TIPPECANOE COUNTY COUNCIL

MEETING MINUTES
TUESDAY, March 09, 2021
8:30 a.m.
Tippecanoe Room, Tippecanoe County Office Building
20 N 3rd Street, Lafayette, Indiana


I. Call to Order and Pledge of Allegiance
President Underwood called the meeting to order and led the Pledge of Allegiance.

II. Auditor's Financial Report – Bob Plantenga
The 2021 Financial statement shows a General Fund beginning cash balance of $14,988,895. The projected miscellaneous revenue, property taxes, and deductions for circuit breakers leave the total funds available at $66,739,081. After deducting encumbrances, the 2021 Budget, and the minimum balance established by Council, the beginning net balance is $6,126,463. In 2021, there have been miscellaneous expenses, in the amount of $61,451, and appropriations approved in the amount of $607,201. The available balance for appropriations is $5,452,311. Appropriations submitted for approval this month total $348,000.

The Revenue Report highlights: The Excess Levy (0101) line that shows we received $73,634.24. This is money that was moved from Levy Excess Fund (1176) to the General Fund, through an order of the DLGF. The County Recorder (0403) line shows a balance of $79,999.50. This is from the monthly deposits the Recorder provides the Treasurer. The Treasurer has had an increase in the number of deeds coming through the office, resulting in 24.6% of the 2021 budget being received in the first 2 months of the year. This shows that there has been an increase in real estate activity in the County and that the pandemic has not slowed that down.

The Fund balances shows: The General Fund (1000) has more disbursements than receipts, which is typical for non-settlement months. The ending cash balance for this fund was $10.5 million. The LIT Economic Development Fund (1112) reflects the first of 2 annual payments for the Fairgrounds bond. The first payment is where the principal payment of $1.1 million was made, which is reflected in the $2.3 million in expenditures listed for February. As of the end of February, over $2 million of principal has been paid off for this bond. The Levy Excess Fund (1167) shows a disbursement of $73,634.24, which was the excess money transferred to the General Fund. The Unsafe Building Fund (1207) has an ending balance of $55,566.09. The Commissioner’s had a request, at their March 1st meeting, to demolish an unsafe building. This would be the fund that the demolition would be paid out of if not taken care of by the property owner. The property owner would be billed for the cost of the demolition, and the fund would be reimbursed when the owner paid. The County Self Insurance Fund (4710) shows payment of an extra set of claims. In January, there were not as many claims paid as there normally are, so the extra claim submission was paid last month. The TCSWMD Levy Excess Fund (4931) shows a disbursement of $518.43. This money was transferred over to the TCSWMD. The CARES Act Provider Grant COVID Fund (8900) shows a balance of $626,321. This is the in and out when CARES money is received. This

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is money above the $6.2 million distribution previously received. The money received will be transferred into the General Fund.

Councilmember Winger asked Auditor Plantenga if he could provide more information on the additional claim mentioned? Auditor Plantenga advised that there was a claim that is usually paid at the end of January that did not get paid. Instead of paying in January, it was paid on the first of February. So in February, there was a 1 ½ months’ worth of claims paid. It was just a timing issue and not an extra claim.

III. Treasurer’s Report – Jennifer Weston
The Account Balances and Interest Rates report was distributed and shows an account balance of $116,484,292.35, with a total interest of $72,854.56. As noted by the Auditor, there were several payouts in February and decreased revenue collections, which decreased the primary bank account by $7 million but overall down by $4 million. The General Fund has received $81,769.87 in interest for 2021, out of the $132,376.25 earned interest. As of February 9.3%, of the 2021 estimated interest total has been received, and we are 16.7% through the year. An increase will be seen around the property tax time collection. The Treasurer’s office is in the process of getting ready to print tax bills and should be printing them by the end of the week. They hope to have those in the mail by the end of the month.

IV. Public Comment on Agenda Items – None

V. Consent Agenda
- Councilmember Murray moved to approve the consent agenda as distributed, second by Councilmember Dullum. Motion carried.

A. Approval of Meeting Minutes from February 09, 2021
B. DOIT – CCD Fund 1138
Transfer $5,200 Lease Minor Equipment to Software

C. Health – WCI/FIMR Fund 9168DH20
Transfer $944 Health Insurance
$130 LTD Insurance
$69 Life Insurance from Other / Machinery & Equipment

D. WIC – WIC/NSA Fund 8880 FF21
Transfer $3,786 Full Time Salaries to Other Professional Services
$314 Social Security to Other Professional Services

E. Prosecutor
IV-D Incentive Fund 8895 Appropriation $10,000 Other Professional Services

VI. Additional Appropriations:
A. Community Corrections
1. LIT PS Co Share Fund 1170 Appropriation $137,877 Other Professional Services
Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.
This appropriation is divided into 3 different requests. The funds are for the PREA Grant for additional Cameras within the Facility to be compliant with that standard. This request was

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approved in December 2020, but no money was spent as Community Corrections was still busy collecting quotes.

