TIPPECANOE COUNTY COUNCIL MEETING
COUNTY OFFICE BUILDING – TIPPECANOE ROOM
TUESDAY, JUNE 14, 2016
8:30 A.M.

The Tippecanoe County Council met Tuesday, June 14, 2016 in the Tippecanoe Room of the County Office Building at 8:30 a.m. Council members present were: President David R. Williams, Vice-President John R. Basham II, Bryan E. Metzger, Sally J. Siegrist, Kevin L. Underwood, Kathy Vernon, and Roland K. Winger Others present were: Auditor Bob Plantenga, Attorney Matt Salsbery and Recording Secretary Tillie Hennigar.

PLEDGE OF ALLIANCE

President Williams called the meeting to order and led the Pledge of Alliance.

President Williams stated there are housekeeping items to address prior to the regular agenda. The Highway Department has two transfer requests that will be considered as part of the Consent Agenda. Also, Clerk Coffey has a meeting in Indianapolis and her request for appropriation will be heard following the Treasurer's Report.

AUDITOR'S FINANCIAL REPORT *– Bob Plantenga*

Auditor Plantenga reported on the May Financial Statement saying 2016 began with a General Fund Cash Balance of $9,145,040.42. With Projected Miscellaneous Revenue of $10,123,711.00 and Property Tax, the Total Funds Available was $41,110,444.42. Deducting Encumbrances of $167,809.00, the Budget of $34,424,723.00 and Minimum Balance; the Beginning Net Balance is $517,912.42. Additional Appropriations approved year-to-date total $247,450.00. There are $6,652.00 of General Fund requests for the meeting today, leaving a balance Available for Appropriation of $270,149.90. COIT began the year with $2,262,873.18. Adding the Revenue and deducting the Encumbrances and Minimum Balance, the Beginning Net Balance is $360,171.18. Year-to-date COIT Additional Appropriations total $40,136.00, leaving a COIT Unencumbered Balance of $320,035.18.

Financial Statement
May 31, 2016

	General Fund	COIT Fund	Combined Funds
Cash Balance (01/01/2016)	$9,145,040.42	$2,262,873.18	$11,407,913.60
DLGF Requested 2016 Projected Miscellaneous Revenue	$10,123,711.00	$8,655,120.00	$18,778,831.00
99% of Property Tax Estimated Levy	$22,589,644.00	$0.00	$22,589,644.00
Estimated Circuit Breaker Credits	$747,951.00	$0.00	$747,951.00
Total Funds Available	$41,110,444.42	$10,917,993.18	$52,028,437.60
Less: 2016 Encumbrances	$167,809.00	$15,955.00	$183,764.00
Less: DLGF Requested 2016 Budget	$34,424,723.00	$9,041,867.00	$43,466,590.00
Less: Council Approved Minimum Balance (Res 2013-24-CL)	$6,000,000.00	$1,500,000.00	$7,500,000.00
Beginning Net Balance	$517,912.42	$360,171.18	$878,083.60

Additional Appropriations	Requested	Granted	Granted	Granted
January	$6,234	$6,234	$0	$6,234
February	$284,465	$238,763	$40,136	$278,899
March	$0	$0	$0	$0
April	$2,000	$2,000	$0	$2,000
May	$453	$453	$0	$0
June	$6,652			
July				
August				
September				
October				
November				
December				
Total Additional Appropriations	$299,804	$247,450	$40,136	$287,133
Budget Reductions	Requested	Gen Fund Granted	COIT Fund Granted	Total Granted
Year to Date	$0	$0	$0	$0
Miscellaneous Expenditures (year to date total)		$312.52	$0.00	$312.52
Available for Appropriation		$270,149.90	$320,035.18	$590,638.08

Auditor Plantenga noted the creation of the COIT Fund was not a statutory requirement; it was an administrative decision by the State Board of Accounts and the DLGF. The COIT Fund has been revisited and there will not be a COIT Fund in 2017; the money will be deposited into the General Fund. At budget time, a decision will be needed regarding adjusting the General Fund minimum balance.

There is no Revenue report this month. Noting Fund 1112, the CEDIT County Share, $30,000 was deposited from the Horse and Pony Association for a portion of the new Announcer's Stand at the Fairgrounds. Fund 1229, LOIT Special Distribution is the State Trust money for Highway use. Funds 2580 and 2581, Court Services ended May with almost $20,000 in Substance Abuse and $30,000 in Violence in Community. Funds will be moved back to the Rainy Day Fund. Fund 2584, Jury Pay balance is down to $14,757.35. To compare, in 2011 the Jury Pay Fund was over $70,000 at year end. Fund 7315, LOIT Special Distribution is the money the State gives back which is then distributed to the cities, towns, and townships. 75% of the money was to be used for Highway and the remaining 25% was to be used for any other purpose. The balance of $1.6 million is the 25%.

TREASURER'S REPORT – *Jennifer Weston*

Treasurer Weston reported on the May Bank Balances and Interest Rates saying there was a balance of $148,320,918.67 in Centier and Lafayette Bank & Trust. On May 13, Treasurer Weston moved $15 million from Bank & Trust to Centier to take advantage of the 0.05% higher interest rate. Total month-end interest was $94,566.43.

