*TIPPECANOE COUNTY COUNCIL*
*REGULAR MEETING*
*JANUARY 12, 2010*

The Tippecanoe County Council met at 8:30 a.m. on January 12, 2010 in the Tippecanoe Room in the County Office Building. Council members present were: President Andrew S. Gutwein, Vice-President Roland K. Winger, Jeffrey A. Kemper, John R. Basham II, Kevin L. Underwood, and Kathy Vernon. Others present were: Auditor Jennifer Weston, Attorney David W. Luhman, and Secretary Kay Muse.

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

## *APPROVAL OF MINUTES*

- Councilmember Kemper moved to approve the minutes of the December 8, 2009 regular meeting as presented, second by Councilmember Gutwein; motion carried.

## *ELECTION OF OFFICERS*

Attorney David Luhman opened the floor for nominations.

President

- Councilmember Kemper moved to nominate Councilmember Andy Gutwein for President. Attorney Luhman asked for any other nominations. Hearing none, Attorney Luhman declared the nominations closed and asked all those in favor of Andy Gutwein to say aye; any opposed; none, motion carried.

Vice President

- Councilmember Vernon moved to nominate Councilmember Roland Winger for Vice President. Attorney Luhman asked for any other nominations. Hearing none, Attorney Luhman declared nominations closed and asked all those in favor of Roland Winger to say aye; any opposed; none, motion carried.

Attorney Luhman turned the meeting over to President Gutwein.

## *AUDITOR'S FINANCIAL REPORT*

| | | |
|---|---|---|
| Beginning Net Balance | $ | 221,642.35 |
| Total Additional Appropriations | $ | 500.00 |
| Total Budget Reductions | $ | 0.00 |
| Miscellaneous Expenditures (to date) | $ | 0.00 |
| **Uncommitted Funds** | **$** | **221,642.35** |

Auditor Weston reported the year-end cash balance began with negative $2.9 million. Ms. Weston stated this is due to the delay of property tax collection/settlement. Ms. Weston added that while the tax collections are on hand in the Treasurer's office, but not posted to the ledger, the settlement distribution could be added to the cash balance. Ms. Weston stated she estimates another $4.1 million to go to the General Fund; this will bring the year-end cash balance to $1.2 million. Ms. Weston added that when considering the $18.6 million miscellaneous revenue and the property tax levy of $18.7 million for 2010, the total available is approximately $38.5 million. Ms. Weston stated that when encumbrances of

approximately $1 million and the budget of $37.3 million are deducted from the available funds, the County has uncommitted funds of $221,642 available for additional appropriations. Ms. Weston finished by noting the Court Services fund balances ended positively for 2009.

***REVIEW OF 2009 ENCUMBRANCES***

Auditor Weston reported encumbrances totaling $1,013,407. She stated these appropriations have been carried over from the 2009 budget. Ms. Weston added these are items purchased in 2009 but the invoices had not been paid as of December 31, 2009. Ms. Weston stated that close to 87% of the $1,013,407 is for the last payroll period of 2009. She noted that all of the encumbrances listed had met the criteria of the Auditor's office for approval.

***TREASURER'S REPORT***

Treasurer Bob Plantenga presented the Interest Summary Report through November of 2009. Mr. Plantenga stated January is the first month that collected property tax would show in the bank statements. The General Fund interest doubled from $20,000 in October to about $40,000 in November. Several Certificates of Deposit had come due, and the average interest rate was .44%. The weighted average did increase a small amount. Mr. Plantenga stated the cash management contract had expired and the County would not be seeking another contract at this time.

***PROSECUTOR***
**Pretrial Diversion Fund 260**

Prosecutor Pat Harrington requested an additional appropriation of the pre-trial diversion fund; this is for the Project Safe Neighborhood position. Mr. Harrington added that no local tax money is used for this program.

**Additional Appropriation $12,551**

| | |
|---|---|
| $12,551 | Administrative/Other Professional Svc. |

- Councilmember Kevin Underwood moved to approve the appropriation as presented, second by Councilmember Basham; motion passed.

