

TIPPECANOE COUNTY COUNCIL
AGENDA REVIEW
REGULAR MEETING
MAY 13, 2003

The Tippecanoe County Council held its Agenda Review on Tuesday, May 13, 2003 at 1:00 P.M. and its Regular Meeting at 2:00 P.M. in the Tippecanoe Room in the County Office Building. Council members present were: President Connie Basham, Vice President Ronald L. Fruitt, David S. Byers, Jeffrey A. Kemper, Jeffrey Kessler, Betty J. Michael, and Kathy Vernon. Others present were: Auditor Robert A. Plantenga, Attorney David W. Luhman, and Secretary Pauline E. Rohr.

AGENDA REVIEW

Compliance with Statement of Benefits: Atlas Excavating, Inc.

Councilmember Kemper expressed concern that the actual number of employees (113) is less than the estimate (163). He also thought aggregate salary amounts rather than a range of hourly rates (\$15-\$35) should be supplied. Councilmember Kessler recalled that the Council expressed concern last year about the decline in the number of employees. He said the Council needs to know if Atlas is downsizing employees due to the economic climate. Councilmember Kemper asked if the remaining abatement is lost if the Council finds Atlas is not in substantial compliance. Attorney Luhman confirmed that Atlas would lose all. He said they either comply or don't comply. Councilmember Kessler observed if the economy keeps their business from growing, he doesn't think the Council can not find them in compliance. However, if economic conditions have improved, which he thinks they have, and they have chosen to remain the same size then the company is not in compliance.

Attorney Luhman advised that if the Council determines they haven't substantially complied, the Council can hold a hearing whereby Atlas can show they have made a reasonable effort to comply. Auditor Plantenga interjected that, since the CF-1 was only filed a few days ago on the 5th, the Council can table this request today and still have time to act within the 45 days at the June 10th meeting.

Compliance with Statement of Benefits: FFR Cooperative

Councilmember Kessler said he sees no problem with the numbers. They estimated 20 employees but actually have 21. The salaries are also higher than the estimate.

Building Commission

Councilmember Michael stated the Building Commission needs an additional Inspector due to the amount of growth in the County. Councilmember Byers agreed but thought the position should be reduced from Sr. Inspector to Inspector and increase some of the fees as a stipulation for approval. President Basham disagreed with Councilmember Byers by saying the Building Commissioner needs someone who is in charge during his absence. She thinks this is worth the additional \$4,000. Councilmember Michael agreed that he needs someone to lean on.

Auditor Plantenga interjected that, if the Sr. Inspector position is funded, it will increase the 2004 Budget over \$50,000 for salary and benefits. He also explained that, because a large portion of Al Levy's duties were zoning related, a whole position was not lost when Al moved from Sr. Inspector to Zoning Enforcement Office in the newly created Zoning Enforcement Department.

Councilmember Vernon asked Human Resources Director Frank Cederquist to outline the duties of the Sr. Inspector. He said the bulk of the duties is to fill in during the Building Commissioner's absence.

Commissioners/Maintenance

Maintenance Director Tom Myers explained this appropriation request is to correct the calculation of longevity for Mike Russell who left the County's employ but returned within 1 year. According to the County's Personnel Policy, he should have retained his accumulated longevity for prior years served but he did not. Approval of this request will correct Mr. Russell's hire date from 1998 to 1996 and allow him to receive the longevity increase he deserves.

Building Commission resumed

In addition to standing in for the Building Commissioner, Mr. Cederquist said the Sr. Inspector prepares proposed changes to the Unified Zoning Ordinance (UZO) and Building Codes as needed. He represents the Department at various meetings and committees as assigned.

Councilmember Vernon asked how they arrived at the \$4,000 additional salary. Mr. Cederquist explained that the Sr. Inspector is a Pat IV and an Inspector is a Pat III. Based on this individual's years of experience, \$4,000 is the differential between a Pat III and a Pat IV on the current pay grid.

In Councilmember Kessler's opinion, positions needed throughout the County system should be prioritized before positions are added.

MITIS: Executive Director Diane Hawkins**TRANSFER: \$24,320.00**

From:	001-1410-411-11-10	Salaries FT	24,320.00
To:	001-1410-413-43-90	Contractual	24,320.00

- Councilmember Fruitt moved to approve the transfer, seconded by Councilmember Michael.