Bank Balances and Interest Rates

May 2016

	Account Balance	Rate	Interest
Centier Bank			
Comm NOW/checking	$35,040,524.99	0.65%	$16,486.30
Centier Total	$35,040,524.99		$16,486.30
Lafayette Bank & Trust			
Savings	$97,891,784.36	0.60%	$42,398.00
Primary/sweep	$5,562,847.65	0.55%	$3,311.68
Flex Benefits	$73,161.67	0.00%	$0.00
Claims/sweep	$1,909,970.08	0.55%	$1,483.60
Cary Home	$1,078.79	0.60%	$0.55
Cumulative Bridge	$1,118,384.17	0.60%	$648.05
Local Road & Street	$240,880.88	0.60%	$187.56
Drain Maintenance	$1,364,624.16	0.60%	$698.49
Gen Drain Main	$940,395.50	0.60%	$511.57
Hwy Escrow	$59,762.22	0.60%	$28.20
MVH	$2,544,354.89	0.60%	$1,269.42
E-Check	$41,126.86	0.60%	$563.03
Law Enforcement Warrant	$1,532,022.45	0.55%	$714.29
Lafayette Bank & Trust Total	$113,280,393.68		$51,814.44
Note: Claims Balance does not include Outstanding checks			
Average Interest Rate		0.59%	
This Month (Weighted Average Rate)	$148,320,918.67	0.61%	
Last Month (Weighted Average Rate)	$94,819,484.62	0.60%	
Morgan Stanley			
EDIT Landfill	$4,320,023.00	n/a	$5,913.51
High Balance	$17,061,426.80	n/a	$11,884.82
Morgan Stanley Total	$21,381,449.80		$17,798.33
First Empire			
High Balance	$5,995,760.54	n/a	$8,467.36
First Empire Total	$5,995,760.54		$8,467.36
Total Month-End Interest			**$94,566.43**

Auditor Weston stated at 41.7% through the year, we are at 49.0 % of the budget.

CLERK – *Christa Coffey*
Clerk Perpetuation Fund 1119

- Councilmember Siegrist moved to approve the appropriation for the Clerk Perpetuation Fund 1119, second by Councilmember Winger.

Clerk Coffey requested an appropriation for Docuware upgrade and training and also scanning and microfilming of case files.

Appropriation $31,000

$	6,000	Communication /Software

$	25,000	Other Professional Services

- Motion carried with all Councilmembers voting in favor of the $31,000 Appropriation for Fund 1119.

PUBLIC COMMENT (Agenda Items) - none

COMPLIANCE with STATEMENT OF BENEFITS
American Fibertech Corporation (CF-1 / Real) and (CF-1 /PP)

Jason Rainey from American Fibertech said a CF-1 was filed for Real Estate and also one for Personal Property. Employees currently total 135; 110 was estimated. The abatement is for seven years.

Apex Warehouse and Logistics LLC (CF-1 / Real) (2)

Bill Sherman, Vice President of Apex Warehouse and Logistics LLC along with President Kelly Andrews stated they have two Compliance Statements – one for the original 40,000 square foot facility and the second one for the 32,000 square foot addition. The estimated number of employees for the addition was submitted as two; however, currently there are nine with anticipation of adding four to five employees in July or August this year.

Becknell Development, LLC (CF-1 / Real)

No representative from Becknell Development was present. Councilmembers did not have any questions or comments.

Lifesong Brands, Inc. (DBA Copper Moon Coffee LLC) (CF-1 / PP)

Cary Gutwein, President of Copper Moon Coffee LLC said expectations have been exceeded since they relocated from Indianapolis.

Richard E. Linson, Sr. & Susan H. Linson Trusts (CF-1 / Real)

Susan Linson, President of the Richard E. Linson, Sr. and Susan H. Linson Trusts said this is the end of the ten year abatement. She thanked the Council for the abatement stating she is very grateful. Currently they employ 44 people.

SMT Properties LLC (CF-1 / Real)

Tom Taulman, representing SMT Properties stated the five year Real Estate tax abatement was granted two years ago. The employee estimate was 10 with $300,000 in salaries; currently they have 30 employees with salaries close to $900,000,

TRW Automotive US LLC (CF-1/ PP) (2)

No representative from TRW Automotive was present. Councilmembers did not have any questions or comments.

Voestalpine Rotec, Inc. (CF-1 / Real) and (CF-1 / PP) (2)

Voestalpine Rotec President Andrew Ball stated they have three abatements, two for Personal Property and one for Real Estate. The current number of employees is 120 with salaries in excess of $7 million.

Wildcat Creek Partners, LLC (CF-1 / Real)

John Butray, representing Wildcat Creek Partners said the partnership owns property at 4775 Dale Drive in Lafayette; known as Jessup Paper Box. The majority interest of Jessup Paper Box was just bought by a large German company. The new company has plans for growth. The number of employees was estimated to be 18; the actual is 26 and they expect to double in the next two years.

Councilmember Winger stated he reviewed Becknell Development and TRW Automotive; both had small increases in employment from the filing last year and look good.

