TIPPECANOE COUNTY COUNCIL
TIPPECANOE COUNTY COMMISSIONERS
JOINT MEETING/PUBLIC HEARING
TIPPECANOE ROOM
MARCH 1, 2010

The Tippecanoe County Council and Commissioners met at 8:00a.m. on March 1, 2010 in the Tippecanoe Room in the County Office Building. Council members present were: President Andrew S. Gutwein, Vice-President Roland K. Winger, John R. Basham II, Jeffrey R. Kemper, Betty J. Michael, Kevin L. Underwood, and Kathy Vernon. Commissioners present were: President John L. Knochel, Vice President David S. Byers, and Member Thomas P. Murtaugh. Others present were: Auditor Jennifer Weston, Attorney David W. Luhman, and Secretary Kay Muse.

Commissioner President John Knochel called the meeting to order.

Council President Andrew Gutwein called the meeting to order.

CAPITAL PROJECTS PLANNING

Auditor Jennifer Weston presented a five-year summarized analysis of the Cumulative Capital Development Fund 010 and the Economic Development Fund 301. The purpose of this meeting is to review and prioritize capital projects and to look at cash flow related to the particular funds that pay for those capital projects.

Five-Year Capital Improvement Plan- Sustainability Analysis

	2010	2011	2012	2013	2014	2015
Total Capital Projects	$ 555,000	$ 4,501,543	$ 4,458,175	$ 4,124,800	$ 6,995,000	$ 1,808,800
Less Major Projects (Buildings)	$ 500,000	$ 1,500,000	$ 2,000,000	$ 2,000,000	$ 5,000,000	$ -
Total	$ 55,000	$ 3,001,543	$ 2,458,175	$ 2,124,800	$ 1,995,000	$ 1,808,800

Included for reference is the list of capital projects by department as presented for discussion. Councilmember Gutwein stated the purpose of today's discussion is to review the overall needs of the County and decide if there are items that need to be researched and prioritized.

Specifically, it was noted that the following items may be requested by the Commissioners as additional budget items in 2010:

- TEMA emergency equipment storage building
- Expansion of parking space at Fairgrounds
- New showers for Tippecanoe Villa

The County Council and the Commissioners did agree that the TEMA building should be re-evaluated in 2012. Councilmember Basham suggested using the sheep building at the fairgrounds for TEMA storage until a consensus could be reached about a more permanent solution. Councilmember Vernon stated the

sheep building could be used short-term, noting that many things could change between now and budget hearings.

PROJECT FUNDING-CASH FLOW

Economic Development Income Tax (EDIT) Fund 301 & Cumulative Capital Development (CCD) Fund 010

Auditor Weston stated, after the departments submit their needs for consideration, the second phase is to plug these items into the budget projections. A summary from the sustainability analysis that Greg Guerrettaz presented last March shows the actual beginning cash balance, revenue, expenses, and an ending balance for each fund. This summary has been updated based on the requests before Council and Commissioners and is attached for reference. It does include a TEMA facility and acquiring the YMCA. Auditor Weston stated that she made an effort to project the revenues; however, it will need fine-tuned. Assumptions, such as factors for inflation and salaries and benefits, remain unchanged from previous years. The factors range between 1 and 5%. A big difference between 2009 and 2010 for EDIT is the debt payment anticipated for a juvenile center, which was budgeted, but no debt has been issued. Last year the projected ending cash balance for EDIT was $11,700,000 and the actual balance is $12,000,000.

Councilmember Winger asked if operational costs could be taken from these funds. Attorney Dave Luhman stated the Cumulative Capital Development Income Tax rate was imposed so the County could have a tax rate to provide money for capital improvements. The Economic Development Income Tax (EDIT) was imposed to provide money for economic development, and initially under the state statute, there were restrictions on its use. Several years ago, the General Assembly removed that restriction so the County does have flexibility with the EDIT fund. The County may use EDIT funds on any item the County determines, adding to keep in mind it was initially created for economic development.

Auditor Weston stated there has been considerable activity the past few years within the Cumulative Capital Fund, adding the ending balance now is at the same level as it was in 2004. This is in all probability due to anticipation of a juvenile center being funded with EDIT and other projects being paid with CCD. Certain projects have been folded into the 2011, 2012, and 2013 projected budgets based on whether or not they can be expensed from CCD; however, the analysis shows that the CCD fund will not be able to pay for all of these projects.

