



Delphi Common Council Agenda

Date/Time: Monday December 1, 2025 @ 6:00 P.M.
Location: Delphi City Building 201 S. Union St. Delphi
IN

Live streamed on Delphi Indiana YouTube Channel
<http://www.youtube.com/@delphiindiana491>

- 1. Calling to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call Clerk Price**
- 4. Meeting Minutes**
 - a. Monday November 03, 2025*
- 5. Department Head Reports**
- 6. Other Business**
 - a. Request to Reappoint Ken Walton to CCEDC Board (2026-2028)*
- 7. Unfinished Business**
- 8. New Business**
 - a. Proposed Resolution 2025-14 Approving the Award of a Municipal Solid Waste and Recyclables Collection and Disposal Service Contract*
 - b. Proposed Ordinance – Amending the Fire Hydrant Rental Fee Paid by the City of Delphi (Correction on Ordinance Number to Ordinance 2025-16)*
 - c. Proposed Ordinance – Public Record Request Policies and Request Form (Correction on Ordinance Number to Ordinance 2025-17)*
 - d. 2026 Observed Holiday Schedule*
 - e. 2026 Proposed Meeting Dates*
- 9. Future Business & Announcements**
 - a. Set 2025 Year End Special Meeting Date*
- 10. Miscellaneous Business**
 - a. Board Comments*
 - b. Clerk Treasurer Price*
 - c. Public Comments*
 - d. Adjournment*

The City of Delphi acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. To assist individuals with disabilities who require special services (i.e. sign interpretive service, alternative audio/visual devices, and amanuenses) for participation in or access to City-sponsored public programs, services, and/or meetings, the City asks that individuals make requests for these services at least forty-eight (48) hours ahead of the scheduled program, service, and/or meeting. To make arrangements, please contact the City at (765) 564-2097

Agenda Subject to Change



Common Council Meeting– November 3, 2025
2nd floor City Building 6:00 pm
201 S. Union St. Delphi

Council was called to order at 6:00 pm on the second floor of the city building. Live streamed on Youtube and opened with the Pledge of Allegiance.

Roll call was given by clerk/treasurer-Julie Price. The members present were: Kamron Yates, Denny Myers, Erin Jubril, Doyle Moore, and Spencer Kingery. District 1 council seat is vacant.

The minutes for October 6, 2025 council meeting were presented for approval. There were no additions or corrections. No discussion for the minutes. Department Head reports were sent to the council prior to the meeting for review and incorporated in minutes. Motion to approve the minutes made by Erin Jubril seconded by Denny Myers. Motion carried and passed. (4-0)

The minutes for October 20, 2025 special council meeting were presented for approval. Let the record reflect the first vote was for the regular council meeting minutes. There were no additions or corrections. Motion to approve the minutes made by Spencer Kingery, seconded by Doyle Moore. Motion carried and passed. (4-0)

Other Business:

Anita Werling with the DRDC was in attendance to present the council with the DRDC 2025 Annual spending plan. She stated that Baker Tilly would be updating some numbers for the next meeting. Clerk-Treasurer Price asked if the report would be available to download into Gateway. Werling stated that after the next meeting, the numbers would reflect the amended amounts and be able to be submitted for the report.

Rick Anderson from Veregy presented the council with a proposal for a free energy analysis for the city to possibly be able to save money with utilities with 80% efficiency savings. The council discussed the proposal. Doyle Moore questioned if the council could get an efficiency report and check progress of the panels located at the school. The process would take 6-8 weeks to complete for the return report. Motion to approve the free assessment for the city made by Erin Jubril, seconded by Spencer Kingery. Motion carried and passed. (4-0)

Unfinished Business:

None

New Business

Proposed Ordinance 2025-12 Yard Waste was presented for approval on the second reading. Motion to approve the ordinance made by Denny Myers, seconded by Erin Jubril. Motion to pass ordinance on second reading carried and passed. (4-0) Proposed Ordinance 2025-12 was presented for third and final reading. Doyle Moore asked if passing the ordinance would set a time limit for grass clippings to be

cleaned up by property owners. Mayor Yates stated that timeframes would be within a reasonable amount of time allowing the citizen time to pick up grass clippings after mowing but not leaving them for an extended period of time. Motion to approve the ordinance on the third and final reading made by Denny Myers, seconded by Erin Jubril. Motion to approve ordinance carried and passed. (4-0)

