

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

Tuesday, July 6, 2021 – 7:00 p.m.

CALL TO ORDER BY MAYOR HICKMAN

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

Crum _____ Olson _____ Armstrong _____ Martin _____ McDermid _____

2. Remarks by Mayor Hickman.
3. Request approval of the June 21 minutes. (attachment)
 - Minutes of the March 1 Board of Public Works and Safety meeting presented for Council information. (attachment)

UNFINISHED BUSINESS

1. Ordinance No. 1679-2021. AN ORDINANCE FIXING COMPENSATION OF APPOINTED OFFICERS, DEPUTIES, AND OTHER EMPLOYEES AND OF POLICE AND FIREFIGHTERS OF THE CITY OF ANGOLA, INDIANA FOR THE YEAR 2022. (third and final reading) (attachment)
2. Other unfinished business.

NEW BUSINESS

1. Resolution No. 2021-807. A RESOLUTION PROVIDING FOR THE TRANSFER OF APPROPRIATIONS FOR THE CITY OF ANGOLA FOR THE PARKS AND RECREATION FUND AND FORWARDED TO THE COMMON COUNCIL FOR THEIR ACTION AND PASSAGE PURSUANT TO IC 6-1.1-18.6. (attachment)
2. Request approval of the proposed Grants and Subsidies for 2022 totaling \$40,945. (attachment)
3. Set elected official salaries for 2022. (attachment)
4. Consideration and action on request to add two full time police officers in 2022. (attachment)
5. Consideration and action on request to add three full time firefighters in 2022. (attachment)
6. Reports:
 - Clerk-Treasurer

- Department heads
7. Request approval of the Allowance of Accounts Payable Vouchers 52177 through 52423 totaling \$941,843.64 (separate attachment)
 8. Other new business.

NEXT MEETING

The next Common Council meeting is Monday, July 19.

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.

JUNE 21, 2021

The regular meeting of the Common Council of the City of Angola, Indiana was called to order at 7:01 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 Fire Chief T.R. Hagerty, Assistant Fire Chief Bill Harter, Water Superintendent Tom Selman, City Engineer Amanda Cope, City Attorney Kim Shoup, Chief of Police Ken Whitmire, Assistant Chief of Police Darrin Taylor, Street Commissioner Doug Anderson, Wastewater Superintendent Jeff Gaff, Assistant Wastewater Superintendent Corey Ritter, Park Superintendent Matt Hanna, Human Resources Administrator Sue Essman, and Deputy Clerk Ryan Herbert.

Also, among those present were Hailee Lepley of *The Herald Republican*, Latrielle Wheat, Shannon Thomas, and Duane Hulbert.

APPROVAL OF THE MINUTES

Council Member Olson moved to approve the June 17, 2021 minutes. Council Member McDermid seconded the motion. The motion carried 5-0.

UNFINISHED BUSINESS

Ordinance No. 1672-2021, AN ORDINANCE AMENDING THE ANGOLA MUNICIPAL CODE, INVESTMENT FUND ACCOUNT, CHANGING THE APPOINTMENT OF MEMBERS, was read by title and presented to Council on third and final reading. Council Member Martin moved to approve. Council Member Armstrong seconded the motion. The motion to approve on third and final reading carried 5-0.

Ordinance No. 1673-2021, AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF ANGOLA BY CHANGING THE LAND USE CLASSIFICATIONS OF THE CERTAIN AREA DESCRIBED HEREIN FROM SMALL TO MEDIUM GENERAL COMMERCIAL (C1) DISTRICT TO UNIVERSITY (UV) DISTRICT, was read by title and presented to Council on third and final reading. Council Member Martin moved that having reviewed the findings of the Plan Commission and taking into account the comprehensive plan, current conditions and character of the structures and uses in each district, the most desirable use of the land in its current and proposed zones, conservation of property value throughout the city, and responsible growth and development the proposed zoning change be adopted. Council Member Crum seconded the motion. The motion to approve on third and final reading carried 5-0. (Trine University, Inc. – 1107A, 1107B, and 1109 West Maumee Street)

Ordinance No. 1674-2021, AN ORDINANCE AMENDING THE CITY OF ANGOLA, INDIANA EMPLOYEE HANDBOOK, EMPLOYMENT POLICES – RESIDENCY REQUIREMENTS, was read by title and presented to Council on third and final reading. Council Member Olson moved to approve. Council Member McDermid seconded the motion. The motion to approve on third and final reading carried 5-0.

