

TIPPECANOE COUNTY COUNCIL

MEETING MINUTES

TUESDAY, April 12, 2022

8:30 a.m.

Tippecanoe Room, Tippecanoe County Office Building
20 N 3rd Street, Lafayette, Indiana

Councilmembers present: President Kevin Underwood, Vice President Kathy Vernon, Barry Richard, Ben Murray, John Basham, Lisa Dullum, and Jody Hamilton

Others present: Attorney Doug Masson, Auditor Robert A. Plantenga, and Recording Secretary Jennifer Wafford.

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 2022 Financial Statement shows a General Fund beginning cash balance of \$15,823,611. The projected miscellaneous revenue, property taxes, and deductions for circuit breakers, leave the total funds available at \$68,866,830. After deducting encumbrances, the 2022 Budget, and the Minimum balance established by Council, the beginning net balance is \$4,162,052. In 2022, there have been miscellaneous expenses in the amount of \$23,615, and appropriations approved for March in the amount of \$ 17,267. There were no requests for General Fund appropriations in April.

The Revenue Report highlights: The Other Taxes / Local Income Tax (0111) shows a receipt of \$899,776.32 for March, which is 1/12th of the annual amount. The IV-D Prosecutor (State) (0292) shows a receipt of \$21,095.64 for March, which is 100% of the Budget amount for 2022. The Charges for Services lines show that 22.6% of the 2022 budgeted amounts have been received. As of the end of March, 10.1% of the anticipated 2022 General Fund Revenue has been received.

The Fund balances shows: The General Fund (1000) shows a month-end balance of \$8,129,198.69. The County Self Insurance Fund (4710) shows a month-end balance of \$9,183,315.52. There were some issues with getting some claims submitted for this fund, so there has been a growing cash balance. However, this month, the Anthem claim payments are being caught up.

III. Treasurer's Report – Jennifer Weston

The Account Balances and Interest Rates report was distributed and shows an account balance of \$141,522,806.75, with a total interest of \$51,150.65. The Treasurer noted that the target rate had increased by .25% bringing the rate to .5%. This brings the interest rate for County accounts up to .4 - .48%. The Treasurer stated that those were the rates in March, with the rates in April being .55 and .60% for the various accounts.

The General Fund is sitting at \$133,832.62 of interest for the first three months of 2022, which is about 23.7% of the revised earnings estimate.

The Treasurer stated that the property tax bills went out on March 31, 2022. The collection rate for 2022 is higher to date compared to this time in 2021.

IV. Public Comment on Agenda Items – None

V. Resolution 2022-11-CL, Declaratory Designation of an ERA – Triclinic Lab, Inc.

Attorney Masson advised that this resolution is for TriClinic Labs, and it designates an economic revitalization area. This declaratory resolution is the first step in this process. Then, if approved, it

would go to a confirmatory hearing and public hearing at the May Council meeting. This property is also in a TIF district, so the Commissioners would need to approve this as well.

Sue Lasater, Director of Finance and Accounting for TriClinic Labs, advised that the company is a contract lab that does different types of chemical testing for third-party companies. She notes that the company has applied for this incentive package to expand their operations in order to meet both the current customer needs and new customer needs. She noted that they have a lot of demand currently that they are unable to meet. The company plans to hire at least four individuals this year and four individuals next year. She advised that their average wage is high because they hire mostly chemists. The typical average wage is \$45 an hour. She noted that they are expanding the business and are planning on taking over some strip mall space, which is located in front of their lab, which has been vacant for several years. She advised that they will be buying new equipment to service the demand they currently can't meet and also add in new product lines that the customers are asking for.

- Councilmember Murray moved to approve Resolution 2022-11-CL as presented, second by Councilmember Hamilton. Motion carried 6-1 with Councilmember Dullum Voting No.

VI. Consent Agenda

- Councilmember Murray moved to approve the consent agenda as distributed, second by Councilmember Hamilton. Motion carried.

A. Approval of Meeting Minutes from March 8, 2022

B. Sheriff – Firearms Training Fund 1156

Transfer	\$ 2,025	Other Supplies to Other Professional Services
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C. Sheriff – Sheriff Donation Fund 4127

Transfer	\$ 1,203	Other Supplies to Machinery & Equipment / Safety
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D. Health – Amanda Balsler

STD Prevention Fund 8463 SP22

Grant Appropriation	\$ 47,383	Full Time Salaries
	\$ 24,128	Part Time Salaries
	\$ 5,471	Social Security
	\$ 5,307	PERF Retirement
	\$ 5,000	Office Supplies
	\$ 4,000	Institutional or Medical
	\$ 15,000	Other Professional Services
	\$ 500	Travel & Training
	\$ 1,000	Utilities
	\$ 22,036	Health Insurance
	\$ 178	Long Term Disability Insurance
	\$ 109	Life Insurance
	\$ 602	Worker's Compensation Insurance
	<u>\$ 130,714</u>	Total Requested

VII. Additional Appropriations:

A. Superior Court 6

Court Interpreter Fund 9549 CF22

Grant Appropriation	\$ 7,980	Translator
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- Councilmember Dullum moved to approve the appropriation as presented, second by Councilmember Hamilton.

