

**TIPPECANOE COUNTY COUNCIL MEETING
COUNTY OFFICE BUILDING – TIPPECANOE ROOM
TUESDAY, SEPTEMBER 13, 2016
8:30 A.M.**

The Tippecanoe County Council met Tuesday, September 13, 2016 in the Tippecanoe Room of the County Office Building at 8:30 a.m. Council members present were: President David R. Williams, Vice-President John R. Basham II, Bryan E. Metzger, Sally J. Siegrist, Kevin L. Underwood, Kathy Vernon, and Roland K. Winger. Others present were: Attorney Doug Masson, Auditor Bob Plantenga, and Recording Secretary Tillie Hennigar.

PLEDGE OF ALLEGIANCE

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

AUDITOR'S FINANCIAL REPORT – Bob Plantenga

Auditor Plantenga reported on the August Financial Statement stating the beginning Cash Balance in the General Fund was \$9,145,040.42. With the Projected Miscellaneous Revenue and Property Tax, the Total Available was \$41,110,444.42. Deducting the Encumbrances, the Budget, the Minimum Balance, Additional Appropriations to date, and the Miscellaneous Expenditures of \$845.12; the Total currently available is \$204,568.30. For the meeting today, there are General Fund additional appropriation requests of \$186,331.00. The appropriations will leave the balance extremely low. Also, Superior Court III has requested over \$1,000.00 for next month. Auditor Plantenga said a resolution could be to go under the \$6 million minimum balance. The COIT Fund began with a Cash Balance of \$2,262,873.18. Adding the COIT Revenue and deducting the Encumbrances, the Beginning Net Balance was \$360,171.18. With \$40,136 of COIT appropriations this year, the current balance available is \$320,035.18.

Financial Statement August 31, 2016				
		General Fund	COIT Fund	Combined Funds
Cash Balance (01/01/2016)		\$9,145,040.42	\$2,262,873.18	\$11,407,913.60
DLGF Requested 2016 Projected Miscellaneous Revenue		\$10,123,711.00	\$8,655,120.00	\$18,778,831.00
99% of Property Tax Estimated Levy		\$22,589,644.00	\$0.00	\$22,589,644.00
Estimated Circuit Breaker Credits		\$747,951.00	\$0.00	\$747,951.00
Total Funds Available		\$41,110,444.42	\$10,917,993.18	\$52,028,437.60
Less: 2016 Encumbrances		\$167,809.00	\$15,955.00	\$183,764.00
Less: DLGF Requested 2016 Budget		\$34,424,723.00	\$9,041,867.00	\$43,466,590.00
Less: Council Approved Minimum Balance (Res 2013-24-CL)		\$6,000,000.00	\$1,500,000.00	\$7,500,000.00
Beginning Net Balance		\$517,912.42	\$360,171.18	\$878,083.60
Additional Appropriations	Requested	Granted	Granted	Granted
January	\$6,234	\$6,234	\$0	\$6,234
February	\$266,125	\$219,545	\$40,136	\$259,681
March	\$0	\$0	\$0	\$0
April	\$2,000	\$2,000	\$0	\$2,000
May	\$453	\$453	\$0	\$453
June	\$6,652	\$6,652	\$0	\$6,652
July	\$0	\$0	\$0	\$0
August	\$77,615	\$77,615	\$0	\$77,615
September	\$186,331			
October				
November				
December				
Total Additional Appropriations	\$545,410	\$312,499	\$40,136	\$352,635
Budget Reductions	Requested	Gen Fund Granted	COIT Fund Granted	Total Granted
Year to Date	\$0	\$0	\$0	\$0
Miscellaneous Expenditures (year to date total)		\$845.12	\$0.00	\$845.12
Available for Appropriation		\$204,568.30	\$320,035.18	\$524,603.48

Auditor Plantenga continued, discussing the Revenue through 8/31/16. One line, Other Taxes Fund 0126 was omitted and is not included in the report; the amount was \$1,500.00. He commented on Intergovernmental, Licenses & Permits percentages. Fund 0442 Fairgrounds now has \$97,715.00 compared to \$120,000.00 of the 2016 budget. Interest Earnings are 103.2% over budget. Overall, the General Fund Revenue is 57.3% of the expected revenue for the year which is extremely well considering property taxes only come in twice a year.