At 7:03 p.m., Mayor Hickman declared open the public hearing regarding the proposed solid waste charge increase from \$14.75 to \$16.00. There being no public comment, the hearing was declared closed at 7:04 p.m. Ordinance No. 1675-2021, AN ORDINANCE AMENDING THE ANGOLA MUNICIPAL CODE CHAPTER 8.05 SOLID WASTE, was read by title and presented to Council on second reading. Council Member McDermid moved to approve. Council Member Armstrong seconded the motion. The motion carried 5-0. Ordinance No. 1675-2021, AN ORDINANCE AMENDING THE ANGOLA MUNICIPAL CODE CHAPTER 8.05 SOLID WASTE, was then read by title and presented to Council on third and final reading. Council Member Olson moved to approve. Council Member Crum seconded the motion. The motion to approve on third and final reading carried 5-0. (Increase from \$14.75 to \$16.00)

Ordinance No. 1676-2021, AN ORDINANCE AMENDING THE ANGOLA MUNICIPAL CODE, TITLE 3 REVENUE AND FINANCE, CHAPTER 3.10 FUNDS BY ADDING THE COVID CDBG OCRA RESPONSE PROGRAM PHASE 3 FUND, was read by title and presented to Council on second reading. Council Member Olson moved to approve. Council Member Armstrong seconded the motion. The motion carried 5-0. Ordinance No. 1676-2021, AN ORDINANCE AMENDING THE ANGOLA MUNICIPAL CODE, TITLE 3 REVENUE AND FINANCE, CHAPTER 3.10 FUNDS BY ADDING THE COVID CDBG OCRA RESPONSE PROGRAM PHASE 3 FUND, was then read by title and presented to Council on third and final reading. Council Member Olson moved to approve. Council Member McDermid seconded the motion. The motion to approve on third and final reading carried 5-0

At 7:05 p.m., Mayor Hickman declared open the public hearing regarding the additional appropriation for the COVID CDBG OCRA Response Program Phase 3 Fund, services and charges \$350,000. There being no public comment, the hearing was declared closed at 7:06 p.m. Ordinance No. 1677-2021 ADDITIONAL APPROPRIATION ORDINANCE FOR THE CITY OF ANGOLA, INDIANA COVID CDBG OCRA RESPONSE PROGRAM PHASE 3 FUND, was read by title and presented to Council on second reading. Council Member McDermid moved to approve. Council Member Armstrong seconded the motion. The motion carried 5-0. Ordinance No. 1677-2021 ADDITIONAL APPROPRIATION ORDINANCE FOR THE CITY OF ANGOLA, INDIANA COVID CDBG OCRA RESPONSE PROGRAM PHASE 3 FUND, was then read by title and presented to Council on third and final reading. Council Member Armstrong moved to approve. Council Member Crum seconded the motion. The motion to approve on third and final reading carried 5-0.

Ordinance No. 1678-2021, AN ORDINANCE EXTENDING AND INCREASING THE CORPORATE LIMITS OF THE CITY OF ANGOLA, INDIANA PURSUANT TO THE PROVISIONS OF INDIANA CODE § 36-4-3-5.1 BY ANNEXING THERETO CERTAIN TERRITORY CONTIGUOUS TO THE CITY OF ANGOLA, INDIANA, 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 carried 5-0. Ordinance No. 1678-2021, AN ORDINANCE EXTENDING AND INCREASING THE CORPORATE LIMITS OF THE CITY OF ANGOLA, INDIANA PURSUANT TO THE PROVISIONS OF INDIANA CODE § 36-4-3-5.1 BY ANNEXING THERETO CERTAIN TERRITORY CONTIGUOUS TO THE CITY OF ANGOLA, INDIANA, was read by title and presented to Council on third and final reading. Council Member Martin moved to approve. Council Member McDermid seconded the motion. The motion to approve on third and final reading carried 5-0.

Ordinance No. 1679-2021, AN ORDINANCE FIXING COMPENSATION OF APPOINTED OFFICERS, DEPUTIES, AND OTHER EMPLOYEES AND OF POLICE AND FIREFIGHTERS OF THE CITY OF ANGOLA, INDIANA FOR THE YEAR 2022, was read by title and presented to Council on second reading. Council Member Armstrong moved to approve. Council Member Olson seconded the motion. Discussion followed. The motion carried 5-0.

NEW BUSINESS

Resolution No. 2021-805, A RESOLUTION PROVIDING FOR THE TRANSFER OF APPROPRIATIONS FOR THE CITY OF ANGOLA FOR THE MOTOR VEHICLE HIGHWAY, LOCAL ROAD AND BRIDGE MATCHING GRANT AND FIRE OPERATING FUNDS AND FORWARDED TO THE COMMON COUNCIL FOR THEIR ACTION AND PASSAGE PURSUANT TO IC 6-1.1-18.6, was read by title and presented to Council for approval. Council Member Olson moved to approve. Council Member Crum seconded the motion. The motion to approve carried 5-0.

Resolution No. 2021-806, A RESOLUTION PROVIDING FOR THE TRANSFER OF CASH TO THE LOCAL ROAD AND BRIDGE MATCHING GRANT FUND, was read by title and presented to Council for approval. Council Member Olson moved to approve. Council Member McDermid seconded the motion. The motion to approve carried 5-0.