Some of the requests that are not included in the 2010 budget are handicap parking at the fairgrounds and showers at the Tippecanoe Villa. There was discussion as to whether or not they need to be completed this year or if they can wait until 2011. Auditor Weston stated there is an average of about $3.7 million of capital projects each year. The purpose of this exercise is to allocate these capital projects over the years when the revenue is available. Councilmember Vernon asked if Auditor Weston could show how much we are spending out of these two funds for salaries per year. Auditor Weston stated salaries amount to about $200,000 from Fund 010 and $460,000 from Fund 301. Councilmember Winger suggested, while it appears a great deal of the anticipated expenditures are for maintenance, it can cost more in the long run to defer the maintenance. He added that if an item would cost the County more money by not doing it, it would be unwise not to complete those projects.

Councilmember Gutwein asked about the expenditures under E-911 for 2011. Sheriff Brown stated this is funding to rebuild the infrastructure of the public safety network, adding that some of these costs may be eliminated. The Microsoft licensing will be paid for the end of this August, and in 2011, partners in the network will be moving their licensing to the City of Lafayette, City of West Lafayette, and Purdue University. The Sheriff will likely be combining the County's licensing with the MITS program. This will reduce the cost for that year. Commissioner Murtaugh stated that under MITS there is $150,000 budgeted

for the server room. MITS Director Dave Sturgeon stated that the server room no longer needs to be as large because equipment has gotten smaller. This would free up space for other use and reduce cooling cost. Councilmember Gutwein asked Mr. Sturgeon about the annual recurring software budget. Mr. Sturgeon explained these are annual fees for maintenance on software such as Courtview, Manatron, H T E, etc. The recurring hardware is to cover cost for the replacement of printers, computers, and any other items that need replaced periodically. Councilmember Kemper stated he would like a breakdown of the software and hardware items between Funds 010 and 301.

Commissioner Byers reminded Council members that the EDIT Fund was planned to re-pay debt for a juvenile center and at some point, it needs to be decided if the $1.8 million for debt service can be used toward other projects or if a juvenile center is still in the future. Councilmember Winger stated they really need a year or two of data from the intake assessment program to see what impact it is having before making a decision to proceed with the juvenile center. Commissioner Byers stated that in order to prepare for these projects the Commissioners need a tentative date so they can be budgeted.

Commissioner Murtaugh mentioned that $100,000 is budgeted for a build-out of a health clinic. He would like to move forward with renovation proposals if that is something the Council supports. Councilmember Gutwein stated he would be supportive of continuing that project.

Commissioner Byers stated that they should have the study of the fairgrounds back next month and would then be doing a long-term plan for the fairgrounds. Items, such as the horse barn, at a medium priority would be decided in the planning process.

Highway Director Opal Kuhl had one item on the capital list for $325,000 to be used for replacing one piece of large equipment each year. Ms. Kuhl stated the Highway department has been trying to buy used equipment from Noblesville.

Maintenance Director Mike Haan stated he had received three estimates for the courthouse window replacement project. The windows at the courthouse are dilapidated and need replaced soon, adding they will not know if any frame replacement will be necessary until the windows have been removed. Von Tobel's is a possible candidate for the project. Pella backed out saying they did not feel confident they could complete the project. Best Window did not feel they could tackle something of that magnitude. Commissioner Knochel suggested moving the courthouse window project to a high priority given the condition of the windows. Councilmember Jeff Kemper suggested that Councilmember John Basham follow up on the evaluation of the window replacement for the Courthouse.

Area Plan Executive Director Sallie Fahey stated that if an electronic system were approved by the State she could begin to eliminate some paper records, adding Area Plan is required by the State to keep any original documents pertaining to property. MITS Director Dave Sturgeon suggested that Docuware may be suitable for archiving purposes and a site license was purchased this year. He does not know if it is acceptable by the State. Ms. Fahey stated she had not looked at that software and would discuss it further with Mr. Sturgeon.

Commissioner Byers posed a question for Councilmember's, "If we see that funds are going to be stringent, what can be moved to EDIT?" and he asked if there are any obvious priority changes.

Council members agreed to be mindful that the EDIT fund was originally created for economic development.

Commissioner Murtaugh stated the Commissioners are looking for guidance from the Council as to which projects should move forward.

OTHER BUSINESS

None

- Commissioner Byers moved to recess until the 10:00 a.m. meeting, second by Commissioner Murtaugh; motion carried.

- Councilmember Kemper moved to adjourn, second by Councilmember Basham; meeting adjourned.