This appropriation is for funds needed for translator services in the Court. Auditor Plantenga noted that the balance in this fund is low, but this is a reimbursable grant, so the courts receive reimbursement after the expense has been incurred.

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

B. Prosecutor – Patrick Harrington

1. Drug Enforcement Fund 2507

Appropriation	\$ 2,380	Other Supplies
	\$ 3,420	Other Professional Services
	\$ 5,800	Total Requested

- Councilmember Dullum moved to approve the appropriation as presented, second by Councilmember Hamilton.

This appropriation is for funds to pay for expenses of law enforcement. Prosecutor Harrington noted that there were several court orders they received to deposit this money into this fund.

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

2. 2022 Salary Statement \$ 66,994 New Position ~ HTCUC Digital Forensic Analyst Electronic Detection K9 Handler ~ PAT V

- Councilmember Dullum moved to approve the salary statement as presented, second by Councilmember Hamilton.

This salary statement is to approve the HTCUC Digital Forensic Analyst Electronic Detection K9 Handler position. The Prosecutor's department eliminated the High-Tech Crime Unit Digital Forensic Analyst position at the last Commissioner Meeting and created this position.

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

C. Board of Elections

2022 Salary Statement Up to \$18 Part Time Election Mechanic ~ Previously up to \$17

- Councilmember Dullum moved to approve the salary statement as presented, second by Councilmember Hamilton.

This Salary statement is to increase the hourly rate for the part-time Election Mechanic for the Board of Elections.

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

D. Public Defender – Amy Hutchison

2022 Salary Statement \$ 89,855 Added Additional Position ~ Deputy Public Defender

- Councilmember Dullum moved to approve the salary statement as presented, second by Councilmember Hamilton.

This salary statement is to fund a Full-Time Deputy Public Defender. Amy noted that at the last Commissioner Meeting, two Part-Time Public Defender Positions were eliminated, to create this Full-Time Position. She noted that this took place, because her department cannot find part-time attorneys that are working out.

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

E. CASA – Colleen Connor

Capacity Grant Fund 9532

Grant Appropriation	\$ 13,000	Signage
	\$ 3,500	Educational Materials
	\$ 3,500	Communications
	\$ 20,000	Total Requested

- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Murray.

This appropriation is funds to be used for volunteer outreach and retention efforts. Colleen noted that CASA needs to reach out into the community and make them aware of the need for more CASA volunteers. She advised that April is National Child Abuse Prevention and Awareness month. The blue pinwheels that can be seen around the community are used to signify happiness for a child in their childhood.

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

F. TEMA – William “Smokey” Anderson

Hazmat Fund 2546

Appropriation	\$ 9,285	Other Professional Services
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- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Murray.

This appropriation is payment to HAZMAT for response on February 16, 2022. TEMA will be paying the Sheffield Volunteer Fire Department \$4,766 for their assistance in the response.

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

G. Community Corrections – Jason Huber

1. CC DOC Fund 1123

Appropriation	\$ 31,304	Other Supplies
	\$ 64,028	Other Professional Services
	\$ 1,640	Vehicles
	\$ 96,972	Total Requested

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Vernon.

This appropriation is funds received from the Community Transition Program, that the Department wants to allocate for some future projects related to the expansion.

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

2. 2022 Salary Statement \$ 52,061 New Position~Life Skills Coord~PAT III Fund 9219

- Councilmember Murray moved to approve the salary statement as presented, second by Councilmember Vernon.

This position was created through the Department of Corrections grant that Community Corrections receives every year. A part of their expansion strategic initiative is creating more opportunities for individuals within Community Corrections, to get the skills and resources needed for successful re-entry back into the Community. Director Huber noted that this position was agreed on that it would be funded for the length of the grant, as long as it is maintained.

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

3. 2022 Salary Statement \$ 97,221 Added Additional Position~ Case Manager Pole II~Fund 8276
New Position~Educational Coord~PAT III Fund 8276

- Councilmember Murray moved to approve the salary statements as presented, second by Councilmember Vernon.

This salary statement is for two positions that are being funded through the COSAP grant, which is the pre-trial Grant, for which the Department received a 3-year extension. Director Huber noted

that both of these positions were agreed on that they would be funded for the length of the grant, as long as it is maintained.

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

4. 2022 Salary Statement \$ 97,766 Added Additional Position~Intake Officers
Pole II ~ Eliminated 2 Case Mangers

•Councilmember Murray moved to approve the salary statement as presented, second by Councilmember Vernon.

Director Huber noted that with the help of Human Resources, his department was able to complete some restructuring. They are eliminating two Case Manager positions and creating two Intake Officer positions. These positions are all the same POLE category, they are just swapping some position titles and responsibilities.

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

H. Parks & Recreation

Naturalist Program Fund 4126

Appropriation \$ 7,500 Other Professional Services

•Councilmember Richard moved to approve the appropriation as presented, second by Councilmember Hamilton.

This appropriation is for funds to cover expenses associated with the Outdoor Explore event in June.