Council was asked to consider and act on the 2022 funding request of \$17,000 for Turning Point Shelter at 600 Williams Street. Turning Point Executive Director Shannon Thomas reported on the status of activity and programs. Thomas said the biggest struggles they have is finding daycare for residents that enter the workforce and finding housing for residents that are ready to transition from the shelter. She then introduced Duane Hulbert who currently resides at Turning Point Shelter, and he spoke about his story and how it has affected his life. Discussion followed. Council Member Martin moved to provide \$15,000 in funding for 2022. Council Member Olson seconded the motion. The motion carried 5-0.

Council Member Armstrong moved to approve the Region 3-A Development and Regional Planning Commission Contract for Services for technical assistance with Community Development Block Grant (CDBG) program in the amount of \$5,000 contingent upon the receipt of a signed Grant Agreement from the Indiana Office of Community and Rural Affairs. Council Member McDermid seconded the motion. The motion to approve carried 5-0.

APPROVAL OF ACCOUNTS PAYABLE VOUCHERS

Council Member Olson moved to approve the Allowance of Accounts Payable Vouchers 51934 through 52176 totaling \$1,191,045.25 which includes interfund transfers totaling \$655,834.63. Council Member McDermid seconded the motion. The motion carried 5-0.

OTHER NEW BUSINESS

Council Member McDermid remarked to Chief Whitmire, Chief Hagerty, and the first responders in the medical field that he has always been impressed with what they do. Since joining the council, he has a whole new respect for their job, and thank you.

Mayor Hickman announced that his would be Clerk-Treasurer Twitchell's last council meeting before retiring. Member Martin said from the council, thank you for your many years of wisdom, fantastic bookkeeping, and dedication to the city. The mayor said Deb has been a great partner, and there hasn't been a project she hasn't been a part of. Deb has the perfect balance of making sure the taxpayers get the best for their money, and our employees are taken care of. Enjoy your retirement.

Deputy Clerk asked Mayor Hickman if we needed to discuss moving meetings back to City Hall. Discussion followed and it was determined that future meetings would be held at City Hall Council Chambers beginning at the next meeting on July 6th.

ADJOURNMENT

There being no further business, the meeting was considered adjourned at 7:36 p.m.

Richard M. Hickman, Mayor
Presiding Officer

Attest:

Ryan P. Herbert, Clerk-Treasurer

MARCH 1, 2021

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 6:50 p.m. at the Angola Training Center, 306 West Mill Street 1B. Members Richard M. Hickman, David B. Martin (via phone), and David A. Olson answered roll call. Clerk-Treasurer Debra A. Twitchell recorded the minutes.

Among those present were Fire Chief T.R. Hagerty, Water Superintendent Tom Selman, Park Superintendent Matt Hanna, City Engineer Amanda Cope, City Attorney Kim Shoup, Chief of Police Ken Whitmire, Wastewater Superintendent Craig Williams, Common Council Member Gary Crum, and Deputy Clerk Ryan Herbert.

Also, among those present was Sam Fry from of *The Herald Republican*.

APPROVAL OF MINUTES

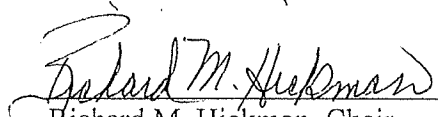
Member Olson moved to approve the February 1, 2021 minutes. Member Martin seconded the motion. On call of the vote, the motion carried 3-0.

ORDER OF BUSINESS

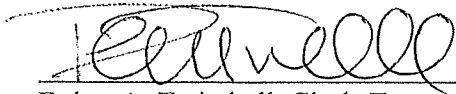
Member Olson moved to approve the City of Angola Stormwater Management/ BMP Facilities Agreement with Feddema Holdings LLC located at 1305 Wohlert Street. Member Martin seconded the motion. The motion to approve carried 3-0.

ADJOURNMENT

There being no further business, the meeting was considered adjourned at 6:51 p.m.


Richard M. Hickman, Chair

Attest:


Debra A. Twitchell, Clerk-Treasurer

ORDINANCE NO. 1679-2021

**AN ORDINANCE FIXING COMPENSATION OF APPOINTED OFFICERS,
DEPUTIES, AND OTHER EMPLOYEES AND OF POLICE AND
FIREFIGHTERS OF THE CITY OF ANGOLA, INDIANA FOR THE YEAR 2022**

WHEREAS, IC 36-4-7-3 and IC 36-4-7-4 governs the fixing of compensation of City appointed officers, deputies, and other employees;

WHEREAS, IC 36-8-3-3 governs the fixing of compensation of police and firefighters;

WHEREAS, funding is available, and the Common Council wishes to increase compensation of said appointed officers, deputies, other employees, police and firefighters for the year 2022;

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

Section 1. From and after December 26, 2021 and continuing through December 24, 2022 the minimum and maximum compensation and pay schedule for appointed officers, deputies, and other employees and police and firefighters of the City of Angola shall be fixed as follows:

Office of the Clerk-Treasurer

Deputy Clerk	22.73 -	30.30 hourly
Deputy Payroll Clerk	21.19 -	28.25 hourly
Deputy Accounts Payable Clerk	20.42 -	27.23 hourly
Deputy Utility Clerk	19.65 -	26.20 hourly