Tippecanoe County Council

Andrew S. Gutwein, President

Roland K. Winger, Vice President

John R. Basham II

Jeffrey A. Kemper

Betty J. Michael

Kevin L. Underwood

Kathy Vernon

Attest:
Jennifer Weston, Auditor

TIPPECANOE COUNTY, INDIANA
Sustainability Analysis

Five Year Capital Improvement Plan

Department	Priority	Funding	Item	2010	2011	2012	2013	2014	2015
Area Plan Commission	H	EDIT	Traffic Counters	$ -	$ 3,000	$ -	$ 11,000	$ -	$ -
	M	CCD	Conference Room Table	-	1,000	-	-	-	-
	M	CCD	System to Archive Records including FICHE	-	20,000	15,000	10,000	7,000	7,000
	H	EDIT	Software for Zoning & Subdivision Applications	-	5,000	-	-	-	-
	M	EDIT	Printer & Plotter Replacement	-	-	-	-	15,000	-
Building Commission	M	CCD	Unsafe Building Fund	-	20,000	20,000	20,000	20,000	20,000
	M	CCD	Scanner	-	1,000	-	-	-	-
Cary Home	H	CCD	Back Porch/Kitchen Remodel	-	16,000	-	-	-	-
	H	CCD	Roof/Gutter Work	-	-	20,000	-	-	-
	H	CCD	Plumbing Repair/Updating	-	75,000	-	-	-	-
	M	CCD	Carpet Replacement/Floor Replacement	-	-	-	7,000	-	-
	H	CCD	Appliance Replacement/Repair	-	-	7,000	8,000	-	-
	M	CCD	Bathroom Improvements	-	-	-	-	15,000	-
	H	CCD	Vehicle Replacement	-	-	-	-	-	15,000
Commissioners	H	EDIT	TEMA Bldg	500,000	500,000			-	-
Court Services	H	UF	Equipment (PC's, Laptops)	-	1,000	1,000	2,500	5,700	2,000
	H	UF	Flooring/Carpet Tiles	-	10,000	2,000	-	-	-
	H	UF	Ceiling Tiles	-	5,000	4,375	-	-	-
	M	UF	Desks/Workstations & Other Furniture	-	3,200	3,500	3,500	3,500	3,500
E911	H	EDIT	Microsoft Enterprise Agreement	-	150,000	50,000	50,000	50,000	50,000
	H	EDIT	Virtualization of Servers on Public Safety Network	-	49,548	-	-	-	-
	M	CCD	Application Security for Network	-	28,882	-	-	-	-
	H	CCD	Localized/Restricted Data Storage for PSN	-	37,833	-	-	-	-
	M	CCD	Core Network Switching Subsystem	-	72,380	-	-	-	-
	M	CCD	Estab. Network Infrastructure & Services Continuity	-	16,200	-	-	-	-
Fairgrounds	H	CCD	Infrastructure & Building Improvements	-	30,000	30,000	30,000	30,000	30,000
	H	CCD	Roof Replacements	-	40,000	40,000	-	-	-
	H	EDIT	Expand Asphalt Parking	15,000	-	-	-	-	-
	M	CCD	Replace Old Horse Barn	-	250,000	250,000	-	-	-
	H	EDIT	Acquire YMCA Property	-	1,000,000	2,000,000	2,000,000	-	-
Highway	H	HWY	Equipment Replacement	-	325,000	325,000	325,000	325,000	325,000
Maintenance	H	CCD	Stone Work at TCCH (Clean, Caulk)	-	-	150,000	-	-	-
	H	CCD	Contrete Replacements	-	25,000	25,000	25,000	25,000	25,000
	M	EDIT	TCCH window replacement	-	250,000	250,000	250,000	250,000	250,000
	M	CCD	Replace Community Corrections A/C	-	10,000	8,000	8,000	10,000	10,000
	M	EDIT	Replace HVAC 629 Building	-	-	-	-	150,000	-
	M	CCD	Build Retaining Wall & Resurface Jury Lot	-	6,000	-	-	-	-
	H	CCD	Roof/HVAC Contingency	-	75,000	75,000	75,000	75,000	75,000
	M	EDIT	Replace HVAC at TCOB	-	-	-	300,000	-	-
	M	CCD	Replace Vehicle & Trailer	-	-	35,000	10,000	-	-
	M	CCD	Carpet Replacement (Any Bldgs)	-	25,000	25,000	25,000	25,000	25,000

TIPPECANOE COUNTY, INDIANA
Sustainability Analysis

Five Year Capital Improvement Plan
(continued)