**Salary Statement**

Prosecutor Pat Harrington presented two salary statements for approval. Mr. Harrington stated this is for Adult Protective Services (APS) Investigators. Mr. Harrington added that no local tax money is used to fund this program.

**Salary Statements $38,261**

| | |
|---|---|
| $38,261 | APS Investigator (POLE IV) |
| $40,617 | APS Investigator (Supervisor POLE V) |

- Councilmember Underwood moved to approve the salary statements as presented, second Councilmember Basham; motion passed.

***MITS***
**Edit Fund 301**

Auditor Weston stated she had spoken with MITS Director Dave Sturgeon concerning a current change in procedure through the MITS department. This appropriation is for funds that have been deposited to the EDIT fund from various departments' budgets to allow for payment of software. In the past, the departments had paid the vendor directly.

**Additional Appropriation $22,622**

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|---|---|
| $22,622 | Equipment/Software Licensing |

- Councilmember Underwood moved to approve the appropriation as presented, second Councilmember Kemper; motion passed.

**WEIGHTS AND MEASURES**
**General Fund 001**

**Transfer of Appropriation $1,000**

| | |
|---|---|
| $1,000 | Gas Oil & Lube to Maintenance & Repair |

- Councilmember Kemper moved to approve the transfer of appropriation as presented, second Councilmember Basham; motion passed.

***HEALTH DEPARTMENT***
**General Fund 001**

Director Ron Cripe stated this is a donation from Ball State University to go towards the mosquito control program.

**Additional Appropriation $500**

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|---|---|
| $500 | Departmental/Environmental Supplies |

- Councilmember Underwood moved to approve the appropriation as presented, second Councilmember Vernon; motion passed.

**Grant Fund 462**

Director Ron Cripe stated this transfer is for cost pertaining to the H1N1 clinics, such as traffic control.

**Transfer of Appropriation $2,000**

| | |
|---|---|
| $2,000 | Department/Educational to Administrative/Other Professional Svc. |

- Councilmember Underwood moved to approve the transfer of appropriation as presented, second Councilmember Vernon; motion passed.

***SHERIFF CONTRACT FOR 2010***

Sheriff Tracy Brown presented Compensation Agreement for 2010. Sheriff Brown stated the agreement is unchanged from 2008 and 2009.

- Councilmember Kemper moved to approve the Compensation Agreement for the Sheriff as presented, second Councilmember Basham; motion passed.

***RESOLUTION 2010-05-CL DETERMINING NEED FOR LEASE OF FACILITIES***

Commissioner Byers stated emergency equipment acquired through several Homeland Security Grants is currently being stored in five different locations. The County is currently paying $8,500 a year rent to the YWCA for office space and this will be eliminated by leasing this property and freeing up space at the 629 N 6th Street facility. It will also free up county storage space for other departments. Several different locations were looked at and taking into consideration the amount of the rent, at approximately $4 a square foot, and the central location, Commissioner Byers stated this is the best fit for the County and TEMA.

TEMA Director Mark Kirby stated it would be a great asset to TEMA to have emergency equipment in one location, under roof. Director Kirby added it is Tippecanoe County's responsibility to preserve and maintain the equipment on behalf of District 4.

Attorney Luhman stated it is the Council's responsibility to determine if there is a need for a lease. He noted this is a four-step process, which also requires the signatures of a minimum of fifty taxpayers. Attorney Luhman stated that this would be the only action the council needs to take on this issue in addition to the annual appropriation to fund the cost of the lease.

Commissioner Byers stated there is currently $200,000 in the EDIT budget to fund the lease for the two year period. Grant Facilitator Laurie Wilson stated there is a $1,000,000 grant to renovate administrative and personnel offices but the County must have a plan in place when applying. This is an EOC Grant that would pay for administrative offices and radio room upgrades and does not include storage space.

Councilmember Winger stated it is a challenge balancing between what is reasonable and what is necessary for an emergency. There is a need to store the equipment, but how much equipment is needed is as much of a concern. He added the council needs to look at all options available before making a decision.