Proposed Ordinance 2025-13 Establishing no parking limitations on Front Street on the South side of the street from Wilson to Union. Motion to approve the ordinance on the second reading made by Spencer Kingery, seconded by Denny Myers. Motion carried and passed. (4-0) Motion to approve ordinance on third and final reading made by Spencer Kingery, seconded by Erin Jubril. Motion to approve ordinance carried and passed. (4-0)

Proposed Resolution 2025-14 Amending the fire hydrant rental fee paid by City of Delphi was presented for approval. Motion to approve on first reading made by Spencer Kingery, seconded by Doyle Moore. Before taking a vote, Spencer asked Clerk-Treasurer Price if there was a time frame needed to be met. She confirmed that it would benefit the budgeting process to complete year end items. Motion to approve the ordinance on first reading carried and passed. (4-0) Motion to suspend the rules on the first night of introduction made by Spencer Kingery, seconded by Erin Jubril. Motion to suspend rules carried and passed. (4-0) Motion to approve ordinance amendment on second reading made by Spencer Kingery, seconded by Denny Myers. Motion to approve on second reading carried and passed. (4-0) Motion to approve ordinance amendment on third and final reading made Spencer Kingery, seconded by Erin Jubril. Motion to approve amendment on third reading carried and passed. (4-0)

Proposed Ordinance 2025-15 Public Record request policies and request form presented was presented for approval. Motion to approve the ordinance made by Erin Jubril, seconded by Doyle Moore. Mayor Yates asked Clerk-Treasurer Price to explain the ordinance. She stated there have been quite a few APRA requests in the last few months from the same citizens and the requests have been very broad so the new ordinance will aid in making the process more precise and direct so that the requests are not such a broad area. The ordinance would require citizens who want public records to use the city issued request instead of a general form either found on the web or created by the requestor. Motion to approve ordinance on first reading carried and passed. (4-0)

Proposed resolution 2025-12 Additional appropriations for the Delphi Tri-township Fire protection Territory presented for approval. Motion to approve the resolution made by Spencer Kingery, seconded by Denny Myers. The appropriation request would be for new extrication tools. Doyle Moore stated that the fire territory is seeking to purchase newer equipment due to car manufacturing being changed and equipment not being able to extricate through the newer materials. Motion to approve the appropriation carried and passed. (4-0)

Proposed resolution 2025-13 Transfer of funds to a CD for the Fire territory from the fire equipment fund. Clerk-Treasurer Price stated that the fire territory would be investing money to a 15 month flex CD. She also asked the council prior to motion and approving the transfer that the original \$400,000 be changed to \$350,000 per the fire territory executive board chair so that it leaves the territory with a

little more funding and not cutting it too close in case of an emergency. Motion to approve the transfer of \$350,000 made by Denny Myers, seconded by Doyle Moore. Motion to approve the transfer carried and passed. (4-0)

Future Business and Announcements:

Mayor Yates thanked the DPD, DMS, and street and parks departments for their contributions and help making the trunk or treat and trick or treat nights successful.

Miscellaneous Business:

None

Board Comments:

None

Clerk Comments:

None

Public Comments:

Lauren Murfree of Delphi thanked the DPD for their patrol during the trick or treat hours.

Ms. Murfree questioned the flock cameras and the data collected by them as well as the funding for the cameras. Spencer Kingery stated that the cameras were paid for with grant funding and there are currently 4 out of the original 5 cameras in use. Mayor Yates assured Ms. Murfree that the cameras are solely license plate readers that alert law enforcement for outstanding warrants and only for those that have a reason to send an alert to the police. Clerk-Treasurer Price asked about instances where they have been useful in preventing possible crime or abductions. Sergeant Parkinson confirmed that the cameras have in fact been useful in response to suspicious vehicles which led to keeping more than 1 abduction from happening over the course of them being installed. Spencer Kingery confirmed that collected data is on a 30-day retention and is not sold or used by any other agencies other than our local law enforcement.

Adjournment

Without objection and no other business or comments, the motion to adjourn Common council was made by Spencer Kingery, seconded by Erin Jubril. Motion carried and passed. (4-0) Meeting was adjourned at 7:14 p.m.