- Councilmember Winger moved to approve the Compliance with Statement of Benefits for:
  - American Fibertech Corporation – Real and Personal Property
  - Apex Warehouse and Logistics LLC – Two Real Property
  - Becknell Development, LLC – Real Property
  - Lifesong Brands, Inc. – Personal Property
  - Richard E. Linson Sr. and Susan H Linson Trusts – Real Property
  - SMT Properties, LLC – Real Property
  - TRW Automotive US LLC – Two Personal Property
  - Voestalpine Rotec, Inc. – Two Personal Property and one Real Property
  - Wildcat Creek Partners, LLC – Real Property

  Second by Councilmember Siegrist; motion carried.

Consent Agenda

Approval of Meeting Minutes
Regular Meeting – May10, 2016

Commissioners - DFC SAMHSA Grant Fund 8667			
Transfer	$	10	Other Professional Services *to* Office Supplies/General
Sheriff - General Fund 1000			
Transfer	$	35,000	Repairs & Maintenance/Bldg. & Property *to* Office Supplies/General
Statewide 911Fund 1222			
Transfer	$	54,617	Other Professional Services *to* Machinery & Equipment/Other
Comm Corr - Misdemeanant Fund 1175			
Transfer	$	2,874	Other Supplies/Non-Specified *to* Other Professional Services
DOC Grant B Fund 9218			
Transfer	$	335	Employee Benefits/Health
	$	7	Employee Benefits/LTD
	$	80	Employee Benefits/Life *to* Other Supplies/Non-Specified
Public Defender - General Fund 1000			
Transfer	$	5,000	Salaries & Wages / Full Time *to*

Travel & Mileage Reimbursement

Juvenile Alternatives – Juv Alt DOC Grant 9641			
Transfer	$	7,500	Salaries & Wages / Part Time *to* Other Professional Services
	$	14,750	Salaries & Wages / Full Time
	$	2,510	Employee Benefits / Social Security
	$	3,680	Employee Benefits / PERF Retirement
	$	130	Operating Supplies / Gasoline & Oil
	$	21,580	Employee Benefits / Health
	$	143	Employee Benefits / LTD
	$	40	Employee Benefits / Life
	$	875	Other Personal Services / Workers Comp
	$	3,000	Other Personal Services / Unemployment *to* Machinery & Equipment/Vehicles
Clerk – County General Fund 1000			
Transfer	$	30,000	Salaries & Wages / Full Time *to* Machinery & Equipment / General

The following two Transfers were added to the Agenda at the meeting:

Highway – Street Materials Fund 4880 Transfer	$	2,532	Other Supplies/Non-Specified *to* Other Professional Services
Rent Machinery & Equipment Fund 1176 Transfer	$	50,000	Machinery & Equipment *to* Gas & Oil

- Councilmember Siegrist moved to approve the amended Agenda as presented, second by Councilmember Underwood; motion carried.

Additional Appropriations:

SUPERIOR COURT 4
General Fund 1000

- Councilmember Winger moved to approve the Appropriation request for Superior Court 4 as presented, second by Councilmember Siegrist.

In the absence of Judge Zeman, Councilmember Winger stated the Appropriation request is for a specific invoice for a Pauper Attorney. The account has less than $800.00.

Appropriation $2,801

	$	2,801	Professional Services / Pauper Attorney

- Motion carried with all Councilmembers voting in favor of the Appropriation of $2,801 for Superior Court 4.

SUPERIOR COURT 3
NCJFCJ Grant Fund 8637

- Councilmember Metzger moved to approve the Grant Appropriation request for Superior Court 3 Grant Fund 8637 as presented, second by Councilmember Basham.

In the absence of Judge Graham, Councilmember Metzger stated Judge Graham informed him the grant is not one that requires quarterly reports; it's more of a scholarship for the Judge to travel to a conference.

Grant Appropriation $2,400

$	1,755	Travel & Mileage Reimbursement
$	645	Professional Services / Training

- Motion carried with all Councilmembers voting in favor of the Grant Appropriation Grant Fund 8637 in the amount of $2,400.

PROSECUTOR *- Patrick Harrington*
IFSSA APS Grant Fund 9252

- Councilmember Winger moved to approve the Grant Appropriation request for the Prosecutor Fund 9252 as presented, second by Councilmember Siegrist.

Prosecutor Harrington said the grant is an annual grant the Prosecutor's Office has received from the State for more than 30 years. Tippecanoe County received a large amount of the $1.1 million total disbursed statewide. The grant will fund three employees' salaries and wages, benefits, cell phone, office supplies, travel and training, and automotive expenses. The grant will also fund a new position for an Adult Protective Services Caseworker /Field Investigator. Prosecutor Harrington stated he expects the grant to continue and anticipates receiving more funds.

Grant Appropriation $240,983

$	143,186	Salaries & Wages / Full Time
$	10,954	Employee Benefits / Social Security
$	16,037	Employee Benefits / PERF Retirement
$	62,193	Employee Benefits / Health
$	537	Employee Benefits / LTD
$	290	Employee Benefits / Life
$	3,000	Operating Supplies / Gasoline & Oil
$	500	Utility Service / Utilities
$	3,286	Travel Costs & Mileage Reimbursement
$	1,000	Office Supplies / General

- Motion carried with all Councilmembers voting in favor of the Appropriation for the Prosecutor Grant Fund 9252.