Discussing the Fund Balances, Auditor Plantenga said the General Fund balance on August 31 was \$4,625,054.82. Referencing Fund 1167 – Levy Excess, he stated a lot of money has been sitting there for a few years. He contacted the State Board of Accounts and the Department of Local Government Finance and \$100,000.00 will be moved to the General Fund, leaving over \$500,000.00. The money should be moved out of the fund and has to be used the same as property tax money; it comes from welfare. DLGF was not in favor of moving the money to the Rainy Day Fund. The Commissioners have discussed using the money to pay off the parking garage.

Referencing Funds 2580 and 2581 - Court Services is making good progress. Currently, Fund 2581 does not have payroll so the balance will continue to increase. Payroll is now covered by Community Corrections and the Probation Department.

Referencing Fund 4710 – County Self Insurance, Auditor Plantenga said the cash balance increased and now has a balance of \$912,327.75. At the beginning of the year, the balance was -\$382,000.00. Almost \$1.3 million has been picked up in Health Insurance due to a number of months with low claims.

Referencing Fund 4880 – Project (Revolving), he stated a large reimbursement was received from INDOT for right-of-ways.

TREASURER'S REPORT – Jennifer Weston

Treasurer Weston reported on the August 2016 Bank Balances and Interest Rates. Centier Bank had an account balance of \$15,029,590.65 with interest totaling \$8,827.27 and Lafayette Bank & Trust had an account balance of \$50,758,628.80 with interest totaling \$22,828.46. The average interest rate was 0.59% and the Weighted Average Rate was 0.60%. The balance for Morgan Stanley was \$22,450,361.26, earning \$32,596.62 in interest and the First Empire balance was just over \$6 million, earning \$12,291.00 in interest.

Treasurer Weston added First Merchants to the report - a Highway Escrow account that has not been on the report previously. Monthly statements are now being received and the interest distribution will be included. The August total month-end interest for all accounts totaled \$76,544.66 – 65.3% of budget with 66.7% of the year lapsed.

Bank Balances and Interest Rates			
August 2016			
	<u>Account Balance</u>	<u>Rate</u>	<u>Interest</u>
<u>Centier Bank</u>			
Comm NOW/checking	\$15,029,590.65	0.65%	\$8,827.27
Centier Total	\$15,029,590.65		\$8,827.27
<u>Lafayette Bank & Trust</u>			
Savings	\$34,918,021.95	0.60%	\$15,924.88
Primary/sweep	\$5,616,343.58	0.55%	\$1,349.37
Flex Benefits	\$98,801.91	0.00%	\$0.00
Claims/sweep	\$1,605,848.39	0.55%	\$912.24
Cary Home	\$1,021.61	0.60%	\$0.52
Cumulative Bridge	\$1,672,417.49	0.60%	\$1,124.35
Local Road & Street	\$291,395.83	0.60%	\$163.57
Drain Maintenance	\$1,416,313.88	0.60%	\$727.89
Gen Drain Main	\$1,146,648.78	0.60%	\$582.71
Hwy Escrow	\$59,852.40	0.60%	\$30.40
MVH	\$2,411,313.77	0.60%	\$1,286.07
E-Check	\$4,151.18	0.60%	\$18.10
Law Enforcement Warrant	\$1,516,498.03	0.55%	\$708.36
Lafayette Bank & Trust Total	\$50,758,628.80		\$22,828.46
<i>Note: Claims Balance does not include Outstanding checks</i>			
Average Interest Rate		0.59%	
This Month (Weighted Average Rate)	\$65,788,219.45	0.60%	
Last Month (Weighted Average Rate)	\$61,156,299.63	0.60%	
<u>Morgan Stanley</u>			
EDIT Landfill	\$4,335,386.88	n/a	\$6,406.64
High Balance	\$18,114,974.38	n/a	\$26,189.98
Morgan Stanley Total	\$22,450,361.26		\$32,596.62
<u>First Empire</u>			
High Balance	\$6,018,477.57	n/a	\$12,291.00
First Empire Total	\$6,018,477.57		\$12,291.00
<u>First Merchants</u>			
Hwy Escrow	\$5,634.28	n/a	\$1.31
First Merchants Total	\$5,634.28		\$1.31
Total Month-End Interest			\$76,544.66

Treasurer Weston stated the RFP's for banking services have been received and reviewed. Interest will not change, continuing at 0.60% and 0.65%. One proposal was very competitive; however, due to the service and consistency of the Lafayette Bank and Trust bid, they will continue to provide the County banking services.