Office of the Mayor

Board of Public Works & Safety Member		820.00 quarterly
Human Resource Director	2022.27 -	2,696.36 biweekly
Downtown Services Coordinator	18.90 -	25.20 hourly
Administrative Assistant	19.65 -	26.20 hourly

Economic Development & Planning Department

Economic Development & Planning Director	2,022.27 -	2,696.36 biweekly
Administrative Assistant	19.65 -	26.20 hourly

Information Technology Department

Systems Administrator	2,137.98 -	2,850.63 biweekly
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Law Department

City Attorney	1,518.43 -	2,024.58 biweekly
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Engineering Department

City Engineer	2,782.61 -	3,710.14 biweekly
Engineering Assistant	27.64 -	36.86 hourly
MS4/Engineering Assistant	23.25 -	31.01 hourly

Building & Safety Department

Building Commissioner	2,022.27 -	2,696.36 biweekly
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Fire Department

Fire Chief	2,059.41 -	2,745.88 biweekly
Assistant Fire Chief	1,965.67 -	2,620.89 biweekly
Captain	1,737.00 -	2,316.01 biweekly
Lieutenant	1,667.59 -	2,223.46 biweekly
First Class Firefighter	1,598.19 -	2,130.92 biweekly
Firefighter	1,442.30 -	1,923.06 biweekly
PT Firefighter	11.25 -	15.00 hourly

Police Department

Chief of Police	2,059.41 -	2,745.88 biweekly
Assistant Chief of Police	1,965.67 -	2,620.89 biweekly
Sergeant	1,879.13 -	2,505.50 biweekly
Detective	1,843.07 -	2,457.43 biweekly
First Class Patrol Officer	1,737.00 -	2,316.00 biweekly
Patrol Officer	1,476.89 -	1,969.19 biweekly
Dispatcher	18.80 -	25.06 hourly
PT Patrol Officer	17.33 -	23.10 hourly
PT Dispatcher	15.75 -	21.00 hourly
PT Code Enforcement	15.00 -	20.00 hourly
PT School Crossing Guard	15.00 -	20.00 shift (am/pm)

Street Department

Street Commissioner	2,022.27 -	2,696.36 biweekly
Assistant Street Commissioner	21.65 -	28.87 hourly
Maintenance	19.78 -	26.38 hourly

Parks & Recreation Department

Park Superintendent	2,022.27 -	2,696.36 biweekly
Assistant Park Superintendent	20.14 -	26.85 hourly
Events and Marketing Coordinator	19.65 -	26.20 hourly
Maintenance	19.04 -	25.38 hourly
PT Recreation Staff	15.00 -	20.00 hourly

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Water Department

Water Superintendent	2,134.62 -	2,846.16 biweekly
Assistant Water Superintendent	23.62 -	31.49 hourly
Certified Operator	21.23 -	28.30 hourly
Operator	19.04 -	25.38 hourly

Wastewater Department

Wastewater Superintendent	2,134.62 -	2,846.16 biweekly
Assistant Wastewater Superintendent	23.62 -	31.49 hourly
Lab Technician/Pretreatment Coordinator	22.07 -	29.42 hourly
Certified Operator	21.23 -	28.30 hourly
Operator	19.04 -	25.38 hourly

Any Department

PT Assistant	15.00 -	20.00 hourly
PT Clerk	15.00 -	20.00 hourly
PT Operator	15.00 -	20.00 hourly
PT Maintenance	15.00 -	20.00 hourly
PT Seasonal Maintenance	15.00 -	20.00 hourly
Intern	0.00 -	20.00 hourly

Section 2. New and incumbent employees.

- (A) Except for employees of the Clerk-Treasurer, the Office of the Mayor will evaluate and approve appointed officers, deputies, and other employees and police and firefighters (employee) compensation. When establishing compensation, due consideration shall be given to the following:
- (1) the skills, qualifications, and training of the employee;
 - (2) the review and recommendation of the department head as documented on the Employee Performance Review; and
 - (3) any other factors as the Office of the Mayor deems important in establishing compensation.
- (B) The Clerk-Treasurer is hereby authorized to grant the above compensation to employees of the Office of Clerk-Treasurer. When establishing compensation, due consideration shall be given to the following:
- (1) the skills, qualifications, and training of the employee;
 - (2) the review and recommendation of the Clerk-Treasurer as documented on the Employee Performance Review.

Section 3. Compensation adjustments.

The Office of the Clerk-Treasurer shall be notified in writing by the Office of the Mayor of all employee compensation adjustments and the effective date.

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Section 4. Fire department.