2016 Salary Statement	$ 38,799	Caseworker Pole III – New Position

- Councilmember Winger moved to approve the 2016 Salary Statement for the new Adult Protective Services Caseworker as presented, second by Councilmember Siegrist; motion carried.

PROBATION *– David Hullinger*
DOC Grant Fund 9512

- Councilmember Winger moved to approve the Grant Fund 9512 Appropriation as presented, second by Councilmember Siegrist.

Chief Probation Officer Hullinger stated the funding is for an additional full time Probation Officer for the Adult Probation area. The grant includes $30,000 for additional services of the Kiosk to be utilized for low risk offenders.

Grant Appropriation $91,500

$	32,148	Salaries & Wages / Full Time
$	2,459	Employee Benefits / Social Security
$	4,019	Employee Benefits / PERF Retirement
$	482	Other Personal Services/ Workers Comp
$	22,162	Employee Benefits / Health
$	121	Employee Benefits / LTD
$	109	Employee Benefits / Life
$	30,000	Other Professional Services

- Motion carried with all Councilmembers voting in favor of the Grant Appropriation of $91,500 for Probation.

2016 Salary Statement	$	32,148	Probation Officer PR-1 – New Position

- Councilmember Winger moved to approve the 2016 Salary Statement for a Probation Officer, second by Councilmember Siegrist; motion carried.

JUVENILE ALTERNATIVES *– Linda Tedder*
Project Income Fund 2596

- Councilmember Metzger moved to approve the Appropriation for Juvenile Alternatives Income Fund 2596 as presented, second by Councilmember Basham.

Cary Home Accounts Manager Tedder said Fund 2596 is the User Fee Fund for Truancy Mediation, Electronic Monitoring and Evidence-based Programming.

Appropriation 39,069

$	23,120	Salaries & Wages / Full Time
$	1,769	Employee Benefits / Social Security
$	2,557	Employee Benefits / PERF Retirement
$	11,197	Employee Benefits / Health
$	73	Employee Benefits / LTD
$	46	Employee Benefits / Life
$	307	Other Personal Services/ Workers Comp

- Motion carried with all Councilmember voting in favor of the Appropriation for Juvenile Alternatives.

2016 Salary Statement

- Councilmember Metzger moved to approve the 2016 Salary Statement for the position in the User Fee Grant Fund as presented, second by Councilmember Basham; motion carried.

DOC/JDAI Grant Fund 9213

Grant Appropriation $38,748

$	600	Office Supplies/General
$	1,200	Operating Supplies / Educ. Materials
$	4,796	Other Supplies/Non-Specified
$	702	Travel Costs & Mileage Reimbursement
$	31,450	Other Professional Services

- Councilmember Metzger moved to approve the Juvenile Alternatives grant as presented, second by Councilmember Basham; motion carried.

Safe Place Grant Fund 9211

- Councilmember Metzger moved to approve the Juvenile Alternatives Safe Place grant as presented, second by Councilmember Basham.

Ms. Tedder said the additional funds will be used to pay the on call therapists to respond to calls coming into the Safe Place hotline.

Grant Appropriation $2,000

$	2,000	Other Professional Services

- Motion carried with all Councilmembers voting in favor of the Grant Appropriation for Fund 9211.

Truancy Mediation Fund 9203

- Councilmember Metzger moved to approve the Appropriation for Truancy Mediation Fund 9203 as presented, second by Councilmember Basham.

Ms. Tedder stated the Truancy Mediation Fund is from the local school corporations and contributes towards the Truancy Mediation Coordinator's salary and benefits.

Appropriation $22,440

$	11,560	Salaries & Wages / Full Time
$	1,537	Salaries & Wages / Part Time
$	1,004	Employee Benefits / Social Security
$	1,445	Employee Benefits / PERF Retirement
$	6,694	Employee Benefits / Health
$	44	Employee Benefits / LTD
$	28	Employee Benefits / Life
$	128	Other Personal Services/ Workers Comp

- Motion carried with all Councilmembers voting in favor of the Appropriation for Fund 9203.

2016 Salary Statement

- Councilmember Metzger moved to approve the Salary Statement for Juvenile Alternatives as presented, second by Councilmember Basham; motion carried.

DOC Grant Fund 9641

- Councilmember Metzger moved to approve the Indiana Department of Corrections grant for Fund 9641 as presented, second by Councilmember Basham.

Ms. Tedder stated this is the normal state grant money received for July, 2016 through June, 2017. The funds are used for the Case Manager, Probation/Surveillance Officer, a part time Truancy Mediation Case Manager and Day Reporting staff. The funds also cover office expenses, contracts, training, travel, general operating costs, utilities, automobile expense and maintenance.

