TIPPECANOE COUNTY COUNCIL MEETING
COUNTY OFFICE BUILDING – TIPPECANOE ROOM
TUESDAY, JULY 12, 2016
8:30 A.M.

The Tippecanoe County Council met Tuesday, July 12, 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: Attorney Doug Masson, Auditor Bob Plantenga, and Recording Secretary Tillie Hennigar.

PLEDGE OF ALLIANCE

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

AUDITOR'S FINANCIAL REPORT – Bob Plantenga

Auditor Plantenga reported on the June Financial Statement stating the beginning Cash Balance in the General Fund was $9,145,040.42. With the Projected Miscellaneous Revenue and Property Tax, the Total Available was $41,110,444.42. Deducting the Encumbrances, the Budget, the Minimum Balance, Additional Appropriations to date, and the Miscellaneous Expenditures; the Total currently available is $282,333.30. The COIT Fund began with a Cash Balance of $2,262,873.18. Adding the COIT Revenue and deducting the Encumbrances, the Beginning Net Balance is $360,171.18. The current balance is $320,035.18.

Financial Statement
June 30, 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	$266,125	$219,545	$40,136	$259,681
March	$0	$0	$0	$0
April	$2,000	$2,000	$0	$2,000
May	$453	$453	$0	$453
June	$6,652	$6,652	$0	$6,652
July	$0			
August				
September				
October				
November				
December				
Total Additional Appropriations	$281,464	$234,884	$40,136	$275,020
Budget Reductions	Requested	Gen Fund Granted	COIT Fund Granted	Total Granted
Year to Date	$0	$0	$0	$0
Miscellaneous Expenditures (year to date total)		$695.12	$0.00	$695.12
Available for Appropriation		$282,333.30	$320,035.18	$602,368.48

Auditor Plantenga continued, discussing the Revenue through 6/30/16. $12,480,035.85 of Property Taxes was credited to the General Fund which is 55% of the budget for the year. Another account that Property Taxes generates is 0130 License Excise at almost $1 million; higher than anticipated. Line 0299, Examination of Records, is from the State Board of Accounts completing an audit for a County entity. The bill comes to us and is paid out of County General. When the next settlement is completed, the amount is deducted from the entity. At the end of the General Fund Revenue list, he pointed out 52.7% of the budgeted money has been collected at half way through the year. The COIT Fund is at 47.8%; only 95% of what is received each month is distributed until the end of the year when the COIT Homestead money is known.

Discussing the Fund Balances, Auditor Plantenga said the General Fund balance on June 30 was $9,873,970.71. Compared to June 30, 2015; the balance was approximately $8.5 million. Referencing Fund 2580 and 2581 - Court Services, he stated good progress has been made with $20,429.11 in Fund 2580 - Substance Abuse and $35,827.07 in Fund 2581 - Violence in Community. Last month Council approved moving money to the Rainy Day Fund. The claim was approved at the July 1 Commissioners' meeting and is not reflected in the balance of Fund 2581; currently the balance is approximately $20,000.

Referencing Fund 4710 – County Self Insurance, Auditor Plantenga said the balance is close to the $500,000 minimum at $489,683.42. At the beginning of 2016, the balance was -$382,000. Claims for June were less than $400,000 compared to June of 2015 when claims averaged approximately $870,000 per month.

Referencing Fund 7315 – LOIT 2016 Special Distribution, he said it is the 25% of the special distribution received from the State. 75% was required to go to road funding; 25% can be for any other use. One option would be to put the money into the Rainy Day Fund. The Commissioners discussed using the money to pay off the parking garage which is about $2 million and would occur in December. Another option is to use the funds for the jail lease or to pay for a new Sheriff Deputy. He asked Council to consider what they want to do with the money.

***TREASURER'S REPORT** – Jennifer Weston*

Treasurer Weston reported the June, 2016 Bank Balances and Interest Rates. Centier Bank had an account balance of $15,012,980.10 and Lafayette Bank & Trust had an account balance of $47,241,102.96. Morgan Stanley and First Empire have approximately $27 million; the total month-end interest for all accounts total $82,918.50. The Average Interest Rate was 0.59%; the Weighted Average Rate was 0.61%.