Noting the Ordinance on the agenda adopting an investment policy, Treasurer Weston stated there is not much change. There has not been any change in legislation or change to the County investment policy; the Ordinance is to re-establish the policy.

PUBLIC COMMENT (Agenda Items) - none

ORDINANCE 2016-19-CL – ADOPTING TIPPECANOE COUNTY INVESTMENT POLICY

Attorney Masson reiterated Treasurer Weston's comments that Ordinance 2016-19-CL Adopting Tippecanoe County Investment Policy is a re-authorization. The statute requires in order having longer term investments – those lasting more than two years but not more than five years, an Ordinance must be in place. The Ordinance is in force for up to four years. The previous Ordinance expires on October 1, 2016; the current Ordinance will remain in force until October 1, 2020.

President Williams stated the second reading will be at the evening budget meeting on October 3rd.

- Councilmember Winger moved to approve Ordinance 2016-19-CL as presented, second by Councilmember Siegrist.

Auditor Plantenga recorded the vote.

Williams	Aye
Basham	Aye
Metzger	Aye
Siegrist	Aye
Underwood	Aye
Vernon	Aye
Winger	Aye

Ordinance 2016-19-CL passed 7-0 on first reading.

CONSENT AGENDA

Approval of Meeting Minutes – August 9, 2016

Superior Ct. 1 – General Fund 1000			
Transfer	\$	2,000	Pauper Attorney <i>to</i> Salaries & Wages / Part Time
Highway – Co Share Surtax Fund 4805			
Transfer	\$	80,504	Street Materials <i>to</i> Vehicle & Equipment
Highway – Revolving Fund 4880			
Transfer	\$	1,000	Bridges <i>to</i> Other Professional Services
Commissioners – DFC SAMHSA Fund 8667			
Transfer	\$	267	Other Professional Services <i>to</i> Office Supplies / General
WIC – WIC FY16 Fund 8880			
Transfer	\$	30,000	Employee Benefits / Health Insurance
	\$	20,000	<i>to</i> Operating Supplies / Educ Materials
	\$	5,000	<i>to</i> Other Professional Services
	\$	5,000	<i>to</i> Travel Cost & Mileage Reimb
	\$	10,000	Salaries & Wages / Full Time <i>to</i> Office Supplies / General
	\$	6,827	Salaries & Wages / Full Time <i>to</i> Operating Supplies / Inst. or Medical
	\$	1,288	Employee Benefits / Social Security <i>to</i> Operating Supplies / Inst. or Medical
	\$	1,885	Employee Benefits / PERF Retirement <i>to</i> Operating Supplies / Inst. or Medical

- Councilmember Siegrist moved to approve the Consent Agenda as presented, second by Councilmember Underwood; motion carried.

Additional Appropriations:

PROSECUTOR – Pat Harrington

Drug Prosecution Fund 9259

- Councilmember Winger moved to approve the Appropriation for the Prosecutor for Fund 9259 as presented, second by Councilmember Siegrist.

Prosecutor Harrington explained the grant is from the Indiana Prosecuting Attorney's Counsel helping the drug task force supplement other funds that are decreasing or ending.

Grant Appropriation \$9,891

\$ 9,891 Other Professional Services

- All Councilmembers voted in favor of the Appropriation for the Drug Prosecution Fund 9259 for the Prosecutor; motion carried.

PUBLIC DEFENDER – Amy Hutchison

General Fund 1000

- Councilmember Winger moved to approve the Appropriation for Fund 1000 for the Public Defender as presented, second by Councilmember Siegrist.

Public Defender Amy Hutchison said the majority of the requested funds will be going towards psychological services. Councilmember Winger noted during the previous 3-4 years budget sessions these accounts were intentionally budgeted tight knowing there would be follow up requests. For 2016, \$157,000 of the budgeted \$175,000 has already been expended through mid-year; the 2017 budget is \$200,000. Councilmember Winger asked if these two additional appropriations would be enough to get through the remainder of the year. Ms. Hutchison is hopeful but it depends on the needs that walk through the office door. Currently there is one person who requires a large amount of services in order to stand trial. Councilmember Siegrist said this is a symptom of the current issues existing in the county and will not go away, nor can it be predicted.