Mayor Kamron Yates

Julie Price, Attest

Community Development Report NOVEMBER 2025 – Julia Leahy

Permits/Planning

Residential permit – 1 (new home)

Commercial business – discussion/shared guidelines for the process of applying for an exception

Excavation permit – 3

Commercial – COO issued on completion of remodel

Home-based childcare business license (discussion only)

Certificate of Occupancy – Lot #18 Bowen Estates

Delphi Main Street

November 1 – Trunk or Treat at Riley Park as a huge success with over 500 kids PLUS adults attending. Big thanks to the police department for assistance plus handing out treat bags

Façade Improvement Grant – committee met to review an application; pending approval from the building owner

Holiday lights – DMS is investing in new, commercial grade lights for the monument and are working with a local business (WP Electric). Official ‘Tree Lighting Ceremony’ 11/25 with students from the elementary school coloring contest winners

Holiday Activities

Nov. 13-15: several downtown open house events

Nov. 20: Christmas Tree Walk & Twilight Shopping 5-8pm was an amazing evening with 300+ visiting the downtown (final event is 12/11)

Nov. 20-Dec. 15: Polar Express Ticket featuring 27 businesses participating and donating prizes PLUS the Opera House showing the movie on 12/20 (2 showings)

Business Videos – 11 businesses participating in weekly videos; all are posted on DMS Facebook page

Creation of a DORA in the downtown (Designated Outdoor Refreshment Area) – plans/proposal moved to 2026

OTHER

Public Art Movement – Delphi Creative Convergence team of Julia Leahy, Julie Knoeller, Sara Daly-Browman and Mary Grissom attended the first co-ort sessions for planning on 11/4-11/5 at Ball State Fishers. Several potential projects have been identified.

*On air at WIL0 Partyline on 11/19 promoting Main Street holiday activities

*Childcare discussions with local team

*DMS Board meeting 11/10

*IU Kokomo – Industry breakfast 11/11

*20th Annual Carroll County Chamber of Commerce awards dinner

*Wheels of Hope 1 year anniversary ribbon cutting 11/19

*Working on plans for the 100th anniversary of the Carroll County Country Club golf course

*EDC board meeting 11/20

Police Report for the month of November 2025

Monday, December 1, 2025

Mayor Kamron Yates and Members of the Board of Works and Common Council,

November statistics are not available until Monday December 1st:

Year to Date

Police:

- Arrests: 64
- Calls for Service: 4053
- Incident reports: 349
- Vehicle Stops: 978
- Citations: 250
- Written warnings: 712
- Crash reports: 32

Code enforcement:

- Tall Grass- 87
- Inoperable Vehicle- 49
- Exterior Structure- 5
- Trash/ Debris/Rubbish- 36
- Trash Containers- 9
- Public Nuisance- 12
- Animal- 1
- Retaining Wall-1

Officer Wilson retires:

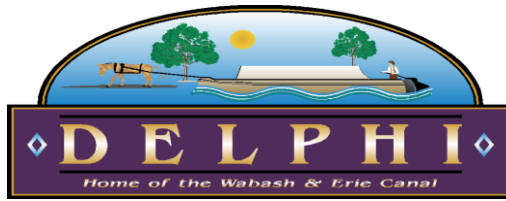
Friday, November 21, was Officer Justin Wilson, last day with the Delphi Police Department. Officer Wilson retired following 22 years of dedicated service to the citizens of Delphi. Congratulations Officer Wilson. Thank you for your service and may you have success in your future pursuits.

The police department took delivery of 3 new Dell Pro Rugged, RB14250 XCTO Laptops. The new devices have a five-year warranty that includes general and accidental protection that provides services and repair within 72 hours.

The police department participated in "Trunk or Treat" event in Riley Park on Saturday evening, November 1st. Over 500 bags of candy and drug abuse prevention pamphlets were given away to children and parents.