Councilmember Kemper expressed concern about the amount of contractual appropriations in the MITIS Department. Mrs. Hawkins responded that most of the contractual labor is on the GIS side rather than the IT side. She explained she has been unable to fill a vacant Programmer position because no one with skill in COBOL, a programming language, has applied. She has an experienced individual in mind who will work 20 hours per week through the end of the year at an hourly rate of \$60 at an offsite location.

- The motion to approve the transfer carried.

BOARD OF ELECTION & REGISTRATION**TRANSFER: \$1,400.00**

From:	001-2010-411-12-50	Board Members	1,400.00
To:	001-2010-413-43-15	Election	1,400.00

- Councilmember Kemper moved to approve the transfer, seconded by Councilmember Kessler; motion carried.

Auditor

Auditor Plantenga explained his request for Part-time Other in the General Fund will be used to hire a person to begin work on data gathering for State required GASB 34 (Governmental Accounting Standards Board). The current staff doesn't have time to collect the necessary data due to the lateness of Reassessment which will cause tax rates and billing to fall at the same time as the 2004 Budget Hearings.

The second request for Part-time from Plat Book Fund 165 is to fund interns to work in the MITIS Department during the summer months to rectify the parcel data layer on the GIS System.

RECESSED/RECONVENED:

The Agenda Review recessed at 1:50 P.M. and the Regular Meeting convened at 2:00 P.M.

REGULAR MEETING

President Basham called the meeting to order and led the Pledge of Allegiance. She then called upon Dan Taylor, Executive Director of Trinity Mission, to offer a prayer.

INTRODUCTION OF VISITORS

President Basham introduced Trevor Scott and Andrew Howell of Boy Scout Troop 307 who are working on a Citizenship in the Community Merit Badge. Mrs. Scott, wife of their Scoutmaster, was also in attendance.

APPROVAL OF MINUTES

- Councilmember Byers moved to approve the minutes of the April 8, 2003 Regular Meeting, seconded by Councilmember Vernon; motion carried.

FINANCIAL STATEMENT: Auditor Robert Plantenga

Auditor Plantenga reported the 2003 uncommitted County General Funds through April 30, 2003 are \$507,824.75.

INTEREST STATEMENT: Oneta Tolle

Treasurer Tolle distributed the Interest Statement that showed the average interest rate for March 2003 was 1.36%. She reported a good response from taxpayers who are paying Spring tax bills early. Early payments from larger corporations, SIA, CTS, Eli Lilly, Alcoa, and Purdue Research, totaled approximately \$5 million.

Auditor Plantenga reported the County received Replacement Credit from the State for approximately 20% of Spring property taxes billed last year that totaled approximately \$6 million. He said it may be necessary to fall back on the Cum Bridge balance but, with approximately \$80 million in different funds in the bank, he thinks the County will remain solvent.

Mrs. Tolle introduced Alan Holdren, representative from Atlas Collections, Inc., who was present to update the Council on collections of outstanding Personal Property in Judgment. Mr. Holdren explained that Atlas does not charge the County for this service but charges the delinquent tax payer a 35% fee over and above the amount of tax owed. Mr. Holdren reported they have collected \$27,490 of the \$840,581 listed. He thinks some companies aren't paying their delinquent taxes because of the economy. Although Atlas would like to collect as soon as they notify a company, the payment time frame depends on the situation. He said they don't want to put a company out of business because they paid their delinquent taxes.

ATLAS EXCAVATING, INC.: Compliance with Statement of Benefits (CF-1): Tina Dillon, Secretary/Treasurer

Councilmember Kemper noted the number of actual employees (113) is quite a bit lower than the projected (163). Mrs. Dillon responded that the CF-1 Form is due at the end of March which is a down period for employees because excavating is a seasonal business. She said the number of employees for last year's 2nd and 3rd quarters was up to the 160 range, and the number for the entire year reached 390 with a payroll of over \$5.5 million. When working, the employees are full time and may work 40 plus hours per week but they don't always get 52 weeks of work. They receive benefits no matter how many hours they work because they can bank their benefits. Noting that January is typically a low employment month for Atlas, she estimated they employed 155 people last week but the number will likely reach 180 per week during the summer months.