Grant Appropriation $246,637

$	111,737	Salaries & Wages / Full Time
$	14,500	Salaries & Wages / Part Time
$	9,659	Employee Benefits / Social Security
$	13,968	Employee Benefits / PERF Retirement
$	750	Office Supplies/General
$	2,545	Operating Supplies / Gasoline & Oil
$	16,500	Professional Services / Judge Pro-Tem
$	750	Travel Costs & Mileage Reimbursement
$	750	Communication / Postage & Freight
$	900	Insurance / Liability
$	2,950	Utility Service / Utilities
$	4,000	Repairs & Maint/Vehicle & Equipment
$	65,554	Employee Benefits / Health
$	420	Employee Benefits / LTD
$	329	Employee Benefits / Life
$	1,235	Other Personal Services/ Workers Comp

- Motion carried with all Councilmembers voting in favor of DOC Grant Fund 9641 Appropriation.

2016 Salary Statement

- Councilmember Metzger moved to approve the Salary Statement for Juvenile Alternatives fiscal year, second by Councilmember Basham; motion carried.

COMMUNITY CORRECTIONS *- Dave Heath*
Project Income Fund 1122

- Councilmember Metzger moved to approve the Community Corrections Appropriation for Fund 1122 as presented, second by Councilmember Basham.

Community Corrections Director Heath explained this is the annual grant appropriation for 2016/2017.

Appropriation $2,136,885

$	1,082,570	Salaries & Wages / Full Time
$	68,597	Salaries & Wages / Part Time
$	17,268	Employee Benefits / Social Security
$	88,064	Employee Benefits / PERF Retirement
$	361,812	Other Personal Services/ Workers Comp
$	139,920	Employee Benefits / Health
$	3,654	Employee Benefits / LTD
$	3,000	Employee Benefits / Life
$	300,000	Other Professional Services
$	72,000	Utility Service / Utilities

- Motion carried with all Councilmembers voting in favor of the Appropriation for Fund 1122.

Forensic Diversion Fund 2550

- Councilmember Metzger moved to approve the Appropriation for the Forensic Diversion Fund 2550 as presented, second by Councilmember Underwood.

Director Heath stated this is the annual appropriation for the Diversion Fund.

Appropriation $2,000

$	2,000	Other Supplies/Non-Specified

- Motion carried with all Councilmembers voting in favor of the Appropriation for Fund 2550.

DOC Grant Fund 9218

- Councilmember Metzger moved to approve the Appropriation for the DOC Grant Fund 9218 as presented, second by Councilmember Underwood.

Grant Appropriation $1,316,864

$	809,602	Salaries & Wages / Full Time
$	61,935	Employee Benefits / Social Security
$	101,200	Employee Benefits / PERF Retirement
$	12,144	Other Personal Services/ Workers Comp
$	286,870	Employee Benefits / Health
$	2,693	Employee Benefits / LTD
$	2,000	Employee Benefits / Life
$	24,590	Other Supplies/Non-Specified
$	9,830	Other Professional Services
$	6,000	Utility Service / Utilities

- Motion carried with all Councilmembers voting in favor of the Appropriation for Community Corrections DOC Grant Fund 9218.

Community Transition Program Fund 1123

- Councilmember Metzger moved to approve the Appropriation for Community Transition Program Fund 1123 as presented, second by Councilmember Underwood.

Director Heath said it is the annual amount they receive.

Appropriation $100,000

$	30,000	Salaries & Wages / Full Time
$	2,295	Employee Benefits / Social Security
$	3,450	Employee Benefits / PERF Retirement
$	332	Other Personal Services/ Workers Comp
$	13,663	Employee Benefits / Health
$	100	Employee Benefits / LTD
$	160	Employee Benefits / Life
$	20,000	Other Supplies/Non-Specified
$	20,000	Other Professional Services
$	10,000	Utility Service / Utilities

- Motion carried with all Councilmembers voting in favor of the Appropriation for Fund 1123.

2016 Salary Statement

- Councilmember Metzger moved to approve the Salary Statement for Community Corrections as presented, second by Councilmember Underwood; motion carried.

State Work Release Fund 9222

- Councilmember Metzger moved to approve the Appropriation for State Work Release program Fund 922 as presented, second by Councilmember Underwood.

Director Heath said it is the money for housing prisoners.

Appropriation $17,500

$	10,000	Other Supplies/Non-Specified
$	5,000	Other Professional Services
$	2,500	Utility Service / Utilities

- Motion carried with all Councilmembers voting in favor of the Fund 9222 Appropriation.

PARKS and RECREATION *– Allen Nail*
Naturalist Fund 4126

- Councilmember Metzger moved to approve the appropriation for Naturalist Fund 4126 for the Parks Department as presented, second by Councilmember Underwood.

Parks and Recreation Director Nail explained Fund 4126 is money donated from an estate of a private individual. The funds are restricted to support the County Naturalist's programs. This request will pay for tent rental.

Appropriation $3,000

$	3,000	Other Professional Services

- Motion carried with all Councilmembers voting in favor of the Fund 4126 Appropriation.

COURT SERVICES
Community Service (VIC) Fund 2581

Auditor Plantenga stated this appropriation goes back to the transfer of money from the Rainy Day Fund in 2015 to bring the balance to $0. This transfer went through the Court Services Board and the judges approved. The amount is based on Court Services financial ability to pay back the Rainy Day Fund. A cushion of 20% of the budget for each of the funds was decided upon. The Substance Abuse/Mental Health fund does not reach the 20% threshold; the recommendation is to not transfer money at this time. The Violence in Community cash balance is above the 20% threshold and the recommendation is to transfer $14,678 to the Rainy Day Fund.