Bank Balances and Interest Rates

June 2016

	Account Balance	Rate	Interest
Centier Bank			
Comm NOW/checking	$15,012,980.10	0.65%	$13,010.10
Centier Total	$15,012,980.10		$13,010.10

Lafayette Bank & Trust			
Savings	$29,020,081.26	0.60%	$32,679.92
Primary/sweep	$4,245,918.68	0.55%	$1,823.23
Flex Benefits	$87,610.16	0.00%	$0.00
Claims/sweep	$1,647,657.54	0.55%	$2,544.14
Cary Home	$1,020.57	0.60%	$0.53
Cumulative Bridge	$2,467,724.67	0.60%	$572.14
Local Road & Street	$2,916,285.33	0.60%	$162.32
Drain Maintenance	$1,522,516.43	0.60%	$673.70
Gen Drain Main	$1,137,261.46	0.60%	$465.71
Hwy Escrow	$59,791.61	0.60%	$29.39
MVH	$2,582,309.29	0.60%	$1,251.92
E-Check	$31,071.49	0.60%	$21.91
Law Enforcement Warrant	$1,521,854.47	0.55%	$690.50
Lafayette Bank & Trust Total	$47,241,102.96		$40,915.41
Note: Claims Balance does not include Outstanding checks			
Average Interest Rate		0.59%	
This Month (Weighted Average Rate)	$62,254,083.06	0.61%	
Last Month (Weighted Average Rate)	$148,320,918.67	0.61%	
Morgan Stanley			
EDIT Landfill	$4,328,327.02	n/a	$8,304.02
High Balance	$17,077,194.60	n/a	$15,767.80
Morgan Stanley Total	$21,405,521.62		$24,071.82
First Empire			
High Balance	$6,000,681.71	n/a	$4,921.17
First Empire Total	$6,000,681.71		$4,921.17
Total Month-End Interest			**$82,918.50**

On the Interest Summary, Treasurer Weston referenced the General Fund with interest for June of $42,625.20, giving us a total of $224,443.22 for the first six months. With 50% of the year lapsed and the revised budget from January of $370,900, the General Fund is at 60.5%. Looking at the next six months and if the pace continues, another revised budget of $447,000 is likely. One of the things contributing to the increase is several of the Bonds have been called. When they are called, we get more for our money. Treasurer Weston turns those around as quickly as possible.

PUBLIC COMMENT (Agenda Items) - none

CONSENT AGENDA

Approval of Meeting Minutes
Regular Meeting – June 14, 2016

Juvenile Alternative – DOC JDAI Grant Fund 9213			
Transfer	$	250	Other Professional Services *to* Other Supplies
Juvenile Alternative – DOC Grant Fund 9641			
Transfer	$	112	Vehicle & Equipment *to* Office Supplies
Juvenile Alternatives – Safe Place Grant Fund 9211			
Transfer	$	2,500	Travel & Mileage to Office Supplies
CASA – GAL Fund 1213			
Transfer	$	1,000	Other Supplies *to* Travel & Mileage
Highway – MVH Fund 1176			
Transfer	$	50,000	Heavy Machine & Equipment *to* Gasoline & Oil
Highway – Project Revolving Fund 4880			
Transfer	$	2,532	Street Materials *to* Other Professional Services
Commissioner – DFC SAMHSA Grant Fund 8667			
Transfer	$	100	Other Professional Services *to* Office Supplies

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

Additional Appropriations:

CLERK– *Christa Coffey*
Records Perpetuation Fund 1119

- Councilmember Winger moved to approve the Appropriation for the Clerk Records Perpetuation Fund 1119 as presented, second by Councilmember Siegrist.

Clerk Coffey said the appropriation is for off-site scanning of case files. Currently, microfilm continues to be created. The Supreme Court met on June 23rd to review the proposal to eliminate the requirements of microfilm if documents are stored as a PDFA. The ruling has not been received yet, but when it is; microfilm will be discontinued.

Appropriation $80,000

$	80,000	Other Professional Services

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

Clerk Coffey provided an update on Odyssey saying the conversion was June 6th. At the six week mark, offices are settling in and learning ways to make the system work.