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

I. Health – Amanda Balsler

1. STD Prevention Fund 8463 FY23

Grant Appropriation	\$ 47,383	Full Time Salaries
	\$ 24,128	Part Time Salaries
	\$ 5,471	Social Security
	\$ 5,307	PERF Retirement
	\$ 1,000	Office Supplies
	\$ 4,000	Institutional or Medical
	\$ 12,500	Other Professional Services
	\$ 500	Travel & Training
	\$ 1,000	Utilities
	\$ 21,936	Health Insurance
	\$ 178	Long Term Disability Insurance
	\$ 109	Life Insurance
	\$ 400	Worker's Compensation Insurance
	<u>\$ 123,912</u>	Total Requested

•Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Hamilton.

This is to cover the cost of the salaries and benefits for the individuals working in the STD Prevention.

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

2. Comm Coordination Fund 9173 FY23

Grant Appropriation	\$ 37,700	Part Time Salaries
	\$ 2,545	Social Security
	\$ 6,000	Office Supplies
	\$ 40,455	Other Professional Services

\$	12,000	Travel & Training
\$	300	Worker's Compensation
\$	99,000	Total Requested

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Vernon.
This appropriation is for the salary, benefits, supplies, and travel for the Overdose Facility Review Team-Community Coordinator. The Community Coordinator will be providing support for the operational needs of the review team.
Auditor Plantenga noted that not all the documentation that is needed has been received yet for this grant but asked that the Council make their approval contingent upon the receipt of paperwork. Attorney Masson advised that the motion should be amended to reflect the contingency.
- Councilmember Murray moved to amend the previous motion to be contingent upon receipt of the paperwork as presented, second by Councilmember Vernon.
President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

J. Auditor – Robert Plantenga

Plat Book Fund 1181

Appropriation	\$	8,000	Other Professional Services
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- Councilmember Basham moved to approve the appropriation as presented, second by Councilmember Richard.
This appropriation is for the scanning of transfer books. Auditor Plantenga noted that there is not a digital cop of the historic Plat Books that are located in his office, and there is a concern about losing the historic records, if something were to ever happen to those books. The bulk of the cost for this project has been requested through the Commissioner's and the ARPA plan they have created. The quote the Auditor has is currently \$8,000 more than the amount that the Commissioner's had put in their budget. He is requesting this appropriation in the event that the cost is more than what had been listed in the plan.
President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

K. Commissioner – Thomas Murtaugh

American Rescue Plan Act Fund 8950

Grant Appropriation	\$	110,000	Other Professional Services
		\$18,430,916	Grants & Community Support
	\$	400,000	Roads & Streets
		\$18,940,916	Total Requested

- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Murray.
This appropriation is to appropriate a portion of the ARPA funds for the projects that were approved at the last Council meeting. This is the first distribution of funds that were received by March 1st, 2022. Commissioner Murtaugh handed out a printout to Council, showing the specific projects that this money will be used for, and what is remaining for each project.
President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

VIII. Committee Reports – None

IX. New Business

~ 2023 Budget Hearings Begin 08/29/2022 @ 8:30 am / Evening Public Hearing 09/06/2022 @ 6:00 pm.

X. Unfinished Business

The November 8, 2022 Council meeting falls on Election Day. Auditor Plantenga asked the Council if they still wanted to keep the same date and time or change it so that there is no interference with the Board of Elections

meeting or Election day activities. The Council decided to change the November Council meeting to November 15, 2022 @ 8:30am.

XI. Commissioner FYI

Commissioner Byers noted that the ribbon cutting for the Tippecanoe County Central Offices was held on April 8th, 2021. He invited anyone who had not been out the building yet, to come take a look. He noted that there is still 12,000 square feet of undeveloped space at the Central Office location.

He advised that April 20th, 2022 will be the quarterly meeting through the chamber, and it will be held at the Fairgrounds and start around 11:00 am. He stated that they are starting to see increased interest in the new facility and individuals wanting to use it.

Commissioner Byers encouraged everyone in attendance to go vote after the meeting.

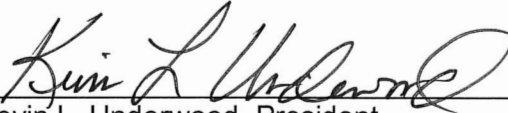
XII. Public Comment

Patrick Harrington invited everyone to attend the Awarding of the Justice Award to the International Dog Therapies group. This is a group of individuals who have therapy dogs. They serve the entire justice department in Tippecanoe County, which includes the Prosecutor's Office, CASA, and DCS. This group worked with these departments even through COVID. The award ceremony will be held on April 25th, 2022 at the Tippecanoe County Office Building, in the Tippecanoe Room.

XIII. ADJOURNMENT

- Councilmember Dullum moved to adjourn, second by Councilmember Hamilton and the President adjourned the meeting.


TIPPECANOE COUNTY COUNCIL



Kevin L. Underwood, President




Kathy Vernon, Vice President



Barry Richard



Ben Murray



Jody Hamilton

absent

John R. Basham II



Lisa Dullum

ATTEST:


Robert A. Plantenga, Auditor 5/10/2022

Minutes prepared by Jennifer Wafford, Recording Secretary