Mayor
Presiding Officer

Attest:

Debra A. Twitchell, Clerk-Treasurer

ORDINANCE NO. 1649-2020

This ordinance presented by me, the Clerk-Treasurer of the City of Angola, Indiana to the Mayor at the hour of _____ a.m./p.m. this _____ day of September 2020.

Debra A. Twitchell, Clerk-Treasurer

This ordinance signed and approved by me, the Mayor of the City of Angola, Indiana this _____ day of September 2020.

Richard M. Hickman, Mayor

ORDINANCE NO. 1650-2020

ADDITIONAL APPROPRIATION ORDINANCE FOR THE
CITY OF ANGOLA, INDIANA CAPITAL PROJECTS FUND

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

Section 1. Be it ORDAINED by the Common Council of the City of Angola, Steuben County, Indiana, that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named for the purpose specified, subject to the laws governing the same:

	<u>Amount Requested</u>	<u>Amount Approved</u>
Capital Projects Fund		
Capital Outlays	\$33,574	\$33,574

Section 2. This Ordinance shall be in full force and effect from and after its passage by the Common Council, approval of the Mayor, and approval of the Department of Local Government Finance, if applicable.

PASSED AND ADOPTED by the Common Council of the City of Angola, Indiana, on the _____ day of September 2020 by the vote of _____ ayes and _____ nays.

Richard M. Hickman, Mayor
Presiding Officer

Attest:

Debra A. Twitchell, Clerk-Treasurer

This ordinance presented by me, the Clerk-Treasurer of the City of Angola, Indiana to the Mayor at the hour of _____ a.m./p.m. this _____ day of September 2020.

Debra A. Twitchell, Clerk-Treasurer

ORDINANCE NO. 1650-2020

This ordinance signed and approved by me, the Mayor of the City of Angola, Indiana this _____ day of September 2020.

Richard M. Hickman, Mayor

**AN ORDINANCE AMENDING THE
CITY OF ANGOLA, INDIANA EMPLOYEE HANDBOOK,
EMPLOYMENT POLICIES – EQUIPMENT, TOOLS AND MACHINES**

BE IT HEREBY ORDAINED by the Common Council of the City of Angola, Indiana that the Employee Handbook is being amended by the text of existing provisions in this style type, additions will appear in **this style type**, and deletions will appear in ~~this style type~~:

Section 1. Employment Policies – Equipment, Tools, Vehicles and Machines is amended to read:

Employees are responsible and held accountable for the proper use and care, operation and maintenance of all equipment, tools, vehicles and machines provided by the City. Employees who misuse, neglect or abuse equipment, tools, vehicles or machines are subject to disciplinary action.

Departments within the city maintain a number of *city-owned vehicles* provided for the sole purpose of conducting official city business. Following are guidelines that apply to the use of all city-owned vehicles:

- Proper use of safety belts is required.
- Holding or using a telecommunications device is prohibited while operating a moving motor vehicle. A telecommunications device may be used in conjunction with hands free or voice operated technology. A telecommunications device may be used or held to call 911 to report a bona fide emergency. For the purposes of this policy, the term telecommunications device includes a wireless telephone, personal digital assistant, pager or text messaging device.
- Operation of city-owned vehicles must be done in a safe, respectful, and courteous manner to ensure a positive representation of the City.
- Employees operating city-owned vehicles are responsible for notifying their supervisor of any damage, maintenance needs or safety concerns.
- Approval of all vehicle maintenance is the responsibility of the department head.
- Employees are required to possess a valid Driver's License or Commercial Driver's License (when required) and maintain an acceptable driving record during employment with the City when operating a vehicle is an essential function of their job. In addition, an employee whose license is suspended, revoked or expired must report this loss of driving privileges immediately to their department head.
- The City is subject to periodic driving record audits. If an employee, where driving is an essential function of the job, has not properly notified their department head of suspended, revoked or expired driving privileges and this is discovered during an audit, disciplinary action may result.
- Traffic fines and/or arrests while using a city-owned vehicle are the sole responsibility of the employee and may be subject to disciplinary action.