In response to Councilmember Kemper's observation that the number of actual additional employees is at the minus 50 level, Mrs. Dillon explained that is due to the seasonal nature of their business. Auditor Plantenga interjected that this is an improvement since over last year's minus 63. Councilmember Kemper asked Mrs. Dillon to submit a quarterly employment report to the Council which she agreed to do.

President Basham said it would give the Council a better picture if Mrs. Dillon showed the total amount of salaries paid instead of hourly rates. Mrs. Dillon agreed.

- Based on Mrs. Dillon's explanations, Councilmember Kemper moved to find Atlas Excavating, Inc. is in substantial compliance with the understanding that quarterly employment reports will be filed with the Auditor, seconded by Councilmember Fruitt; motion carried.

FFR COOPERATIVE: Compliance with Statement of Benefits (CF-1): Richard Carson, Secretary/Treasurer

- Noting the Council's appreciation that FFR is moving in a positive direction, Councilmember Kessler moved to find FFR Cooperative is in substantial compliance, seconded by Councilmember Michael; motion carried.

TRINITY MISSION REQUEST: Executive Director Dan Taylor

As Executive Director of Trinity Mission, Mr. Taylor explained he recently received notification that the Indiana Department of Corrections (DOC) will no longer accept substance abuse

offenders. He reported that individuals in the long term rehabilitation program at Trinity Mission enjoy an approximate 95% success rate which he attributes to the personal relationships they form. Mr. Taylor said he is working with the Commissioners, the judges, and Community Corrections Director Pat Scowden to reach an agreement whereby the indigent on house arrest can delay payment of the House Arrest Fees on a case by case basis for the first 14 weeks as an incentive to succeed in the program. Participants in their program have past legal problems and, due to the intense nature of the first phase of the program, he thinks it will be easy for them to default if they are required to pay the fees up front. Mr. Taylor plans to appear before the Community Corrections Advisory Board to appeal for this policy change and is requesting the County Council's support for such an agreement.

Councilmember Kessler commented these individuals need to get on the road to recovery but he wondered what will happened if the fee is not paid. Mr. Taylor responded it will revert to the criminal justice system for a resolution.

PROBATION: User Fee Fund 510

ADDITIONAL APPROPRIATION: \$51,000.00

45,000.00	Supplies
5,000.00	Travel & Training
1,000.00	Dues & Subscriptions

These line items were moved from the General Fund to the Probation User Fee Fund at Budget time but were not appropriated in the final 2003 Budget for Fund 510.

- Councilmember Byers moved to approve the appropriations in Fund 510, seconded by Councilmember Kessler; motion carried.

WIC: Coordinator Colleen Batt

SALARY ORDINANCE	Position	Rate	Salary
Full Time	Nutritionist	1,310.50	11,794.50

Ms Batt requested approval of the Salary Ordinance for the newly created Nutritionist position that will be totally funded by the WIC Grant. The current WIC Grant year ends September 30, 2003 but has been renewed annually since the 1980s.

- Councilmember Kessler moved to approve the salary ordinance for the Nutritionist position, seconded by Councilmember Michael; motion carried.

CLERK: Clerk Linda Phillips

SALARY ORDINANCE	Position	Rate	Salary
Part-time	Clerical	7-10.00/hr	

Mrs. Phillips explained she wants to raise the upper hourly rate for part-time from \$8.50 to \$10.00 so she can hire someone with bilingual language skills.

- Councilmember Kessler moved to approve the salary ordinance, seconded by Councilmember Fruitt; motion carried.

CLERK: Record Perpetuation Fund 160

ADDITIONAL APPROPRIATIONS: \$4,900.00

900.00	Equipment
1,000.00	Software
3,000.00	Office Supplies

Mrs. Phillips explained the \$900 request will correct an error on her appropriation request last month. The \$1,000 will be used to purchase one more license so that the Clerk's Office will have the ability to view documents in all the courts. The Office Supplies line item will be used to purchase cabinets and other supplies for reorganizing records.

- Councilmember Michael moved to approve the appropriations as requested, seconded by Councilmember Kemper; motion carried.