Best Regards,

Stephen L. Mullin, Chief of Police



Street & Parks Department November Highlights

- Leaf pick up continues to take the bulk of our time
- Repaired the leaf gate on street sweeper
- Winterized and closed the Parks restrooms
- Installed the Christmas lights uptown

City of Delphi Water Works

BOW and Council Meeting

12/1/25

Highlights as of 11/24/25

- Read meters.
- Sent out 4 each Fluoride and Bacti Samples
- Total Gallons pumped TBA
- 20 Locate Requests
- 20 Daily Service Calls
- Daily checking of High and continuous consumption users (50 total for the month)
- Daily checking of meter communication alarms (24 total for the month)
- Fixed Meter fittings at 117 Riley Meadows
- Cleaned up Leaves at Well Feilds
- Assisted with Leaves throughout the city
- Repaired 4" Water Main leak on Riley Road
- Engine was replaced in the Generator at the Aeration Plant
- Patched Utility Cuts
- J & K repaired the radio communications at Well #7
- Prepared lead letters per IDEM requirements
- Mowed and Cleaned up Brush at Well Fields and Tank Sites

Thank you,

Craig A. Myers

Water Superintendent

DELPHI WASTEWATER PLANT
PROTECTING THE ENVIRONMENT
2251 N. State Road #25
DELPHI, IN 46923

PLANT SUPERINTENDENT
RICHARD W. VANSICKLE
Phone 765 564-2313
Email delphiwwtp@gmail.com

December 2025

Fuel Consumption (Gallons)

January - 42.4
February - 39.6
March - 40.9
April - 102.6
May - 22.4
June - 40.7
July - 121.1
August - 36.3
September - 50.6
October - 46.6
November - 24.9

YEAR - 568.1

Wastewater Treated (Gallons)

January - 30,932,000
February - 26,081,000
March - 28,481,000
April - 30,245,000
May - 26,314,000
June - 26,512,000
July - 24,519,000
August - 23,184,000
September - 24,403,000
October - 26,236,000
November - 21,004,000

YEAR - 286,188,000

NOTE: All numbers are as of 11/24/2025

Bio – Solids Pressed and Land Applied (Merrell Bros.)

YEAR – 290 Cubic Yards

Chlorine Usage (Pounds)

YEAR – 11,255 Season ended

Sulfur Dioxide Usage (Pounds)

YEAR – 9,605 Season ended

Sodium Aluminate Usage (Gallons)

YEAR – 33,428

HIGHLIGHTS

1. Merrell Bros. hauled approximately 192,000 gallons of bio-solids during November
2. The annual disinfection season ended 11/1/25. Chlorine and Sulfur Dioxide usage, along with Chlorine Residual and E.coli testing, has ended for the year.
3. Semi-annual Toxicity testing will begin early December.



Carroll County
Economic Development Corporation

Producing Tomorrow...Today!

P.O. Box 83, Delphi, IN 46923
765.564.2060 (ph)
www.carrollcountyedc.com

November 6, 2025

Mayor Kamron Yates
201 S. Union Street
Delphi, IN 46923

Dear Mayor Yates,

Ken Walton's appointment to the Carroll County Economic Development Corporation (CCEDC) Board of Directors will expire on December 31, 2025. The CCEDC respectfully requests that the City of Delphi consider reappointing Mr. Walton to our board for another three-year term beginning January 1, 2026.

Mr. Walton brings valuable insight as both a business leader and a long-time community advocate. He currently serves as Vice President of the Board and contributes actively to several committees. We deeply appreciate his leadership and his continued commitment to Delphi and Carroll County's economic development.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink that reads "James L. Wells". The signature is written in a cursive style.

James L. Wells
Executive Director
Carroll County Economic Development Corporation

RESOLUTION NO. 2025-14

A RESOLUTION APPROVING THE AWARD OF A MUNICIPAL SOLID WASTE AND RECYCLABLES COLLECTION AND DISPOSAL SERVICE CONTRACT FOR THE CITY OF DELPHI, INDIANA

WHEREAS, pursuant to I.C. § 36-9-30-5 and I.C. § 36-9-30-5.3, the City of Delphi (“City”) issued a request for sealed bids for solid waste and recyclables collection and disposal services;

WHEREAS, on October 6, 2025, the Delphi Board of Public Works and Safety (“BOW”) opened the sealed bids and announced the key terms of each sealed bid in a public meeting;

WHEREAS, after reviewing the responsive bids, the BOW determined that Trash Kans, LLC (“Trash Kans”) was the lowest responsive and responsible bidder and recommended awarding a contract for solid waste and recyclables collection and disposal services to Trash Kans (“Contract”);

WHEREAS, the proposed Contract is attached hereto as Exhibit A; and

WHEREAS, the Common Council of the City of Delphi wishes to approve the award of the Contract to Trash Kans, approve the Contract, and authorize the execution of the Contract on behalf of the City.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Delphi, Indiana that:

Section 1. Award. Pursuant to I.C. § 36-9-30-5.3, the Council hereby approves and authorizes the award of a two (2) year contract for solid waste and recyclables collection and disposal services to Trash Kans.