ORDINANCE NO. 1651-2020

- Charges incurred for emergency repairs, road services or towing while traveling on city-related business are reimbursable when appropriate receipts are submitted, and approval is provided by your department head.
- In **the** case of a vehicle ~~accident~~ **crash**, follow standard procedures of calling the appropriate law enforcement agency and/or 911 in case of injury. All vehicle ~~accidents~~ **crashes** or injuries must be reported to your department head as soon as time allows. Your department head is responsible ~~to~~ **for** forwarding ~~this~~ **the** police report immediately to the Clerk-Treasurer's office for processing.
- **In the case of a vehicle crash, the vehicle data recorder will be reviewed.**

The following public safety positions are provided with a city-owned vehicle and are approved as *commute vehicles*:

Chief of Police	Assistant Chief of Police*	Police Sergeant*	Police Detective*
Fire Chief	Assistant Fire Chief	Police Patrol Officer*	

Commute vehicles are approved for travel to and from work and intended to assist with conducting city-related business. De minimis (minimal) personal use is permitted. Travel outside your department's jurisdiction for personal use is prohibited.

* Subject to Police Department Standard Operating Guidelines – Commute Vehicle Policy.

The following civilian positions are provided with a city-owned vehicle and are approved as *commute vehicles*:

City Engineer	Building Commissioner	Street Commissioner
Park Superintendent	Water Superintendent	Wastewater Superintendent

Commute vehicles are approved for travel to and from work and intended to assist with conducting city-related business. De minimis (minimal) personal use is permitted. Civilian employees electing the option of a commute vehicle must live within Steuben County. If the employee elects not to use the city-owned vehicle as a commute vehicle, the employee must do so in writing to the Clerk-Treasurer.

Civilian use of a city-owned vehicle for commuting will be valued at \$1.50 each one-way commute. The Clerk-Treasurer's office is responsible for taxing commute vehicles. No adjustments on taxing from a prior pay period will be made if the required commute information is not provided at the time of payroll processing.

Internal controls have been established to comply with the IRS guidelines for the use of city-owned vehicles. Employees with commute vehicles and assigned a city-owned vehicle are required to complete the appropriate compliance documents.

Section 2. Effective date.

This ordinance shall become effective following passage and adoption by the Common Council and approval by the Mayor.

ORDINANCE NO. 1651-2020

DULY PASSED AND ADOPTED by the Common Council of the City of Angola, Indiana,
on the _____ day of October 2020 by the vote of _____ ayes and _____ nays.

Richard M. Hickman, Mayor
Presiding Officer

Attest:

Debra A. Twitchell, Clerk-Treasurer

This ordinance presented by me, the Clerk-Treasurer of the City of Angola, Indiana
to the Mayor at the hour of _____ a.m./p.m. this _____ day of October 2020.

Debra A. Twitchell, Clerk-Treasurer

This ordinance signed and approved by me, the Mayor of the City of Angola,
Indiana this _____ day of October 2020.

Richard M. Hickman, Mayor

RESOLUTION NO. 2020-784

**A RESOLUTION PROVIDING FOR THE TRANSFER OF CASH
TO THE LOCAL ROAD AND BRIDGE MATCHING GRANT FUND**

WHEREAS, the Community Crossing Matching Grant is an opportunity provided by the Indiana Legislature whereby communities are awarded moneys for infrastructure improvement projects;

WHEREAS, communities that are awarded grants are required to match the grant amount as a condition of the Community Crossing Matching Grant program;

WHEREAS, the City of Angola applied for and received a Community Crossing Matching Grant for \$772,242.74 to reconstruct three streets and maintenance for 21 streets;

WHEREAS, bids for these projects were received on May 18 and subsequently awarded in the amount of \$878,220.00 of which the City's 25% share is \$219,555.00 with a Grant 75% share of \$658,665.00;

WHEREAS, the Common Council, pursuant to HEA 1001-2016, established a Local Road and Bridge Matching Grant Fund for the receipt of said grant funds;