- (A) The hourly rate of firefighters who are not exempt from the provisions of the Fair Labor Standards Act (FLSA) and who are working the 28-day work period shall
 - (1) receive hourly rate based on 2,756 hours per salary ordinance year (13 28-day work periods times 212 hours); and
 - (2) receive overtime for all hours worked over 212 hours in a 28-day work period.
- (B) Compensation for full-time fire department firefighters will be as follows:
 - (1) Firefighter - beginning with the hire date and continuing through the second year of continuous service with the Angola Fire Department.
 - (2) First Class Firefighter - beginning with the third year of continuous service with the Angola Fire Department.
 - (3) After completion of one year of continuous service as Firefighter, the Fire Chief may recommend First Class Firefighter status for a firefighter who has had previous full-time firefighting experience of at least three years, successfully completed and holds I and II and Medical First Responder Firefighter Certifications or equivalent and has displayed a level of performance with the department which would warrant consideration. Such recommendation shall be carefully considered and must receive approval from the Office of the Mayor.

Section 5. Police department.

- (A) Police department officers shall receive longevity pay over and above base salary \$6.00 per month for each year of service.
- (B) Full-time, non-exempt officers shall receive shift differential pay whose regular shift assignment is B or C shift of \$2,000 per year. Bi-weekly salary will be adjusted to reflect the shift differential. In the case of a mid-year shift reassignment, bi-weekly salary will be adjusted accordingly, beginning the first Sunday following reassignment. Shift differential will not apply in case of sporadic or temporary shift changes.
- (C) The hourly rate of police officers who are not exempt from the provisions of the Fair Labor Standards Act (FLSA) and who are working the 28-day work period shall
 - (1) receive hourly rate for all hours over and above scheduled hours. Hourly rate is based on 2,223 hours per salary ordinance year (13 28-day work periods times 171 hours); and
 - (2) receive overtime for all hours worked over 171 hours in a 28-day work period.
- (D) Compensation for full-time police department officers will be as follows:
 - (1) Patrol Officer – beginning with the hire date and continuing through the second year of continuous service with the Angola Police

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- Department.
- (3) First Class Patrol Officer – beginning with the third year of continuous service with the Angola Police Department.
 - (4) After completion of one year of continuous service as Patrol Officer, the Chief of Police may recommend First Class Patrol Officer status for an officer who has had previous full-time police experience of at least three years, has successfully completed the Indiana Law Enforcement Academy, and has displayed a level of performance with the department, which would warrant consideration. Such recommendation shall be carefully considered and must receive approval from the Office of the Mayor.
 - (E) Upon the award of a federal or state grant for additional policing activities, police department officers who are voluntarily working additional policing activities during off-duty hours shall receive the hourly rate specified by the grant. If no hourly rate is specified by the grant, the officer shall be paid their hourly rate.
 - (F) Part-time School Crossing Guards will receive shift pay on regularly scheduled school days that are cancelled.

Section 6. Effective date.

This ordinance shall become and remain in full force and effect December 26, 2021 upon passage and adoption by the Common Council and approval by the Mayor.

PASSED AND ADOPTED by the Common Council of the City of Angola, Indiana, on the _____ day of July 2021 by the vote of _____ ayes and _____ nays.

Richard M. Hickman, Mayor
Presiding Officer

Attest:

Ryan P. Herbert, Clerk-Treasurer

ORDINANCE NO. 1679-2021

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 July 2021.

Ryan P. Herbert, Clerk-Treasurer

This ordinance signed and approved by me, the Mayor of the City of Angola, Indiana this _____ day of July 2021.

Richard M. Hickman, Mayor

RESOLUTION NO. 2021-807

**A RESOLUTION PROVIDING FOR THE TRANSFER OF APPROPRIATIONS
FOR THE CITY OF ANGOLA FOR THE PARKS AND RECREATION FUND
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 2021 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:

PARKS AND RECREATION FUND		
\$60,000.00	from	204-801.00-00443.50 Buildings
\$40,000.00	to	204-801.00-00439.98 Tree Board Expense
\$20,000.00	to	204-801.00-00423.10 Repair & Maintenance Supplies

PASSED AND ADOPTED by the Common Council of the City of Angola, Indiana on the 6th day of July 2021 by the vote of _____ ayes and _____ nays.

Richard M. Hickman, Mayor
Presiding Officer

Attest:

Ryan P. Herbert, Clerk-Treasurer

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 July 2021.

Ryan P. Herbert, Clerk-Treasurer

RESOLUTION NO. 2021-807

This resolution signed and approved by me, the Mayor of the City of Angola, Indiana this _____ day of July 2021.