Funds are also requested to purchase Caliber Software, which will create continuity with the Sheriff's Department. This will allow the surveillance officers access to the reporting system. Additionally, funds are being requested to purchase the Jail Tracker Software. This is the management system that the Jail currently uses, and Community Corrections would like to be a part of that for efficiency.

Councilmember Murray asked if this was a one-time expense or if there were any annual fees? Director Huber responded that for the Jail tracker, there is a yearly maintenance fee. The first year is $87,852, the second year is $3,022.48, the third year is $3,143.38, the fourth year $3,269.12, and the fifth year is $3,399.88. The cost for Caliber annual maintenance is $160 per user, and there will be a total of 8 users on that system within Community Corrections.

Councilmember Winger asked if being on a system different from the City of Lafayette Police Department would be an inconvenience to Community Corrections? He also asked if there would be any additional accommodations that have to be made for what the City's doing? Director Huber responded that there would not be an inconvenience or accommodations needed above the software.

President Underwood asked if the ongoing annual maintenance fees could be covered by grants or user fees? Director Huber stated that he did not think they would be able to pay for the maintenance fees with either grant funds or user fees. He thinks it will probably be something asked for at budget time.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

B. 2021 Salary Statement – Prosecutor IV-D

$ Up to $25 Part Time Intern/DPA

Councilmember Winger moved to approve the Salary Statement as presented, second by Councilmember Dullum.

This appropriation is for the Prosecutor's office to pay Pre-licensed Attorney’s to Intern both on the legal side and for IV-D. The interns on the legal side are being paid $25/hour, so the request is to pay IV-D interns at the same rate. There is funding already approved for this, so the salary statement is all that requires approval.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

C. 2021 Salary Statement – Fairgrounds

$ 49,114 Promotions & Events Director

Councilmember Murray moved to approve the Salary Statement as presented, second by Councilmember Richard.

This appropriation is for the new Events Director, Emily Gray. This position was discussed during budget hearings, but at the time there was not a salary statement submitted for the position. The appropriation was approved but the Salary statement was not amended after adding the position.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

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D. 2021 Salary Statement – Cary Home/ JA

$ 44,595 Case Manager
$ 44,701 Case Manager
$ 62,750 School & Home-Based Svc Director

Councilmember Murray moved to approve the Salary Statement as presented, second by Councilmember Richard.
This appropriation is a title change for all three of the positions, and there is no additional impact on the budget. The purpose of this was to clean-up some of the job duties, as well as title changes.
President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

C. Health
1. General Fund 1000 Appropriation

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<td>Office Supplies</td>
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<td>Institutional or Medical Supplies</td>
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Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.
This appropriation is for Vaccine Clinic expenses which are currently ongoing. Councilmember Winger asked if these expenses are reimbursed by CARES funds? Auditor Plantenga advised that this falls under the CARES money that we have received.
President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

2. COVID-19 Vaccine Clinic Fund 8905 FY21 Grant Appropriation

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Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.
This appropriation is for the Vaccine Clinic expenses. Normally this grant is listed under the consent agenda because it has its own budget. However, the Auditor was hoping the Health Department Director would be present to provide an explanation on this request for the Council.
Councilmember Winger asked if the grant amount is decided and then expenses have to fall under the amount, or if expenses are reported and then the grant amount is determined? Auditor Plantenga advised that we report expenses first, as this is a reimbursable grant.
Councilmember Dullum asked if there was a way that the COVID monies coming out of the General Fund was being traced. Auditor Plantenga advised that there was a project code being used for COVID-related expenditures to help track what is being spent.
President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

D. Commissioners
1. Const FG 18 Bond Fund 4818 Appropriation

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Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Richard.
This appropriation is for the funding to finish up the Fairgrounds Construction project. The project completion date is still set for June 1st, 2021. Commissioner Byers advised that if anyone would like a tour of the new facility, they should contact Andy Cline, and he can set that up.

Commissioner Byers introduced the new Promotions and Events Director, Emily Gray, to the Council. Emily stated that there had been a lot of interest in the new facility, and they are starting to have people come in for venue tours.

Councilmember Dullum asked if the Fairgrounds was already taking reservations for building. Emily advised that there are some tentative reservations that have been made. However, they are still working on finalizing prices and rental contracts. Commissioner Byers stated that after this appropriation, that will leave about $700,000 unappropriated funds in the bond.

Councilmember Winger asked if the goal was to spend the $700,00 or if it was truly for contingency? Attorney Masson advised that the money has to stay with the project. Commissioner Byers said the intention of the remaining funds is to use to highlight and enhance the facility if needed.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

3. General Fund 1000
   Appropriation $ 250,000  Other Supplies
   Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Richard.
   This appropriation is for COVID-19 funding. Commissioner Murtaugh states that this was part of the discussion at the end of last year regarding the $6.2 million CARES Act Money received by the County. At the end of last year, the State released 10% of that allocation as an additional funding source, which totaled $623,000. This additional funding had to be allocated to specific projects and expenditures related to the health emergency. Those expenses are now starting to come in, which is the reason for the request.