WHEREAS, the State Board of Accounts has directed units who received grant funds to transfer any cash match to the Local Road and Bridge Matching Grant Fund;

WHEREAS, on June 1, 2020, the Common Council approved the matching grant cash transfer of \$57,070.51 from the Motor Vehicle Highway Fund and \$162,484.49 from the Motor Vehicle Highway Restricted Fund;

WHEREAS, an additional \$30,092 is needed for the matching grant cash for these projects and is available in the Motor Vehicle Highway Restricted Fund;

THEREFORE, BE IT HEREBY RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ANGOLA, INDIANA that for the expenses of the city government to meet the matching grants requirements, cash totaling \$30,092 is hereby transferred from the Motor Vehicle Highway Restricted Fund to the Local Road and Bridge Matching Grant Fund.

PASSED AND ADOPTED by the Common Council of the City of Angola, Steuben County, Indiana this 21st day of September 2020.

Richard M. Hickman, Mayor

Attest:

Debra A. Twitchell, Clerk-Treasurer

RESOLUTION NO. 2020-784

This resolution presented by me, the Clerk-Treasurer of the City of Angola, Indiana to the Mayor at the hour of _____ a.m./p.m. _____ day of September 2020.

Debra A. Twitchell, Clerk-Treasurer

This resolution signed and approved by me, the Mayor of the City of Angola, Indiana this _____ day of September 2020.

Richard M. Hickman, Mayor

**A RESOLUTION PROVIDING FOR THE TRANSFER OF APPROPRIATIONS
FOR THE CITY OF ANGOLA FOR THE GENERAL AND MOTOR VEHICLE
HIGHWAY FUNDS AND FORWARDED TO THE COMMON COUNCIL FOR
THEIR ACTION AND PASSAGE PURSUANT TO IC 6-1.1-18.6**

WHEREAS, certain conditions have developed since the adoption of the existing annual budget for the year 2020 and it is now necessary to transfer appropriations into different categories than was appropriated in the annual budget for various functions of departments.

BE IT HEREBY RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ANGOLA, INDIANA, that for the expenses of the city government, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law; and

BE IT FURTHER RESOLVED, that where it has been shown that certain existing appropriations have unobligated balances, which will be available for transferring as follows:

		GENERAL – Police
\$4,000.00	from	101-370.00-00412.49 School Crossing Guard
\$1,800.00	from	101-370.00-00445.20 Vehicles
\$5,800.00	to	101-370.00-00423.30 Small Tools and Minor Equipment

		MOTOR VEHICLE HIGHWAY
\$8,600.00	from	201-524.00-00445.20 Vehicles
\$8,600.00	to	201-524.00-00436.10 Vehicles Repairs and Maintenance

PASSED AND ADOPTED by the Common Council of the City of Angola, Indiana on the 21st day of September 2020 by the vote of _____ ayes and _____ nays.

Richard M. Hickman, Mayor
Presiding Officer

Attest:

Debra A. Twitchell, Clerk-Treasurer

RESOLUTION NO. 2020-785

This resolution presented by me, the Clerk-Treasurer of the City of Angola, Indiana to the Mayor at the hour of _____ a.m./p.m. this _____ day of September 2020.

Debra A. Twitchell, Clerk-Treasurer

This resolution signed and approved by me, the Mayor of the City of Angola, Indiana this _____ day of September 2020.

Richard M. Hickman, Mayor

CITIES AND TOWNS BULLETIN

AND UNIFORM COMPLIANCE GUIDELINES ISSUED BY
STATE BOARD OF ACCOUNTS

September 2019

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PUBLIC WORKS PROJECTS COSTING LESS THAN \$150,000

IC 36-1-12-4.9 states: (a) This section applies to a public work for the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property if the cost of the public work is estimated to be less than one hundred fifty thousand dollars (\$150,000). (b) The board may award a contract for public work described in subsection (a) in the manner provided in IC 5-22