Appropriation $14,678

$	14,678	Interfund Transfers / Transfer Out

- Councilmember Winger moved to approve the Fund 2581 Appropriation as presented, second by Councilmember Siegrist; motion carried.

HIGHWAY – Opal Kuhl
Cum Bridge Fund 1135

- Councilmember Vernon moved to approve the appropriation for Cum Bridge Fund 1135 as presented, second by Councilmember Basham; motion carried.

Highway Director Kuhl said an explanation was sent to all Councilmembers. In April an appropriation of $750,000 was made; all the bids are in and they are short on funds.

Appropriation $475,000

$	475,000	Repairs & Maintenance/Roads & Streets

- Motion carried with all Councilmembers voting in favor of the Highway Cum Bridge Fund 1135 Appropriation.

HEALTH – *Craig Rich*
County General Fund 1000

- Councilmember Underwood moved to approve the appropriation for the Health Department as presented, second by Councilmember Basham.

Health Department Administrator Rich said the appropriation request is for the reclassification of the Emergency Preparedness Coordinator from a PAT IV to PAT V as recommended by Waggoner, Irwin, and Scheele.

Appropriation $3,851

$	3,240	Salaries & Wages / Full Time
$	248	Employee Benefits / Social Security
$	363	Employee Benefits / PERF Retirement

- Motion carried with all Councilmembers voting in favor of the Appropriation.

2016 Salary Statement	$	29,389	Environmentalist/Emergency PC - Reclassification

- Councilmember Underwood moved to approve the 2016 Salary Statement for the Health Department as presented, second by Councilmember Basham; motion carried

2016 Salary Statement - Assessor Reclassification	$	32,049	Team Member COMOT I to Field Staff COMOT II
	$	32,049	Team Leader COMOT IV to Field Staff COMOT II

- Councilmember Vernon moved to approve the 2016 Salary Statement for the Assessor Reclassification as presented, second by Councilmember Underwood.

Assessor Grossman explained the two jobs were Field Staff dedicated to Reassessment. One Field Staff does regular field work, reconstruction, and reassessment and the request will reclassify the two positions to Field Staff COMOT II. The COMOT IV to a COMOT II is approximately $2,000 difference in salary should the job need reposted in the future.

- Motion carried with all Councilmembers voting in favor of the Assessor Reclassification of two positions.

COMMITTEE REPORTS

- Councilmember Basham reported the Romney Sewer District advanced on May 31st with the purchase of two acres south of Romney. The hope is to get the $3.7 million grant.
- Councilmember Winger announced there is a public meeting tonight at 6:30 in the town of Shadeland to discuss construction of a new community center and fire building. The construction is proposed to be a $2.25 million project which will be paid for with cash reserves, a grant, and a bond.
- President Williams announced Buck Creek will have a meeting on July 21st at 7:00 p.m.

UNFINISHED/NEW BUSINESS
Sheriff – 2017 Personnel Analysis

Sheriff Richard thanked the Council for inviting him and other members of the Sheriff's Department to attend and share their strategic plan to "right size" the department's personnel for the next five years.

Sheriff Richard provided a binder to each of the Council members and referenced the last page of staff additions for the five year plan. The leader of each of the five divisions will speak briefly regarding their area.

Chief Deputy Steve Hartman spoke about Merit Deputies saying he used the 2014 census, including the population of Tippecanoe County without Lafayette, West Lafayette, and Purdue to come up with a population of 65,000. The FBI National Statistics states there are 2.3 police officers per 1,000 people; County agencies nationwide have an average of 2.6. For the Midwest, using the populations in the 65,000 range, there are 1.5 officers per 1,000 people. Our county has 52 deputies; 0.8 per 1,000. Using the Midwest numbers; Tippecanoe County should have 98. Using the national average of 2.3; we should have 151 officers. He compared Lafayette and West Lafayette who had sufficient percentages. The Sheriff's Department has twice the number of residents as West Lafayette. West Lafayette has 48 officers; Tippecanoe County has 52. He referenced the Patrol/Detectives portion of the binder comparing four other counties by population. In 2015, in the Klondike area, another agency had to be used 237 times for back up. Within the same section of the binder, Chief Deputy Hartman referenced the increased numbers for population, events, and 911 calls.

Captain Brian Sterner talked about the shift assignments (also in the Patrol/Detectives section) saying in the ideal world eight deputies work 12 hour shifts. Two officers left at the beginning of the year; leaving seven to work the day shift. Since the deputies are 24/7, they usually don't take off on a holiday like other employees. Deputies taking a vacation and deferred holidays are taxing on the shift numbers. The minimum number of deputies required per shift is five. Captain Sterner said he and the Chief Deputy both fill in when it's necessary. He invited Council members to share in the deputy experience by joining him during a shift.