Richard M. Hickman, Mayor

City of Angola
GRANTS & SUBSIDIES

<u>Name of Organization</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Cahoots Coffee Café	\$ 1,500	\$ 1,500	\$ 2,000
CAVA (Community Anti Violence Alliance)	\$ 5,000	\$ 5,000	-
Land of Lakes Family Health Services Inc	\$ 2,300	\$ 2,300	\$ 2,300
Project Help of Steuben County Inc	\$ 6,000	\$ 6,000	\$ 6,000
Rise Inc	\$ 5,000	\$ 5,000	\$ 5,000
Steuben County Council on Aging Inc	\$ 6,000	\$ 6,000	\$ 6,000
Steuben County Historical Society	\$ 500	\$ 500	\$ 500
Steuben County Literacy Coalition	\$ 1,500	\$ 1,500	\$ 1,500
Turning Point Shelter of Steuben County Inc	\$ 12,000	\$ 12,000	\$ 15,000
YMCA of Steuben County (Begin to Swim Program)	\$ 2,645	\$ 2,645	\$ 2,645
TOTAL	<u>\$ 42,445</u>	<u>\$ 42,445</u>	<u>\$ 40,945</u>

Approved by Common Council: July 6, 2021

City of Angola
Elected Officials Salary Comparison by Year

<u>Year</u>	<u>Council</u>	<u>%/\$</u>	<u>Mayor*</u>	<u>%/\$</u>	<u>CT</u>	<u>%/\$</u>
2022**						
2021**	\$ 6,500	0%	\$ 67,337	2%	\$ 70,587	2%
2020**	\$ 6,500	0%	\$ 65,953	1%	\$ 69,203	1%
2019	\$ 6,500	0%	\$ 65,268	8.4%	\$ 68,518	2.7%
2018	\$ 6,500	14%	\$ 60,228	1.7%	\$ 66,689	1.5%
2017	\$ 5,695	0%	\$ 59,228	2.5%	\$ 65,689	2.5%
2016	\$ 5,695	2.0%	\$ 57,783	2.0%	\$ 64,087	2.0%
2015	\$ 5,583	0%	\$ 56,650	3.0%	\$ 62,830	3.0%
2014	\$ 5,583	0%	\$ 55,000	23.0%	\$ 61,000	12.9%
2013	\$ 5,583	1.5%	\$ 44,711	1.5%	\$ 54,025	1.5%
2012	\$ 5,500	\$0	\$ 44,050	\$0	\$ 53,227	\$0
2011	\$ 5,500	\$0	\$ 44,050	\$1,000	\$ 53,227	\$1,000
2010	\$ 5,500	0%	\$ 43,050	0%	\$ 52,227	0%

* Does not include Board of Public Works & Safety salary \$3,250

** Compensation for two or more professional certifications

2022 Department Head Salaries:

EDP Director	\$70,105	
Systems Administrator	\$74,116	
City Attorney	\$52,639	
City Engineer	\$96,464	
Building Commissioner	\$70,105	
Fire Chief	\$71,393	
Chief of Police	\$71,393	does not include longevity
Street Commissioner	\$70,105	
Park Superintendent	\$70,105	
Water Superintendent	\$74,000	
Wastewater Superintendent	\$74,000	

Angola City Police

2022 Request for additional Manpower

During the last 21 years of serving the residents of the City of Angola from within the Police Department, one statistic is clear, crime and those who commit crimes are not going away. In today's environment, it is very difficult to find men and women who want to serve as Police Officer's. With that in mind, our Assistant Chief of Police (Darrin Taylor), and I had a discussion of pay increases for our Officers. The purpose of this discussion was meant to ensure that we keep the officers that we have! The purpose of this letter is for the request of 2 additional Police Officers for the 2022 budget.

Our department had 17 officers in 2010 and so many changes have happened over the last 10 plus years. Angola had a population of 8,612 residents in 2010 and now the estimated population is 8,732. This obviously does not take into account the vast increase within the city during the summer months due to our amazing lakes within the county. We have also seen residential growth and have additional planned housing growth within the city. Since 2010, we have seen at least 5 new residential developments. These developments include locations like North Pointe Woods and Nolan Meadows. We have 5 additional residential developments either in construction or in review.

As a resident of the City of Angola, you may also notice the increase of traffic during the "school year". Trine University in 2010 had a local enrollment of 2,204. In 2020, that number has grown to 4,320 and out of that number roughly 2,300 are considered residents to the campus. Trine has not only seen growth within their student population but also within their facility's. The Thunder Ice Arena had it's first year in 2017 and the MTI Center was finished in 2018.

With the growth of the City of Angola, comes additional baggage. Comparing the numbers for the first half of 2010, to the first half of 2021, we have seen a 37% increase in calls of service. The largest increase would be on our 3rd shift (11p-7a), this shift by itself has seen a 198% increase. In 2010, their call numbers were 303 compared to 904 (2021). The total calls for the first half of each year were 1,766 to 2,426.

The F.B.I. and ICMA (International City/County Management Association) have come up with a police officer to resident ratio. Considerations for this ratio would be the size of the coverage area, influx of population (a draw to the city), and the population of the city itself. The last 4 years the F.B.I. has remained steady with their average number of 2.4 officers per thousand residents. The ICMA study which dates back to 2011, came up with an average of 2.5 officers per thousand residents. Using the F.B.I. stat of 2.4, our community should have 21 officers.