Section 2. Approval of Contract and Authorization to Execute Contract. The Council hereby approves the Contract and authorizes the Mayor, the President of the Council, the Clerk-Treasurer, and/or any other appropriate officer of the City to execute the Contract on behalf of the City.

Section 3. Effective Date. This Resolution shall be in full force and effect after its adoption and approval by the Mayor.

Adopted by the Common Council of the City of Delphi, Indiana on this 1st day of December, 2025.

Passage by a Majority of the Common Council:

Kamron Yates, Presiding Officer

Attest: Julie Price, Clerk-Treasurer

Approved / Vetoed by me, the Mayor, on this 1st day of December, 2025.

Kamron Yates, Mayor

Attest: Julie Price, Clerk-Treasurer

EXHIBIT A

CONTRACT FOR SOLID WASTE AND RECYCLABLES COLLECTION AND DISPOSAL SERVICE

ORDINANCE NO. 2025-16

AN ORDINANCE AMENDING THE FIRE HYDRANT RENTAL FEE PAID BY THE CITY OF DELPHI, INDIANA

WHEREAS, §51.39 of the Code of Ordinances for the City of Delphi, Indiana currently states that “the amount to be paid by the City of Delphi for fire hydrant rental shall be \$172,000 divided equally among the number of hydrants per year, payable annually.”

WHEREAS, new fire hydrants have been added to the Delphi Tri-Township Fire Protection Territory; and

WHEREAS, the Common Council of the City of Delphi desires to increase the annual amount paid by the City of Delphi for fire hydrant rental from \$172,000 to \$220,000 in order to cover the cost of the new fire hydrants;

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Delphi, Indiana that:

Section 1. The annual amount paid by the City of Delphi for fire hydrant rental shall be \$220,000.

Section 2. §51.39 of the Code of Ordinances shall be amended and shall state as follows:

§ 51.39 PUBLIC AND PRIVATE FIRE PROTECTION SERVICES.

*The amount to be paid by the city for fire hydrants rental shall be **\$220,000** divided equally among the number of hydrants per year, payable annually. The amount to be paid by owner or owners of private fire protection as rental shall be \$175.50 per hydrant per year, payable semi-annually.*

Section 3. If any section, sentence, or provision of this ordinance or the application thereof to any person or circumstance shall be declared invalid, such invalidity shall not affect any of the other parts of this ordinance which can be given effect without the invalid part, and to this end, the provisions of this ordinance are declared to be severable.

Section 4. This Ordinance shall be in full force and effect from its passage and approval and approval by the Mayor.

Passed and adopted by a majority of the Common Council of the City of Delphi, Indiana, this ___ day of _____, 2025.

Kamron Yates, Presiding Officer

Attest: Julie Price, Clerk-Treasurer

Approved / Vetoed by me, the Mayor, this ___ day of _____, 2025.

Kamron Yates, Mayor

Attest: Julie Price, Clerk-Treasurer

ORDINANCE NO. 2025-17

AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF DELPHI, INDIANA, DECLARING PUBLIC RECORDS REQUESTS POLICIES AND ESTABLISHING A REQUIRED REQUEST FORM

WHEREAS, public records of the City of Delphi, Indiana and its municipal departments and agencies (the "City") shall be made available for public inspection and copying pursuant to Indiana Code § 5-14-3 (Access to Public Records Act);

WHEREAS, pursuant to I.C. § 5-14-3-3, the City may require a request to be made on a form provided by the City;

WHEREAS, it is important that the time required for the compilation and copying of any public records not unreasonably interfere with the other business of the City; and

WHEREAS, the City desires to establish consistent procedures for receiving and responding to requests for public records;

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Delphi, Indiana, that:

Section 1. Pursuant to I.C. § 5-14-3-3, all individuals and entities making a request access to public records are required to use the Public Records Request Form attached to this Ordinance as Exhibit A.