Councilmember Winger asked if the department is fully staffed on appropriated positions. Sheriff Richard said there are five new hires in training; they will not be effective for another nine months. Those five will bring the department to full staff; however, currently they are working five short. Officers who have left recently have done so mostly due to retirement.

Captain Denise Saxton said the binder included a section for Correctional Officers which includes population trends, number of bookings, and increases in Officer's responsibilities. The jail population on 6/8/16 was 396; yesterday it was 437. Everything that LPD experiences with drugs, violence, and shootings flows through the jail. A 2014 study indicated 59 jail staff is needed; we currently have 50 plus a part time. She referenced the page comparing other like counties and the Staffing Analysis. The jail received $35 per day from the DOC for the level 6 inmates – a 2010 cost analysis indicates it costs $37.53 to house an inmate. The jail population is down from past years; however, the types of inmates with violent tendencies and other problems such as mental health have increased.

Sheriff Richard added the number of inmates in January, 2015 was 300; today there are 418.

Susan Crecelius, 911 Communications Supervisor and Major Charlie Williams covered the Dispatch area. Supervisor Crecelius talked about staffing concerns in the 911 center. In 2014, the 12 dispatchers answered almost 220,000 calls; 59,000 were 911 calls. She continued to compare Tippecanoe County to Lafayette with the number of calls and staffing levels with other surrounding counties. Minimal staffing for Tippecanoe County is two. Until increased staffing can be a reality, Supervisor Crecelius hopes to get a "Power Shift" dispatcher for the 3:00 to 11:00 shift. The County has had twelve dispatchers for at least 30 years.

Sheriff Richard said the next portion is for a new position for the Detective area. The number of detectives is down to six; typically, there are eight. To help them, the department would like to add an Assistant/Secretary position to handle the paper work and dictation among other things.

Lieutenant Terry Ruley said they receive many requests, many from the Prosecutor's office. Most of their requests are simple but are time consuming such as reviewing in car videos, operating the breath test equipment and video equipment, filing, etc. They were given a part time assistant, Annette Helm, but need her to be full time. He continued to cover the various duties she currently handles and the additional tasks where she would be utilized as described in the Detective Assistant section of the binder.

Sheriff Richard said they are in desperate need of the full time position.

Captain Brian Sterner referenced the binder tab, Bailiffs saying with the addition of the building on 4th Street, Bailiff staffing is a consideration. Everyone in the jail, unless released immediately, will make a trip to the Courthouse; requiring a Bailiff for transporting. Often 10-13 inmates will be transported at one time with a need of going to different courts. With eight Bailiffs working, two are at the front entrance of the Courthouse; six Bailiffs handling 10-13 inmates is very unsafe. Captain Saxton said 25 inmates were taken to the Courthouse yesterday.

Sheriff Richard said the last page in the binder will explain the 5 Year Plan. These positions are all needs. President Williams asked what the cost would be to add the positions in 2017. Sheriff Richard said $250,000 – the next five years with benefits, supplies and the increase to the budget would be $1.5 million.

Sustainability Study – Robert Plantenga/Jennifer Weston

Auditor Plantenga said Greg Guerrettaz completed a Sustainability Analysis the past several years but he and Treasurer Weston are going to cover it this year. The plan is to look at the past and estimate what the future events will be and how the County looks, Fund by Fund.

Auditor Plantenga began with a review of General Fund Revenue, pointing out the History and Projections contain actual amounts from 2010 through 2015. The budgeted amount is shown for 2016 and also an estimated amount. He explained the Factor Used column and the highlighted areas. The General Fund department's budget includes 2010-2015 Actual, the 2016 Budget, and the growth amount for the next three years. The Growth Factor used will differ with each department based on the past percentage of actual expenditures.

Page 38 and 39 summarizes all the department budgeted amount and expected amount with the assumptions Auditor Plantenga made to Revenue and Expenditures. The 2017 Budget reflects over $2.5 million of Revenue due to moving the COIT Fund Revenue into the General Fund. Health Insurance is difficult to estimate; an 8% increase was used for the next three years.

Auditor Plantenga directed Council members to page 2, Recommendations, reviewing each one.

Auditor Plantenga continued, directing Council members to page 62, Probation User Fees, Fund 2000. Probation User Fees was always a self-supporting fund based on the fees paid. Looking at the Fund Cash Balance, 2011 was $293,098.03 and down to $195,831.38 at the end of 2014. In 2015, the balance was down again to $119,138.93. He increased the User Fees to $240,000 based on actual receipts; at the end of 2016 the balance would be $15,144. Looking forward, the projected balance would be -$318,882 at the end of 2019. Most Probation Officers are paid out of the General Fund; there are four paid out of the User Fee Fund. Looking at the Full Time Employees line, the 2016 budget is $151,249. A few of the lowest

salary Probation Officers remain in the User Fee Fund. For the 2017 budget, Auditor Plantenga advised Dave Hullinger to request all his employees be paid out of the General Fund.

Auditor Plantenga stated we are extremely fortunate in this County, we are doing very well. Almost every one of the funds reflects a higher cash balance in 2019 than 2016. The Council and Commissioners have done a great job to make sure we are getting things funded and also using the available resources.