Department	Priority	Funding	Item	2010	2011	2012	2013	2014	2015
MITS	H	CCD	Annual Recurring Hardware	$ -	$ 148,000	$ 148,000	$ 148,000	$ 148,000	$ 148,000
	H	CCD	Annual Recurring Software	-	400,000	400,000	400,000	400,000	400,000
	H	CCD	Annual Phone Maintenance	-	16,000	16,000	16,000	16,000	16,000
	H	CCD	Offsite Data Strorage Library	-	20,000	-	-	-	-
	H	CCD	Server Replacement	-	-	24,000	-	-	-
	H	CCD	Wireless Project	-	-	40,000	-	-	-
	M	CCD	Remodel Server Room/Replace Cooling/Downsize	-	150,000	-	-	-	-
Parks & Recreation	H	CCD	Vehicle Replacement	-	17,000	18,000	19,000	19,000	19,500
	H	CCD	Commercial Mower	-	45,000	46,000	26,000	27,000	27,000
	H	EDIT	Roof Replacements	-	90,000	15,000	-	-	-
	M	GR	Picnic Tables	-	-	2,500	-	-	-
	M	CCD	Resurface Ross Camp Drives	-	-	25,000	-	-	-
	H	GR/PF	Handicapped Access Battlefield Museum	-	-	-	35,000	-	-
	M	EDIT	Lighting Replacement Amphitheater	-	-	50,000	-	-	-
	M	EDIT	Re-surface Amphi Parking Lot	-	-	-	-	55,000	-
	M	CCD	4WD Pickup	-	-	-	-	35,000	-
	M	CCD	Restroom Replacement Fort Ouiatenon	-	-	-	-	45,000	-
	M	CCD	Replace Dump Truck	-	-	-	-	-	50,000
Probation	M	UF	Desks/Workstations	-	16,000	-	-	16,000	16,000
Prosecutor	M	CCD	Office Painting & Railing	-	10,000	-	-	-	-
Public Defender	M	CCD	Various Equipment	-	5,000	5,000	3,000	-	-
Sheriff	H	CCD	Annual Vehicle Replacements	-	154,000	154,000	154,000	154,000	154,000
	M	EDIT	Expand Kitchen in the Jail	-	-	-	75,000	-	-
	M	CCD	Partial Resurfacing of Parking Area	-	40,000	-	-	-	-
	H	CCD	Annual Laptop (for vehicles) Replacement	-	12,000	12,000	12,000	12,000	12,000
	H	CCD	Annual PC Replacement	-	5,000	5,000	5,000	5,000	5,000
	M	CCD	Replace Gas Boilers	-	120,000	-	-	-	-
	H	CCD	Roof Replacement Sheriff Annex	-	-	50,000	-	-	-
	M	CCD	Prison Holding Area in County Courthouse	-	-	20,000	-	-	-
	M	BD	Expansion of Jail	-	-	-	-	5,000,000	-
Superior Court 4	M	CCD	Desk/Workstation & Other Furniture	-	6,500	-	-	-	-
Superior Court 6	M	CCD	Storage Units for Trial Evidence Room	-	1,200	-	-	-	-
Surveyor	H	EDIT	GPS Upgrade	-	40,000	-	-	-	40,000
	M	CCD	Replace ATV	-	-	5,000	-	-	-
	M	EDIT	Handheld Mapping GPS	-	-	15,000	-	-	-
	M	CCD	4WD Pickup/SUV	-	-	27,000	27,000	-	27,000
	M	EDIT	Station Upgrade	-	30,000	-	-	-	-
	L	EDIT	Auto Level	-	-	-	-	2,000	2,000

TIPPECANOE COUNTY, INDIANA
Sustainability Analysis

Five Year Capital Improvement Plan
(continued)

Department	Priority	Funding	Item	2010	2011	2012	2013	2014	2015
Tippecanoe Villa	H	CCD	Infrastructure Repairs	$ -	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
	H	EDIT	HVAC	-	15,000	15,000	15,000	10,000	10,000
	M	CCD	Remodel Showers	40,000	-	-	-	15,000	15,000
	M	CCD	Replace Windows	-	80,000	-	-	-	-
Treasurer	H	CCD	Folder/Stuffer Equipment (Lease)	-	19,800	19,800	19,800	19,800	19,800
			Total	$ 555,000	$ 4,501,543	$ 4,458,175	$ 4,124,800	$ 6,995,000	$ 1,808,800
			Less Major Projects (Buildings)	$ 500,000	$ 1,500,000	$ 2,000,000	$ 2,000,000	$ 5,000,000	$ -
			Total	$ 55,000	$ 3,001,543	$ 2,458,175	$ 2,124,800	$ 1,995,000	$ 1,808,800

Priority Key

H	High
M	Medium
L	Low

Fundin Key

CCD	Cumulative Capital Development Fund 010
EDIT	Economic Development Fund 301
BD	Bond
GR	Grant Funding
HWY	Highway - MVH, LRS, Wheel/Sur Tax
PF	Park Foundation
UF	Related User Fee Fund