

**MINUTES  
CITY COMMISSION WORKSHOP  
TUESDAY, JULY 1, 2014 - 1:00 P.M.  
KATIE PIEROLA COMMISSION CHAMBERS**

**CALL TO ORDER**

**PLEDGE TO THE FLAG**

**ROLL CALL**

**Present:** Mayor Shearon; Vice Mayor Robertson; Commissioners Straight and Clarke, Jan Vosburgh present via Skype

**Also Present:** Tom Woodard, Public Works Director; Sheila Dalton, City Treasurer; Chief Speciale

**The Press:** Joe Hendricks, The Sun

**ADOPTION OF AGENDA**

Commissioner Clarke requested adding discussion on Occupational Licensing fees.

**MOTION BY COMMISSIONER STRAIGHT TO ADOPT THE AGENDA AS AMENDED. MOTION SECONDED. VOTE: ALL AYE. MOTION PASSES.**

**ORDER OF BUSINESS:**

**1. Website redevelopment presentation**

Presented by Ric Gatehouse. He discussed his proposal and provided a visual demonstration. It will be the City's website. Staff will have the ability and responsibility for keeping the website updated and fresh. He approached the Mayor 10-12 days ago with a proposal ready to go to Commission. Mayor Shearon suggested this come to workshop first. He doesn't understand the Mayor's response that his request to go to the next Commission Meeting was premature. The current website is cobbled together and not fully functioning. He is going to have to start charging for the manual entering. He is requesting Commission hear this as soon as possible.

**MOTION BY COMMISSIONER CLARKE TO TAKE A 10 MINUTE BRAKE AT 1:39. MOTION SECONDED. VOTE: ALL AYE. MOTION PASSES.  
MEETING RECONVENED AT 1:49.**

**Commissioner Vosburgh:** She feels it was a great presentation. We are in the process of implementing a newsletter. *We will be able to drop the newsletter into the website and subscribers and sign up for automatic delivery of a website.* She would like to put this on the Thursday agenda and get a consensus from Commission.

**Ric Gatehouse:** Another concern has been if something were to happen to him, what would happen. With this platform, if something were happen, anyone would be able to step in and take care of this.

**Vice Mayor Robertson:** It looks good, but she is no expert on this. It is absolutely an improvement.

**Commissioner Straight:** It is definitely an improvement, what is the timeline? *The time is always in gathering the content. It will could be functional in a couple weeks, but we need to update information. He thinks it could be in 30 days.* If we do this, we need to allow departments time to find out what they need.

**Commissioner Clarke:** He likes it a lot. He would like to get rolling and would support adding it to Thursday's agenda.

**Mayor Shearon:** We have a lot on our plate, and we don't even have a City Clerk yet. As Ric said, the key to any website is the information. He would like to look into our total IT system. We haven't even delved into other issues, for example the equipment that handles our meeting recording, etc. We need a thorough IT exam. We have Laserfish that we bought. This is going to take the commitment of a lot of time and resources. This is also another item that has not been budgeted for, and that is a concern. There is no doubt we need a website. Ric has put a lot of time into this, but we need to take a moment to digest this. We are a little bit premature. In another couple months when we get a City Clerk would be a more appropriate time to address this. *Regarding the audio records, he suggested when this was installed we could upload the recordings of meetings to the website. It is very easy.*

**Vice Mayor Robertson:** As far as commitments, she agrees we need to make sure that we have a commitment from the City and the staff to do this. Are Department Heads going to be required to provide content? She is not sure we are ready for this. We can't put up something without content, something empty.

**Commissioner Straight:** For the money end, he doesn't feel like we want to wait for next fiscal year. He is not sure what the commitment is? *He could transfer a lot of the old stuff from the other website. If Steve Gilbert has a new document, he could just upload the document and put it on the page himself. Fresh content is whatever you feel comfortable.*

**Commissioner Clarke:** Our existing website is totally wasted. There isn't much being posted to it now. It has to be done incrementally. He feels it is necessary to get this implemented.

**Commissioner Vosburgh:** She doesn't want to keep postponing.

**Mayor Shearon:** We have a lot on our plate. We have to prioritize things. We are rushing into this.

Discussion continued - no consensus granted.

## **2. Employee Biometric Screenings**

Presented by Sheila Dalton. This is just for a consensus for her to move forward to enter into an agreement with Pinpoint Wellness for employees and spouses to have health assessments for key indicators. It would be an employee benefit at no cost to them. If approved, the tentative time period is September 15<sup>th</sup>. Another option to encourage our employees to participate would be to keep their current deductibles the same, but if they don't participate increase the deductibles by \$250 for single, and \$500 for family. The purpose of the screenings is to catch potential problems ahead of time, which will reduce claims in the future.

**Commissioner Vosburgh:** It is \$3,564 if Holmes Beach goes in? *Our premium will not change. She needs to contact Lori in Holmes Beach. She is getting conflicting information.*

**Vice Mayor Robertson:** There is no guarantees with insurance. She would error on the side of preventative medicine.

**Commissioner Straight:** He is okay with it.

**Commissioner Clarke:** It is a direct benefit to our employees.

**Mayor Shearon:** On the contract end, it automatically renews every year unless we inform them in 90 days. If there is any dispute, it is litigated in Indiana. More or less just contract concerns. The product itself is worthwhile. We need to get all the details and pursue it with Ricinda.

## **3. Discussion on segregation and disbursement of cell tower funds**

Presented by Commissioner Clarke. He reviewed his agenda request

**Commissioner Vosburgh:** She strongly agrees.

**Vice Mayor Robertson:** She agrees it needs to be separate, it should be for CIP type items. It needs to be for things that directly benefit the public.

**Commissioner Straight:** He doesn't see any problem keeping it separate. He doesn't want to tie our hands too tightly on this.

**Commissioner Clarke:** We would have to rely on the City Attorney to design the language for the Resolution.

**Mayor Shearon:** He feels like we need to keep it separate, but would be more comfortable with a Resolution. That gives us more flexibility. He feels our monthly income from that should stay as regular revenue. He will ask the City Attorney to draft up something to be presented at a Commission Meeting. **CONSENSUS**

**4. Occupational Licensing fees**

**Sheila Dalton:** At the next Commission agenda she will be putting in a request to increase Business Tax Receipts by 5%. By State Statute we can increase it every 2 years. We haven't had an increase since 2011. It will not increase a whole lot of revenue, maybe \$4,000-\$5,000.

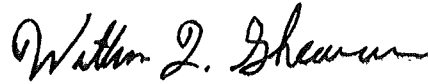
**Commissioner Vosburgh:** She is absolutely against it.

**Vice Mayor Robertson:** She is absolutely for it. We have to stay on top of this. Look at the situation we are in with Stormwater.

**Commissioner Straight:** He feels it is necessary. Our costs are going to increase whether we like it or not. It has gotten us in trouble before.

**Mayor Shearon:** He talked to Steve about this a little bit. It is capped out at 5% for two years. While we are looking at the fee increase, we also need to redo the application form itself to make sure we have in the license number and tax number for rentals. We need better records in here. We have access now to the State database. Now we can make sure they are paying sales tax and the bed tax.

**5. Adjournment – 2:38 pm**



William "Bill" Shearon, Mayor

ATTEST:

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Tammy Johnson, Deputy Clerk

NOTE: This is not a verbatim record.