We will not take audit exception to expenditures for projects under \$150,000 that maintain the existing condition of the asset or restore the asset to normal operating efficiency and which might qualify as routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property under IC 36-1-12-4.9. Included in our audit position could be expenditures for the replacement and repair of elevators, flooring, ceiling, tile, bathroom fixtures, windows, sidewalks parking lots and roofs which would not be part of another public works project. Additionally, the costs associated with reconfiguring the interior of offices (additions/deletions of wiring for electrical outlets, lighting, data lines, and telephones, cubicle walls, etc.) and reconfiguring offices with movable walls which would not be part of another public works project, could be considered. Not included would be additions to the structure, reconfiguring offices with permanent walls, change of purpose of an area that involves substantial addition or removal of plumbing or gas lines (adding a kitchen area or bathroom), addition of elevator shafts, parking lots and other like changes to the interior or exterior that involve changes to the structural integrity of the building or improvements to real property, etc. or expenditures for which a determination has been made of the applicability of other provisions of the Public Works Law, IC 36-1-12-1 et seq. Our audit position is with the assumption a determination has been made by the governmental unit in a public meeting of the applicability of IC 36-1-12-4.9 to the proposed public works project.

CLERK-TREASURER'S DEPOSITORY STATEMENT AND CASH RECONCILEMENT
MONTH ENDING AUGUST 2020

FUNDS	Total Jan. 1 Balance And Receipts to Date 1	Receipts For Month 2	Total Balance And Receipts 3	Disbursed To Date 4	Disbursed For Month 5	Total Disbursements 6	Treasurer's Ending Balance 7
General	\$ 6,619,712.20	\$ 221,407.96	\$ 6,841,120.16	\$ 3,707,590.24	\$ 432,162.28	\$ 4,139,752.52	\$ 2,701,367.64
COVID Indiana CRF	\$ -	\$ -	\$ -	\$ 27,202.83	\$ 26,745.37	\$ 53,948.20	\$ (53,948.20)
Motor Vehicle Highway	\$ 1,724,772.14	\$ 51,586.01	\$ 1,776,358.15	\$ 746,931.53	\$ 82,534.20	\$ 829,465.73	\$ 946,892.42
Local Road & Street	\$ 162,770.39	\$ 3,085.40	\$ 165,855.79	\$ 25,603.50	\$ 13,742.00	\$ 39,345.50	\$ 126,510.29
Motor Vehicle Highway Restricted	\$ 184,855.13	\$ 7,225.65	\$ 192,080.78	\$ 162,484.49	\$ -	\$ 162,484.49	\$ 29,596.29
Parks & Recreation Operating	\$ 996,103.77	\$ -	\$ 996,103.77	\$ 429,485.95	\$ 46,025.19	\$ 475,511.14	\$ 520,592.63
LIT Economic Development	\$ 1,317,075.81	\$ 48,212.50	\$ 1,365,288.31	\$ 114,236.00	\$ 14,502.29	\$ 128,738.29	\$ 1,236,550.02
Donation	\$ 181,134.27	\$ 1,779.91	\$ 182,914.18	\$ 37,745.66	\$ 15,762.00	\$ 53,507.66	\$ 129,406.52
Federal Grants Operating	\$ 8,284.64	\$ 6,021.30	\$ 14,305.94	\$ 8,284.64	\$ 6,021.30	\$ 14,305.94	\$ -
Local Law Enforcement Continuing Ed	\$ 30,300.29	\$ 705.00	\$ 31,005.29	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 27,505.29
Riverboat	\$ 83,395.11	\$ 34,118.56	\$ 117,513.67	\$ 19,329.00	\$ 100.00	\$ 19,429.00	\$ 98,084.67
Local Road & Bridge Matching Grant	\$ 254,123.23	\$ 658,665.00	\$ 912,788.23	\$ 33,646.94	\$ -	\$ 33,646.94	\$ 879,141.29
Rainy Day	\$ 1,500,000.00	\$ -	\$ 1,500,000.00	\$ -	\$ -	\$ -	\$ 1,500,000.00