Section 2. Title III, Chapter 30 of the Code of Ordinances of the City of Delphi is hereby amended to include a new Section 30.40 " Public Records Request Policies," w hich s hall read a s f ollows in E xhibit B attached hereto.

Section 3. If any section, sentence, or provision of this ordinance or the application thereof to any person or circumstance shall be declared invalid, such invalidity shall not affect any of the other parts of this ordinance which can be given effect without the invalid part, and to this end, the provisions of this ordinance are declared to be severable.

Section 4. This ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

Passed and adopted by the majority of the Common Council of the City of Delphi, Indiana, this ___ day of _____, 2025.

Kamron Yates, Presiding Officer

Attest: Julie Price, Clerk-Treasurer

Approved / Vetoed by me, the Mayor, this ___ day of _____, 2025.

Kamron Yates, Mayor

Attest: Julie Price, Clerk-Treasurer

EXHIBIT A – PUBLIC RECORDS REQUEST FORM

Records Request Form

Pursuant to I.C. 5-14-3-3(a)(2), all requests for public records submitted to the City of Delphi, Indiana ("City") must be made on this form and submitted to the Delphi Clerk-Treasurer's Office. Questions regarding the use of this form may be directed to the Delphi City Building at (765) 564-2097.

Requestor's Information. Provide your contact information and preferred method of contact so we may respond to your request.

Date	
Name <i>(first and last)</i>	
Name of Organization <i>(if applicable)</i>	
Address <i>(number and street)</i>	City, State ZIP Code
Phone / Fax	Email Address
<i>Please indicate the email or mailing address where the records should be sent if different from above.</i>	
Preferred method of contact: <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax	

Records Requested. You must describe the records you are requesting with ***reasonable particularity***. This means you should include information such as date range; specific type of record or document; or a specific location or department. If the request is for inspection or copying of a law enforcement recording, you must provide the information required under I.C. 5-14-3-3(i). ***Vague or overbroad requests may be denied, delayed, or returned for further clarification.*** If you fail to clarify the request after receiving a response from the City seeking clarification, the City need not respond further to the request.

Pursuant to the Access to Public Records Act, I.C. 5-14-3, I request to inspect or obtain copies of the following public records:

Description	Date Range	Requested Format <i>(digital or physical copy)</i>

Record Format. If a record is maintained in both physical and digital format, the record will be provided in the format requested above. However, the City is not obligated to change the format of a record that is maintained only in a single format (i.e., digital or physical form only), and such record shall be provided in the format available. If the requested information is already available on the City website, you will be so directed.

Multiple Requests. If multiple requests are made by the same requestor, each request will be fulfilled in the order received, and the subsequent request will not be addressed until the previous request has been answered.

Copying Fee. If a copy of a record is requested, a copying fee may be charged and must be paid prior to receiving the requested records. You will be informed of the copying cost prior to making the copy.

Although the submission of this form requires that the City of Delphi acknowledge receipt of the request within seven (7) days, there is no requirement for the production of records within this specified period. It is the goal of the City to respond to a records request within a reasonable time, taking into account the nature of the request and the records requested.

EXHIBIT B – PUBLIC RECORDS REQUEST POLICIES

§ 30.40 PUBLIC RECORDS REQUEST POLICIES.

It is the policy of the City of Delphi, Indiana to comply fully with the Indiana Access to Public Records Act (APRA), Indiana Code § 5-14-3 *et seq.*, as may be amended from time to time.

§ 30.41 SUBMISSION OF REQUESTS.

- (A) Requests for public records shall be made in writing using the form provided by the City.
- (B) The request form may be submitted to the City by mail, fax, email, or personal delivery to the Clerk-Treasurer's Office.
- (C) The request form shall be fully completed and must identify with reasonable particularity the record being requested. The requestor shall attest that the requested records shall not be used for commercial purposes. However, the reason for making the request is not required, and no request shall be denied for not providing a reason in the request form, unless a reason is required by another applicable statute.
- (D) If a request is for inspection or copying of a law enforcement recording, the request must provide the information required under I.C. § 5-14-3-3(i), as may be amended from time to time.

§ 30.42 RESPONSE TO REQUESTS.