Also, The Clerk's office has sent 785 boxes of case files in the last three years to be scanned and microfilmed. Those boxes are never returned - the information is stored in Docuware and papers are shredded on-site in South Bend. The office averages sending 75-80 boxes every six weeks. At some

point, the old files will be completed. Currently, they scan to Odyssey in preparation for December when the Courthouse will go paperless. In March, they will begin e-filing.

JUV ALT – Sharon Hutchison
JA JDAI Performance Fund 9214

- Councilmember Metzger moved to approve the Juvenile Detention Alternatives Initiative grant from the Department of Corrections as presented, second by Councilmember Basham.

Grant Facilitator Hutchison said Tippecanoe County is one of five Indiana counties selected to receive the Juvenile Detention Alternatives Initiative funding through the Performance based grant through the Department of Corrections.

Grant Appropriation $59,000

$	6,000	Other Supplies
$	43,000	Other Professional Services
$	10,000	Machinery & Equip/Vehicles

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

2016 Salary Statement $32,148

- Councilmember Metzger moved to approve the Juvenile Alternative Salary Statement as presented for Grant Fund 9641, second by Councilmember Basham.

$	32,148	Revised from PR-2 to PR-0

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

TIPPECANOE VILLA – Deanna Sieber
County General Fund 1000

- Councilmember Basham moved to approve the $260,160 for Reclassifications from the General Fund for the Villa, second by Councilmember Underwood.

Villa Director Sieber said seven Resident Assistants and also one Nursing Assistant were reclassified. She has the money in her budget to cover the reclassification request.

2016 Salary Statement $260,160

$	260,160	Reclassification

- Motion carried with all Councilmembers voting in favor of the Salary Statement for the Villa.

HIGHWAY – Mike Spencer
LOIT Special Dist. Fund 1229

- Councilmember Vernon moved to approve the Appropriation for the Highway from LOIT Special Distribution Fund 1229 as presented, second by Councilmember Basham.

Highway Assistant Director Spencer said the $1,870,000 will be distributed for equipment and maintenance.

Appropriation $1,870,000

$	50,000	Building/Municipal
$	220,000	Machinery & Equip/Other
$	650,000	Repairs & Maintenance/Street Materials
$	950,000	Repairs & Maintenance/Roads & Streets

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

COMMITTEE REPORTS - none

UNFINISHED/NEW BUSINESS

Overtime Review - Superior Court VI

Councilmember Winger stated Judge Morrissey sent an email explaining his court is high volume and they got way behind during the conversion to Odyssey. The conversion itself put them behind but also the reporting the Clerk's Office normally assists with was shifted back to his court. A contract employee who is retired from Carroll County and familiar with Odyssey has been hired temporarily to help get through the backlog and get caught up. The Clerk's office is working with Judge Morrissey's staff to share the load the best way possible.

Auditor Plantenga said based on the amount of hours the Superior Court VI staff was working and since Judge Morrissey only had $500 in the overtime budget, over $4,000 was transferred from full time to overtime; that has been paid. Judge Morrissey will need an additional appropriation to put the money back. The request is scheduled for next month.

2017 Budget Calendar – Evening (public) Meeting

Auditor Plantenga said his office is in the process of getting the budget requests finalized. He plans to mail or email it to Council members before the August meeting. Council historically has an evening meeting to get public input. The statute changed to "may" and the only one to be approved is the library since there is not an elected board. He asked if they want to have the meeting and if so, what time. Monday, September 26 at 6:30 p.m. was suggested but conflicted with the AIC Conference. Monday, October 3 at 6:30 was selected. The budget hearings will begin following the September 13 Council meeting and continue the next one to two days until completion.

COMMISSIONER FYI

Commissioner Byers reported:

- The 111 building is moving along and construction is anticipated to be completed by the Monday after Thanksgiving. With that as a plan, furniture and products would be moved in the first two weeks of December; departments would be moved in the last two weeks of December.

- The fair begins this Saturday night with the Queen Contest and goes until Friday. He encouraged everyone to attend the fair and also buy a milkshake.

PUBLIC COMMENT – none

As there were no Public Comments, Councilmember Siegrist moved to adjourn.

Meeting adjourned at 9:02 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 8/9/2016

Minutes prepared by Tillie Hennigar, Auditor Administrative Assistant