Hazardous Materials Response	\$ 9,954.72	\$ -	\$ 9,954.72	\$ 1,770.32	\$ -	\$ 1,770.32	\$ 8,184.40
LIT Public Safety	\$ 1,681,200.96	\$ 56,335.33	\$ 1,737,536.29	\$ 362,301.91	\$ 48,143.79	\$ 410,445.70	\$ 1,327,090.59
Redevelopment General	\$ 591,651.91	\$ -	\$ 591,651.91	\$ -	\$ -	\$ -	\$ 591,651.91
Law Enforcement Trust	\$ 2,802.70	\$ -	\$ 2,802.70	\$ 2,802.70	\$ -	\$ 2,802.70	\$ -
Cumulative Capital Improvement	\$ 81,273.59	\$ -	\$ 81,273.59	\$ -	\$ -	\$ -	\$ 81,273.59
Cumulative Capital Development	\$ 658,043.71	\$ -	\$ 658,043.71	\$ -	\$ -	\$ -	\$ 658,043.71
Park Nonreverting Capital	\$ 85,617.56	\$ 973.42	\$ 86,590.98	\$ 53,424.93	\$ 69.55	\$ 53,494.48	\$ 33,096.50
Park Cumulative Building	\$ 46,197.49	\$ -	\$ 46,197.49	\$ 41,000.00	\$ -	\$ 41,000.00	\$ 5,197.49
Local Major Moves Construction	\$ 488,422.20	\$ 4,671.92	\$ 493,094.12	\$ -	\$ -	\$ -	\$ 493,094.12
Capital Projects	\$ 144,310.81	\$ -	\$ 144,310.81	\$ 337.50	\$ -	\$ 337.50	\$ 143,973.31
Water Operating & Maintenance	\$ 1,574,449.57	\$ 215,599.72	\$ 1,790,049.29	\$ 1,291,634.22	\$ 156,214.13	\$ 1,447,848.35	\$ 342,200.94
Water Sinking	\$ 757,376.38	\$ 36,844.27	\$ 794,220.65	\$ 444,631.26	\$ -	\$ 444,631.26	\$ 349,589.39
Water Improvement	\$ 2,170,712.93	\$ 3,202.00	\$ 2,173,914.93	\$ 84,569.11	\$ 630.00	\$ 85,199.11	\$ 2,088,715.82
Water Customer Deposit	\$ 74,170.00	\$ 1,600.00	\$ 75,770.00	\$ 10,925.00	\$ 910.00	\$ 11,835.00	\$ 63,935.00
Water Construction	\$ 184,166.89	\$ -	\$ 184,166.89	\$ 53,646.53	\$ -	\$ 53,646.53	\$ 130,520.36
Wastewater Operating & Maintenance	\$ 1,952,296.99	\$ 230,729.56	\$ 2,183,026.55	\$ 1,594,053.17	\$ 197,332.79	\$ 1,791,385.96	\$ 391,640.59
Wastewater Sinking	\$ 1,270,824.54	\$ 59,446.83	\$ 1,330,271.37	\$ 449,025.00	\$ -	\$ 449,025.00	\$ 881,246.37
Wastewater Improvement	\$ 1,827,551.96	\$ 6,194.00	\$ 1,833,745.96	\$ 344,739.82	\$ 62,379.87	\$ 407,119.69	\$ 1,426,626.27
Wastewater Construction	\$ 20,564.27	\$ -	\$ 20,564.27	\$ 20,564.27	\$ -	\$ 20,564.27	\$ -
Police Pension	\$ 347,153.91	\$ -	\$ 347,153.91	\$ 88,937.65	\$ 11,123.28	\$ 100,060.93	\$ 247,092.98
Payroll Withholding	\$ 2,430,866.82	\$ 315,744.53	\$ 2,746,611.35	\$ 2,393,899.46	\$ 324,515.05	\$ 2,718,414.51	\$ 28,196.84
Escrow	\$ 82,875.00	\$ 4,400.00	\$ 87,275.00	\$ 19,800.00	\$ 7,200.00	\$ 27,000.00	\$ 60,275.00
TOTAL - CASH FUNDS	\$ 29,545,011.89	\$ 1,968,548.87	\$ 31,513,560.76	\$ 12,574,103.63	\$ 1,446,113.09	\$ 14,020,216.72	\$ 17,493,344.04
Investments By Funds	Total Jan. 1 Balance And Purchases to Date	Investments Purchased For Month	Total Balance And Investments Purchased	Investments Cashed To Date	Investments Cashed For Month	Total Investments Cashed	Treasurer's Balance of Investments
Moneys on Deposit (interest only) (2)	\$ 5,489.29	\$ 169.39	\$ 5,658.68	\$ 5,089.29	\$ -	\$ 5,089.29	\$ 569.39
Moneys on Deposit (interest only) (8)	\$ 47,907.59	\$ 2,119.41	\$ 50,027.00	\$ -	\$ -	\$ -	\$ 50,027.00
Local Major Moves Construction (2)	\$ 2,513,723.29	\$ 423.49	\$ 2,514,146.78	\$ 12,723.32	\$ -	\$ 12,723.32	\$ 2,501,423.46
Total of Investments by Funds	\$ 2,567,120.17	\$ 2,712.29	\$ 2,569,832.46	\$ 17,812.61	\$ -	\$ 17,812.61	\$ 2,552,019.85
TOTAL - ALL FUNDS	\$ 32,112,132.06	\$ 1,971,261.16	\$ 34,083,393.22	\$ 12,591,916.24	\$ 1,446,113.09	\$ 14,038,029.33	\$ 20,045,363.89