Since 2010 we have gained 1 additional officer to the department. That additional officer allowed us to add a 2nd detective to the department. With the increase in calls of service, road coverage issues (sickness, vacation, etc.) our department needs additional manpower to meet the needs of today. We are asking for two additional Police Officers for the position of Patrol Officer. One of the two would be placed on 3rd shift (11p-7a) and the other would be on 2nd (3p-11p).

The residents of our community have been accustomed to great service from a department that puts their safety at the highest priority. In order to continue this service, we need an increase in personnel to satisfy the growing need. An amazing amount of positive growth has taken place within our community over the last 10 years, our department needs to match the growth with our request of 2 additional officers.

Regards,

Ken Whitmire, Chief of Police



JOB DESCRIPTION

Position Title: Probationary Patrol Officer, Patrol Officer,
1st Class Patrol Officer

Reports To: Sergeant and/or designee

Department: Police

Work Schedule: 6/3 rotation, subject to change, based
on department needs

Employment Classification: Full-Time/Non-Exempt

PURPOSE

Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws and promoting good community relations.

PRIMARY WORK LOCATION

- ☐ Office Environment
- ☐ Shop
- ☒ Vehicle

- ☐ Outdoors
- ☐ Other (specify) _____

ESSENTIAL DUTIES AND FUNCTIONS

This information is intended to briefly state the key responsibilities of the position. The following examples do not identify all duties performed by an individual.

- Enforce local, state, and federal laws and maintain current on all laws
- Comply with all department policies, work rules and safety regulations
- Monitor radio and other communications with officers and dispatch and respond promptly and effectively
- Regularly conduct proactive and reactive patrol of city streets and other areas on foot or vehicle to ensuring the security of residences and businesses
- In accordance with department SOG - Perform traffic stops, conduct field sobriety tests, make arrests, investigate traffic crashes, assist with victims, administer CPR and/or first aid, take statement, respond to domestic calls, intervene, mediate, and assist with disputes, conduct legal searches, protect crime scenes, transport individuals for detention or medical/mental health facilities, take prescribed actions to preserve and protect evidence and record findings and observations, report suspicious persons or activities, safety hazards, unusual or illegal activity
- Monitor and respond timely to all internal communications (verbal, written and electronic) as well as communications from other departments (internal and external)
- Maintain visibility within the community by providing a positive police presence, meeting, and talking with citizens, visitors, and business owners, providing information, attend community events, as requested and conduct presentations, all in a professional manner
- May serve on or coordinate specialized law enforcement teams, such as ILEA instructor, SWAT, Sniper, K-9, accident reconstructions, etc. as approved
- Attend prescribed department training sessions or other law enforcement training classes, or seminars, out-of-the-area/overnight

- Maintain acceptable appearance and serviceability of uniforms, equipment, and assigned vehicle
- Testify in court, as required
- Occasionally may attend and represent the department at various meetings, ceremonies, or community events
- Serve on 24-hour call for emergencies, works irregular and/or extended hours, appropriately responds to emergencies from off-duty status as assigned or directed
- Serve as back-up to dispatcher duties in the case of an emergency or a schedule vacancy, for those officers required to become trained as back-up
- Perform other assignments that are similar, related or are logical to this position

JOB REQUIREMENTS	
Residency	Be a resident citizen of the United States of America. Reside no more than fifty (50) miles from the Angola city corporate limit
Education	High School Diploma or GED or High School Equivalency
Experience	Prior police experience or police reserve experience helpful but not required
Licensing	Valid driver's license and demonstrated safe driving record
Certification	The ability to obtain Indiana Law Enforcement Training Board Certification
Background	Have no record of felony convictions Have no misdemeanor conviction of domestic violence
Military	If prior military, must be Honorably Discharged
Technical Skills	Basic computer skills (Microsoft Office, email, & typing), acceptable keyboarding/typing speed, proficient in use and care of firearms, effective writing skills
Supervision	None required
People Skills	Ability to exercise good judgment and to problem solve, high degree of integrity and trustworthiness, capacity to multi-task, ability to demonstrate courage and take responsibility, be resourceful and take initiative, demonstrate assertiveness, capacity for empathy and compassion, adaptability, mental agility, effective listening and observation skills, effective communication skills and conflict resolution, work well as a team and collaborate effectively
Manual Dexterity	Acceptable level of dexterity to successfully execute the essential duties and functions of the job

JOB DEMANDS	
OVERALL STRENGTH DEMANDS	
<input type="checkbox"/> Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.