BUILDING PERMITS: Building Commissioner Ron Highland

ADDITIONAL APPROPRIATIONS: \$30,702.00

23,917.00 Inspector
 1,830.00 Social Security
 1,137.00 Retirement
 3,818.00 Health Insurance

SALARY ORDINANCE	Position	Rate	Salary
Full Time	Sr. Inspector	1,640.42/ 1,726.83	23,917.00

Mr. Highland said he would like to promote one of his Inspectors to fill the Sr. Inspector position that has been vacant since Al Levy was made Zoning Enforcement Officer. He could then hire a fourth Inspector so they could divide the County into fourths to better handle the workload due to increased growth. Mr. Highland said the Sr. Inspector would be in charge when he is absent. With only three Inspectors, Mr. Highland said it is sometimes necessary for him to leave the office to perform inspections and he falls behind in his administrative duties. Councilmember Byers asked who takes over now during his absence. Mr. Highland said the Permits Coordinator and Secretary do. Councilmember Vernon thought a fourth Inspector would free up Mr. Highland for his administrative duties.

Councilmember Kessler said most departments need additional personnel. He is willing to approve a fourth regular Inspector for the remainder of 2003 and consider the continuation of the position during the 2004 Budget Hearings. He recommended adjusting the fees if they are not current. Mr. Highland responded the fees were adjusted in 2000 and he feels they are adequate.

Building Association representative Pat Foley said the builders are willing to pay higher fees if they can get the fourth Inspector. Councilmember Byers said he thinks the fines are too low and cited the third inspection fine of \$25 as an example. If that amount were increased to possibly \$200, he thinks the number of re-inspections would be reduced and give the Inspectors more time. He said he could approve a fourth regular Inspector but not a senior.

Councilmember Kemper asked if a part-time Inspector could be hired to save on benefits. Mr. Highland responded they have had a part-time Inspector in the past but someone who is not full time may not be trained on all the regulations.

A discussion followed on the \$4,000 difference in salary. The County's salary grid was produced showing the salary for a PAT III, regular Inspector, compared to a PAT IV, senior Inspector.

- Councilmember Michael moved to approve funding for a PAT III Inspector for the remainder of 2003 in the amount of \$18,502 salary, \$1,416 Social Security, \$879 Retirement, and \$3,272 Health Insurance with the recommendation for a review of the entire fee structure, seconded by Councilmember Byers; motion carried.
- Councilmember Michael moved to approve the salary ordinance for a PAT III position in the amount of \$18,502, seconded by Councilmember Fruitt; motion carried.

SHERIFF: E-911 Fund 176: Sheriff William "Smokey" Anderson and Capt. Mark Kirby

ADDITIONAL APPROPRIATION: \$890,000.00

890,000.00 Capital Outlay

Sheriff Anderson and Capt. Kirby requested approval of an appropriation of \$890,000 from Fund 176 to fund the upgrade of the 800 Mhz radio system for E-911.

- Councilmember Kessler moved to approve the appropriation, seconded by Councilmember Michael; motion carried.

COMMISSIONERS/MAINTENANCE

ADDITIONAL APPROPRIATIONS: \$5,185.00

4,612.00 Salaries/full time employee
 354.00 Social Security
 219.00 Retirement

SALARY ORDINANCE	Position	Rate	Salary
Full Time	Asst. Maint. Supervisor	3,403.00	40,840.00

For an explanation, see the Agenda Review.

- Councilmember Kessler moved to approve the appropriations, seconded by Councilmember Byers; motion carried.
- Councilmember Byers moved to approve the salary ordinance, seconded by Councilmember Michael; motion carried.

RESOLUTION 2003-15-CL, Endorsing the Amendment to the Cum Cap Plan

Resolution 2003-15-CL will appear in its entirety in the Ordinance and Resolution Book in the County Auditor's Office.

This is an endorsement of Resolution 2003-14-CM which provides \$62,000 of additional funding for Project KK (Courthouse windows), \$11,000 of new funding for Project LL (Clerk's Mailroom equipment), and \$12,000 for Project MM (Roof replacement for Leona Brier Environmental Education Center).

- Councilmember Kessler moved to approve Resolution 2003-15-CL, seconded by Councilmember Vernon; motion carried.