CITY OF ANGOLA

Prescribed by State Board of Accounts

City or Town Form No. 206 (Rev. 1975)

General Form No. 206 (Rev 1975)

**CLERK-TREASURER'S DEPOSITORY STATEMENT AND CASH RECONCILEMENT
MONTH ENDING AUGUST 2020**

Names of Depositories and Accounts	Depository Balance End of Month	Outstanding Warrants	Net Depository Balance
<u>Bank of New York</u>			
Wastewater Sinking - Bond & Interest (20)	\$ 126,916.00	\$ -	\$ 126,916.00
Wastewater Sinking - Debt Service Reserve (20)	\$ 754,330.37	\$ -	\$ 754,330.37
<u>Farmers State Bank</u>			
General Checking (3)	\$ 1,655,891.41	\$ (58,039.88)	\$ 1,597,851.53
General Savings (8)	\$ 12,050,027.00	\$ -	\$ 12,050,027.00
<u>First Federal Savings Bank of Angola</u>			
Police Operations (9)	\$ 1,471.30	\$ -	\$ 1,471.30
<u>Trust INdiana</u>			
Moneys on Deposit (2)	\$ 1,000,569.39	\$ -	\$ 1,000,569.39
TRECS (2)	\$ -	\$ -	\$ -
TOTALS	\$ 15,589,205.47	\$ (58,039.88)	\$ 15,531,165.59
INVESTMENTS MADE FROM DEPOSITORY BALANCES			\$ 2,000,000.00
ADD: Cash in Office			\$ 1,250.00
ADJUSTMENTS (explain fully)			
Deposit in transit (3) 9040			\$ 540.10
Deposit in transit (3) 9042			\$ 111.53
Deposit in transit (3) 9045			\$ 433.36
Deposit in transit (3) 9045			\$ (300.00)
Deposit in transit (3) 9046			\$ 3,264.15
Deposit in transit (3) 9047			\$ 3,299.65
Deposit in transit (3) 9048			\$ 3,240.54
Deposit in transit (3) 9049			\$ 895.06
Deposit in transit (3) 9088			\$ 40.45
Moneys on Deposit (interest only EOM)			\$ (50,596.39)
TOTAL CASH BALANCE, Plus Depository Balances Invested			\$ 17,493,344.04
Total of Investments - All funds (As shown in Col 7 opposite page)			\$ 2,552,019.85
TOTAL CASH BALANCE AND INVESTMENTS			\$ 20,045,363.89