- (A) The City shall respond with a written acknowledgment of a request made in person within 24 business hours or a request received by mail, fax, or email within seven (7) calendar days.
- (B) If clarification is needed from the requestor in order for the City to proceed with a response, the City shall notify the requestor as soon as possible.
- (C) If a requestor fails to clarify the request after receiving a response from the City seeking clarification, the City need not respond further to the request.
- (D) If the requested public records are accessible on the City's website, the City will provide a response directing the requestor to where the requested records may be found on the website.
- (E) If the City responds with a denial of any part or all of the request, the City shall provide the reason for the denial, a brief explanation of the statutory authority of the denial, and the name and title of the person responsible for the denial.
- (F) If multiple requests are made by the same requestor, each request shall be fulfilled in the order received, and the subsequent request shall not be addressed until the City has responded to the previous request.

§ 30.43 PRODUCTION OF RECORDS.

- (A) It is the goal of the City to produce the requested records in a reasonable time, taking into account the nature of the request and the records requested.
- (B) Additional time to produce the requested records may be based upon the City's need to:
 - (1) Clarify the intent of the request;
 - (2) Identify, locate, assemble and/or make the records ready for inspection or disclosure;
 - (3) Notify third parties affected by the request; or
 - (4) Determine whether any of the records or information requested is exempt from disclosure and whether a denial should be made as to all or part of the request.
- (C) Unless the City maintains a list of information due to a statutory requirement, the City is not required to create a "list" to satisfy a public records request.

- (D) If a record is maintained in both paper and electronic format, the record will be provided in the format requested by the requestor. The requested format, notwithstanding, the City is not obligated to change the format of a record the City maintains in a single format.

§ 30.44 COPY FEES.

- (A) The fee for copying documents shall be ten cents (\$0.10) per page for black-and-white copies and shall not exceed \$0.25 per page for color copies, or as otherwise provided by statute.
- (B) The copying fee for any request for which the response will be oversized documents, color photographs or reproductions, tape recordings and computer disks shall be the actual expense for copying, including the cost of materials.
- (C) Any copying fees must be paid in full prior to the release of the records to the requestor.

§ 30.45 PROHIBITION AGAINST COMMERCIAL USE OF PUBLIC RECORDS

- (A) A requestor receiving public records or information shall not use the records or information for commercial purposes. This prohibition does not apply to the use of such records in connection with the preparation or publication of news, for nonprofit activities, or for academic research.
- (B) I.C. § 5-14-3-3 defines “commercial purpose” as “to sell, advertise, or solicit the purchase of merchandise, goods or services, or sell, loan, give away or otherwise deliver the information obtained by the request to any person for these purposes.”



2026



HOLIDAY SCHEDULE

THURSDAY JANUARY 1, 2026	New Years Day
MONDAY FEBRUARY 16, 2026	Presidents Day
MONDAY MAY 25, 2026	Memorial Day
FRIDAY JULY 3, 2026	Independence Day
MONDAY SEPTEMBER 7, 2026	Labor Day
WEDNESDAY NOVEMBER 11, 2026	Veterans Day
THURSDAY- FRIDAY NOVEMBER 26-27 2026	Thanksgiving
THURSDAY DECEMBER 24, 2026	Christmas Eve
FRIDAY DECEMBER 25, 2026	Christmas Day
THURSDAY DECEMBER 31, 2026	New Years Eve



2026 Common Council Meeting Dates: 6:00pm 2nd floor City Building

Monday, January 5th

Monday, February 2nd

Monday, March 2nd

Monday, April 6th

Monday, May 4th

Monday, June 1st

Monday, July 6th

Monday, August 3rd

Tuesday, September 8th

Monday, October 5th

Monday, November 2nd

Monday, December 7th

2026 Board of Works Meeting Dates: 5:30pm 2nd floor City Building

Monday, January 5th

Monday, January 19th

Monday, February 2nd

Tuesday, February 17th

Monday, March 2nd

Monday, March 16th

Monday, April 6th

Monday, April 20th

Monday, May 4th

Monday, May 18th

Monday, June 1st

Monday, June 15th

Monday, July 6th

Monday, July 20th

Monday, August 3rd

Monday, August 17th

Tuesday, September 8th

Monday, September 21st

Monday, October 5th

Monday, October 19th

Monday, November 2nd

Monday, November

16th

Monday,

December 7th

Monday, December 21st