COMMISSIONERS: Cum Cap Fund 010

ADDITIONAL APPROPRIATIONS: \$85,000.00

11,000.00	Equipment/Misc
12,000.00	Bldgs/Events Structures
62,000.00	Bldgs/Office

These requests fund the Projects in Resolution 2003-15-CL.

- Councilmember Byers moved to approve the appropriations in Cum Cap Fund 010, seconded by Councilmember Vernon; motion carried.

CARY HOME: Director Rebecca Humphrey

SALARY ORDINANCE	Position	Rate	Salary
Full Time	JAMS Facilitator	1,052.09	26,670.00
		1,146.75	

Mrs. Humphrey announced tomorrow is the second anniversary for the JAMS (Juvenile Alternative Management Services) Program that has available funding through 2003. This salary ordinance raises the Facilitator position from PAT I to PAT II.

- Councilmember Fruitt moved to approve the salary ordinance for the JAMS Facilitator, seconded by Councilmember Kemper; motion carried.

AUDITOR

ADDITIONAL APPROPRIATION: \$5,383.00

5,000.00	Part-time Other
383.00	Social Security

SALARY ORDINANCE	Position	Rate	Salary
Part-time	GASB34 Data Gathering	10.00/hr	

Councilmember Vernon said she would like to see the implementation of floating part-time positions that could be used in various County departments. Councilmember Kessler agreed.

- Councilmember Michael moved to approve the appropriation, seconded by Councilmember Kessler; motion carried.
- Councilmember Byers moved to approve the salary ordinance, seconded by Councilmember Vernon; motion carried.

AUDITOR: Plat Book Fund 165

ADDITIONAL APPROPRIATION: \$7,913.00

7,350.00	Part-time Other
563.00	Social Security

- Councilmember Vernon moved to approve the appropriation for Part-time from Plat Book Fund 165, seconded by Councilmember Byers; motion carried.

DFC (Division of Family & Children) Director David Ling

As retiring Director of the DFC as of the end of June, Director David Ling thanked the Council for treating him professionally and courteously throughout his tenure. He said the Council's support of the DFC and Superior Court III has help the DFC's programs.

PROCLAMATION:

President Basham read a Proclamation signed by all County Councilmembers in honor of Mr. Ling and his thirty (30) years of service to the Division of Family & Children in Tippecanoe County. His work in the spirit of cooperation with the County Council was recognized.

ANNOUNCEMENTS

- The Indiana Association of County Councils will hold their annual conference at the Keystone Marriott on Saturday, May 17, 2003.
- Dr. Larry DeBoer, Purdue Extension Specialist and Professor, will present a County Government Financing Update on Thursday, May 22, 2003 from 2 - 4 P.M. at the County Extension Office.

FYI: Commissioner KD Benson

- The Chamber of Commerce will discuss LOHUT (Local Option Highway User Tax) at 8:30 A.M., Thursday, May 15, 2003.
- Due to fewer Road Crew participants, the Commissioners may need to add part-time employees for clean-up in various areas of the County system.
- The Area Plan Director's position will be posted this month.
- A reception for retiring DFC Director David Ling will be held from 12:30 P.M. to 2:30 P.M, Friday, June 6, 2003 at Riehle Plaza.

The Council's next site visit will be held at 8:00 A.M., Thursday, June 5, 2003 in the GIS Department on the third floor of TCOB.

The Council's Agenda Review at 1:00 P.M., Tuesday, June 10, 2003 will be followed by the Council's Regular Meeting at 2:00 P.M. Both meetings will be held in the Tippecanoe Room in the County Office Building.

ADJOURNMENT

- Councilmember Fruitt moved to adjourn, seconded by Councilmember Kemper; motion carried.

TIPPECANOE COUNTY COUNCIL

Connie Basham
Connie Basham, President

Jeffrey A. Kemper
Jeffrey A. Kemper

Ronald L. Fruitt
Ronald L. Fruitt, Vice President

Jeffrey Kessler
Jeffrey Kessler

David S. Byers
David S. Byers

Betty J. Michael
Betty J. Michael

Attest: Robert A. Plantenga
Robert A. Plantenga, Auditor

Kathy Vernon
Kathy Vernon