Councilmember Basham asked if there is any data on usage of equipment in the last year. Director Kirby stated that he did not have that information but felt that the number of incidents was around fifty.

Councilmember Kemper stated he has concerns about the amount of equipment and the cost to maintain equipment. He would also like to see the other counties in the District store some of the equipment.

Grant Facilitator Laurie Wilson commented that the selling or donating of equipment would require approval of state and federal homeland security agencies.

Councilmember Vernon stated there is a need to take a global look at all of Tippecanoe County's storage needs.

- Councilmember Winger moved to table the Resolution 2010-05-CL until the February Meeting, second by Councilmember Vernon; motion carried.

***PROBATION***
**Juvenile Probation User Fee Fend 511**

Juvenile Judge Loretta Rush requested an additional appropriation of $41,984 for part time employees to assure there are two adult staff at the intake center at all times. Judge Rush added that using part time employees instead of full time will save the county approximately $67,000 a year, adding that one year ago $600,000 from the budget was returned unused. This year $180,000 was budgeted for operating and assessment costs and with the addition of the mental health screening, the need for two staff members is necessary from a safety standpoint. Employees will also be monitoring juveniles on electronic monitoring and managing follow up appointments for the three hundred juveniles on probation. There are currently fifty-eight kids on house arrest with electronic monitoring. Judge Rush stated her priority is the safety of the children while in the care of Tippecanoe County. There were further discussions about the court providing a monthly statistical report to the council and community with regard to juvenile offenses.

**Additional Appropriation $41,984**

| | |
|---|---|
| $39,000 | Salaries & Wages/Part Time Other |
| $ 2,984 | Social Security |

- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Basham; motion carried.

**Salary Statements**

Up to $18.00 /hr Part Time Probation Officer
Up to $11.00/hr Part Time Probation Administration Assistant

- Councilmember Vernon moved to approve the salary statement as presented, second by Councilmember Basham; motion carried.

***COMMITTEE REPORTS***

Councilmember Basham stated the Romney Sewer District Project, which will combine Romney with Linden municipal system, would be about a two-year project.

***UNFINISHED BUSINESS***

Council appointments and assignments to departments, boards, and committees are relatively the same as last year with the exception of John Basham now being appointed to the Emergency Management Advisory Council (TEMA). Ms. Weston noted that the Property Tax Assessment Board of Appeals (PTABOA) appointments by the Council are subject to the Commissioner appointments to this board first.

- Councilmember Kemper moved to approve the 2010 assignments and appointments as presented, second by Councilmember Winger; motion carried.

***NEW BUSINESS***

Councilmember Underwood presented Grant Facilitator Laurie Wilson with a plaque for her contribution to fiscal responsibility.

***PUBLIC COMMENT***

None

***TOUR INTAKE/ASSESSMENT CENTER***

President Gutwein recessed members until the tour at 2640 Duncan Road. Members reconvened at the jail to view the new Intake/Assessment Center. Members present for the tour were: President Andrew S. Gutwein, Vice-President Roland K. Winger, Jeffrey A. Kemper, John R. Basham II, and Kevin L. Underwood. Others in attendance were: Auditor Jennifer Weston, Attorney David W. Luhman, Sheriff Tracy Brown, Probation Officers Scott Angstadt, Megan Holbrook, and Aaron Johnson, and Commissioners David Byers and Thomas P. Murtaugh.

Upon conclusion of the tour, the meeting was adjourned.

Tippecanoe County Council

Andrew S. Gutwein, President

Roland K. Winger, Vice President

John R. Basham II

ABSENT

Jeffrey A. Kemper

ABSENT

Betty J. Michael

Kevin L. Underwood

Kathy Vernon

Attest:

Jennifer Weston, Auditor

None

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Upon conclusion of the tour, the meeting was adjourned.

Tippecanoe County Council

Andrew S. Gutwein, President

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John R. Basham II

Jeffrey A. Kemper

Betty J. Michael

Kevin L. Underwood

Kathy Vernon

Attest:

Jennifer Weston, Auditor