   Councilmember Vernon asked for an update on the projects related to this fund? Commissioner Murtaugh advised that the projects included are the Vaccine Clinic Setup (Traffic Flow Equipment, tents, message boards, and generators), The Jail lobby desk enclosure, ongoing PPE, Attorney and Translator fees, a data storage program, and upgrades to the video and audio in the Tippecanoe room.
   President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

VII. Video Presentation
Area Plan Director, Sallie Fahey, was awarded the 2021 Indiana Planning Sagamore Award. Auditor Plantenga played a video presentation from the Area Plan Association of Indiana in honor of Director Fahey.

Director Fahey gave credit to her team in Area Plan and states that she could not have done it without them. She can't imagine a place she would have rather had her career than with Tippecanoe County.
She feels that Tippecanoe County is a great place to live and work and feels that her successor, David Hittle, will carry that forward.

Sallie introduced the new Area Plan Director, David Hittle, to the Council. He is currently training with Sallie until the end of the month, and then he will be working on his own.

David Hittle stated that in the short time he has been here, it's evident that Director Fahey has assembled a remarkable team. He also appreciates the level of collaborative motivation present between different departments within the County.

VIII. Unfinished/New Business
Auditor Plantenga discussed the results of the Sustainability Study, specifically the Historical and Projected Cash flow summaries for the major funds. Each fund shows a projected fund balanced through 2025.

Councilmember Winger stated that at budget times, the EDIT Fund was showing a funding shortfall for 2021. He asked if something had changed with this fund, because the projections show an increase in fund balances? Auditor Plantenga advised that this fund has been holding steady with a $15 million cash balance for the last 15 years. Councilmember Winger asked the question to Commissioner Murtaugh, stating that at the Budget hearing last year Commissioner Murtaugh indicated that the EDIT fund was going to see a significant decrease. Commissioner Murtaugh advised that it was the Cumulative Capital Fund was the fund projected to have funding shortfalls in 2021.

Councilmember Winger asked how much the County would receive from the new Federal Aid Package? Commissioner Murtaugh responded that the National Association of Counties (NACO) had presented some preliminary numbers, but the amounts are not final yet. He advised that Tippecanoe County alone could receive about $38 Million and that the Cities would receive money from a different funding source than the County.

Councilmember Dullum asked if there was an update on the plan for the $1 million that had been discussed for sustainable energy for the new Community Corrections building? Commissioner Murtaugh advised that it's still a component of the plan for Community Corrections expansion. He stated that the total projected cost came in under $1 million, but most of the funds will be for solar panels.

Attorney Masson advised that he received an email from the DLGF regarding the Jail project. The email indicated that it was DLGF's opinion that the rates would be outside the max levy. Now that confirmation has been received; it appears that the project should be moving ahead.

IX. Committee Reports
Councilmember Vernon advised that the Sheriff's office had provided a report to the Council regarding their vehicle needs. In the 2021 budget, they were given 20 cars, and the Sheriff was asked to compile a Quarterly report for the Council. This report was to help Council know what the future obligation is going to be with vehicle needs.

Sheriff Goldsmith advised that the report handed out projects vehicle needs through 2024. The report provides a list of the vehicles and the current mileage on each one. It is projected that for 2022 there will be a need to replace 9 vehicles and add 3 vehicles for the current open positions in the department, making the total needed 12. However, if they can't get 12 vehicles approved, then they
can make 9 replacements work. By 2023, it is projected that there will be a need for seven vehicles. The next plan is to make a list of what goes in one of these vehicles and reuse as much equipment as possible.

Councilmember Dullum asked about the report showing 12 vehicles needed for 2022 and if that was correct? Sheriff Goldsmith advised that the need is for 9 vehicles and that 12 would be ideal, but he understands that there may not be the budget available for 12. He has 3 officers that need to start and 2 new positions that there have never been cars for that need them.

President Underwood asked if in subsequent reports those additional vehicle needs could be added to the list? The report gives Council an understanding of where they are at with replacing vehicles. However, they also need to know about new hires and their vehicle needs.

X. Commissioner FYI

Commissioner Murtaugh advised that there is a lot of activity going on at the Statehouse, regarding the legislative sessions. He advised if there is anything the Council would like the Commissioners Association to keep an eye on during these sessions, they would be happy to do so. The Commissioners are tracking Bill 1381 specifically, which has not been assigned to a committee yet. Once this bill is assigned, the Commissioners will be at the Statehouse working to fight against its approval.

Commissioner Murtaugh also advised that the Council should have received an email from GLC regarding the State of the County and Cities addresses. They are being held virtually this year due to COVID and will be separated into 3 different events. West Lafayette Mayor John Dennis completed his 2 weeks ago, Lafayette Mayor Tony Roswarski will be giving his address today at 2 pm, and Commissioner Murtaugh will be giving the County Address on March 30th, 2021. Registration for this event is free and can be completed through GLC.

XI. Public Comment – None

XII. ADJOURNMENT
• Councilmember Winger moved to adjourn, second by Councilmember Murray and the President adjourned the meeting.

TIPPECANOE COUNTY COUNCIL

Kevin L. Underwood, President

John R. Basham II, Vice President

Barry Richard

Ben Murray

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Minutes prepared by Jennifer Wafford, Recording Secretary