<input type="checkbox"/> Light	Exerting up to 20 pounds occasionally, and/or walking or standing to a significant degree.			
<input checked="" type="checkbox"/> Medium to Heavy	Exerting energy frequently, roadway clearance, involving lifting, carrying, and dragging debris, pushing a car Victim extraction, involving sprinting to a disabled vehicle and lifting and dragging individuals to safety Sustained foot pursuit, involving running up stairs, dodging, jumping, climbing a fence, crawling, vaulting obstacles, controlling, restraining and/or cuffing individuals larger or stronger			
NON-PHYSICAL DEMANDS	FREQUENTLY	OCCASIONALLY	RARELY	NEVER
Time Pressures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed or Exacting Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tedious or Repetitious Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training and Certifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Court appearances/testifying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENVIRONMENTAL FACTORS				
Extreme Temperatures (heat and cold)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment (sufficient to cause hearing loss)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (any and all hazards related to public safety)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (fumes, gases, chemicals, dust)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUGGESTED IMMUNIZATIONS

- ☐ None
☒ Tdap (tetanus)
☒ TB (tuberculous test)

- ☒ HepB (Hepatitis B series – 3 shots)
☐ Other (specify) _____

TOOLS AND EQUIPMENT

Effective use of computer and appropriate software; including but not limited to, Spillman and IDACS, Outlook, Microsoft Word, cell phone, texting, social media (Facebook, Twitter, etc.), police issued firearms and equipment, vehicle, radio and any other tools or equipment that are similar, related or logical to carrying out the duties of the position.

EXPECTED BEHAVIOR

Employees are expected to serve in a capable, professional manner and support and promote the mission of their department as well as the City's values, mission and vision which include;

Angola Police Department

The mission of the Angola City Police Department is to enhance the quality of life in the City of Angola by educating and working cooperatively with the public within the framework of the United States Constitution, too preserve peace, reduce fear, and provide a safe environment for the citizens of Angola.

City of Angola's Values

Trust/Integrity/Loyalty, Communication, Cooperation, Knowledge, Accountability/Responsibility, Fairness, Health, Balance/Family, Wisdom, Passion.

The job demands described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the City of Angola and any employee and is subject to change as needs of the City of Angola and job requirements change.

I have read and understand this job description and agree that it my responsibility to seek clarification on anything I do not understand.

Is there anything that would keep you from meeting the obligations and requirements of this job?

____ No

____ Yes

Printed Name

Signature

2/16, rev. 7/19, revised 1/6/2021

Date



ANGOLA FIRE DEPARTMENT

Mayor Hickman and City Council Members:

The City of Angola Fire Department would like for you to consider adding three firefighters to the budget for Fiscal Year 2022. The addition of fire fighters would be an initial step in addressing the staffing issue the fire department is experiencing that we have discussed. We are currently understaffed based on the number of calls and response area. As the City of Angola experiences growth in areas of residential, commercial, and industrial; so too must the fire department's ability to respond also grow. We do not have the staff needed to meet the current needs with the number of calls without overtime and call-backs. Continuous growth of our community will also place further strains on current staffing and response. The addition of three firefighters would add one manned position to each 24-hour shift. The staffing model would become one captain, one lieutenant, and three firefighters.

The addition of one firefighter per shift would create the ability to take more than one apparatus to a fire scene when necessary. Currently, we need to all-call for more staff when another apparatus is needed. As we continue to develop response plans and provide comprehensive fire protection, we are working on improving our responses to emergency calls in our response area and the best way is to increase staff. Adding three firefighters will enable us to respond with two pieces of apparatus to calls in the city and in the rural area. This will not eliminate the need for all-calls but it will reduce the amount overall in some cases.

Adding staff will reduce overtime and reduce firefighter fatigue. The reduction of overtime will help offset some of the expense of adding additional personnel. The addition of three firefighters will not eliminate overtime because it is the first step in the staffing plan. However, it will begin to reduce the amount in the budget for shift coverage and all-calls. The reduction of firefighter fatigue will lead to increased safety, and improved moral. Our current staff often work 48 hours shifts instead of 24 hours shifts to cover shift openings. They are often called back in on their days off as well for emergency response. We need to support the current staff in order to maintain firefighter retention.

This is the first step in continuing to grow the fire department to meet the needs of our community. The Angola Fire Department wants to be an asset to attract further growth of residential, commercial, and industrial developments by providing adequate protection to the citizens within our community.

I have provided some comparison fire department staffing and statistics for you to review:

Fire Department Comparison's

Auburn Fire Dept.

1,000 runs per year, approximately
2 Fire Stations
4 Staff Chiefs
21 Full Time Firefighters
17 Square Miles
Growth: Hiring 3 more this year (2021)

Whitestown Fire Dept.

1,000 runs per year including EMS
2 Stations
5 Staff Chiefs
3 Battalion Chiefs
38 Full Time Firefighters
Growth: Adding more staff, EMS Chief, and Admin Asst. and considering more firefighters

Sugar Creek TWP. Fire Dept

2,000 runs per year including EMS
2 Stations
5 Staff Chiefs
3 Battalion Chiefs
46 Full Time Firefighters
Growth: Hiring 5 for next year

Warsaw – Wayne Fire Protection Territory

2,800 runs per year, no EMS
3 Stations
4 Chiefs
3 Battalion Chiefs
35 Full Time Firefighters

Angola Fire Dept

1,650 runs per year, no EMS (EMS assist only)
1 Station
2 Staff Chiefs
12 Full Time Firefighters
106 Square Miles approximately
Growth: Requesting 3 firefighters