Treasurer Weston directed the members to page 4, a summary of actual amounts by fund with the ending cash balance for 2010 to 2015 and the projected 2016 through 2019. Fund 4880 Highway Project Fund (Revolving Fund) does not have revenue factored in. Significant amounts of revenue from INDOT, TIF Districts, Federal Aid, etc. will flow into the fund. Fund 4897 Phase II Stormwater is a fund where 100% of the budget has been factored in.

Commissioner Murtaugh asked about Fund 1181 Plat Book. Auditor Plantenga said the fund is used in the Auditor's office to pay for a regular part time employee. The fund is based on the $5 fee that is paid when recording a deed.

Surveyor Zach Beasley explained the Phase II Stormwater Fund 4897, discussing the historical way the fund has been handled versus the fees that could be considered.

Treasurer Weston discussed the process of setting the budget for Cum Cap and EDIT saying some years the Commissioners have a good handle on what the Capital Projects are based on the previous year and departments are asked to provide updates. Other years, such as this year, departments are asked to provide wish lists, ideas, and needs for the next five years and beyond. This year, the list of Capital Projects is longer than in the past and more specific as far as maintenance. Treasurer Weston directed Council to the last four pages of the Analysis, Capital Improvement Plan. Maintenance has surveyed the needs of the various facilities and page 2 lists the specific needs of those facilities. Also, starting on page 2 and continuing on page 3 Parks also lists the specific projects related to the various parks.

Each department request list is accepted and then summarized. The Capital Projects might not be exactly as submitted - if it's a service instead of a Capital Project; it is thrown out of the discussion. Highway did not receive a lot of attention because their requests are already acknowledged as high priority and the Commissioners are familiar with them. Also, the Parks Department 6-10 year category did not receive much attention as funding can come from outside sources. The Commissioners gave a Priority number of 1 to 10 to the projects versus the high, medium, low used in prior years. The last step is to determine what fund the item should come from. All are subject to discussion and change; it's an ever-changing document. It does provide a basis for plugging in the spending plan for the sustainability.

Treasurer Weston continued saying the items for 2016 are not in a budget but could come before Council before the end of the year, such as the Parking Garage payoff. There is possibly a funding source - the 25% left over from the 75% Highway is using. Also, there is approximately $500,000 in a Parking Garage Maintenance Fund which was set aside for the last bond payment. She explained there is an Operating Maintenance Fund of about $300,000 to pay for cleaning and operational cost of the garage on an annual basis. The other is a reserve type fund which had money set aside for the last bond payment when the bond was initially refunded. The "Purge Fans" at the Jail which is under the 2016 column can be moved to 2017 and 2018.

Treasurer Weston directed Council back to page 4 referencing Fund 1112 EDIT, detailed on pages 40 and 41. Based on the determined funding sources, projects were entered with projected figures. For 2016 and 2017, we are below the current cash balance. In 2018 and 2019 it grows with expenditures less than revenue. Referencing Fund 1138 Cum Cap, it has the opposite trend. Part of the 2017 budgeting

discussion should be about shifting items from Cum Cap to EDIT. Also, the Cum Cap rate should be discussed as far as reestablishing the rate to bring it up to where it was years ago.

Items not included are:

- $500,000 for the Jail Lease Supplement
- Drainage Project – the budget has $1 million for 2016 and 2017 but nothing beyond
- Highway – due to discussions of additional funding and a permanent solution
- Garage payoff

The bottom line considers all the agency funding and when they drop off, Economic Development projects and training,

Auditor Plantenga said the study for EDIT does still reflect the $500,000 for the Parking Garage which would be extra if paid off. Treasurer Weston said the $12 million on the plan is for the YMCA / Fairground improvements and EXPO Center. Leaving the Bond in the EDIT plan may be a good idea – if $12 million is bonded, the estimate would be around $850,000 annually.

Treasurer Weston stated if the Cum Cap rate is reestablished, a public hearing, a notice of adoption advertisement within 30 days of adoption, and all paperwork has to be signed and turned in to DLGF by August 1. Auditor Plantenga said the rate is $.0177 and can go to $0.03; doubling the amount. The estimate in Cum Cap with a $0.033 is an increase of $1,141,115. Increasing and reviewing the rate has not been done for ten years.

Treasurer Weston asked Council if Consultant Guerrettaz needs to come in to discuss major projects. Auditor Plantenga said he and Treasurer Weston could talk to him. President Williams said if the cash is there it wouldn't have to be included in the new bond and he doesn't think Greg needs to come in. Auditor Plantenga said an appropriation would be needed and the 25% money is still sitting in the other fund.

President Williams stated if Council needs to act on something today, it should be done quickly.

COMMISSIONER FYI - none

PUBLIC COMMENT

As there were no public comments, Councilmember Winger moved to adjourn.

Meeting adjourned at 11:15 a.m.

TIPPECANOE COUNTY COUNCIL

David R. Williams, President

John R. Basham II, Vice President

Bryan E. Metzger

Sally J. Siegrist

Kevin L. Underwood

Kathy Vernon

Roland K. Winger

ATTEST:

Robert A. Plantenga, Auditor 7/12/2016

Minutes prepared by Tillie Hennigar, Auditor Administrative Assistant