Appropriation \$15,000

\$ 15,000 Other Professional Services

- All Councilmembers voted in favor of the Appropriation from the General Fund 1000 for the Public Defender; motion carried.

Supplemental Pub Def Fund 1200

- Councilmember Winger moved to approve the Appropriation for Fund 1200 for the Public Defender as presented, second by Councilmember Siegrist.

President Williams asked if there were any additional comments related to this fund; there were none.

Appropriation \$15,000

\$ 15,000 Other Professional Services

- All Councilmembers voted in favor of the Appropriation for Fund 1200 for the Public Defender; motion carried.

SHERIFF – Barry Richard
Misdemeanant Fund 1175

- Councilmember Metzger moved to approve the Appropriation for Misdemeanant Fund 1175 as presented, second by Councilmember Underwood.

Sheriff Richard explained this fund is split 50/50 with Community Corrections. He plans to use the fund to replace two transport vehicles in the fleet. Councilmember Winger asked if these vehicles had been purchased with this fund in the past. Sheriff Richard stated they have not been able to until this past year. The General Fund vehicle account has been used replacing patrol cars so this is an optional funding source. Councilmember Winger noted this will greatly reduce the fund balance and asked what the revenue expectations are for next year. Auditor Plantenga responded the amount would be the same for next year. Sheriff Richard assured the Council the fund balance will not go so low that he will need to come back asking for additional funds to replace what has been spent on vehicles. Councilmember Siegrist asked what type of vehicles will be purchased. Sheriff Richard said the plan is to get several four-wheel drive crew cab pick-up trucks because of the space inside. The officers are in these trucks for hours at a time, sometimes out of state; comfort and durability is an important consideration. A truck will provide plenty of space for all occupants once the divider is installed between the front and back seat. A topper will be installed on the bed to provide additional space if personal items are to be transported along with the prisoner. There are two traditional vans that will continue to be used for in-county and short-distance transports; the pick-ups are intended for longer distances.

Appropriation \$47,991

\$ 47,991 Sheriff Vehicles

- All Councilmembers voted in favor of the Appropriation for Misdemeanant Fund 1175 for the Sheriff; motion carried.

COMMUNITY CORRECTIONS – Allison Miner
Misdemeanant Fund 1175

- Councilmember Metzger moved to approve the Appropriation for Misdemeanant Fund 1175 as presented, second by Councilmember Underwood.

Community Corrections Deputy Director Allison Miner stated their portion of the fund will be used for one year lease on their vehicles and to purchase ballistic vests.

Appropriation \$47,991

\$ 4,000 Other Supplies
 \$ 43,991 Other Professional Services

- All Councilmembers voted in favor of the Appropriation for Misdemeanant Fund 1175 for Community Corrections; motion carried.

PARKS – Allen Nail

Park Non-Reverting Capital Fund 1178

- Councilmember Metzger moved to approve the Appropriation for the Park Non-Reverting Fund 1178 as presented, second by Councilmember Underwood.

Parks Director Nail noted the request is to purchase approximately two acres south of the Battlefield for maintenance access. The access would run from North 9th Street Rd to Burnett Creek, giving them access to remove obstructions on the creek and to maintain and improve the Wabash Heritage Trail.

Appropriation \$2,200

\$ 2,200 Other Land

- All Councilmembers voted in favor of the Appropriation for Misdemeanant Fund 1178; motion carried.

BOARD OF ELECTIONS – Brian Mangus & Miranda Bilodeau

General Fund 1000

Prior to making a motion, Councilmember Winger asked Auditor Plantenga if the request was advertised out of the EDIT or Cum Cap Funds. Auditor Plantenga said the issue arose after the agenda was published so it was not. He suggested this request be tabled until next month to advertise it correctly. Councilmember Winger requested the department present the need today and discuss the funding source at a later meeting.

County Clerk Christa Coffey noted there have been quite a few issues related to the election this year. There was an unexpected expense of \$22,000 during the Primary for the former ePoll book company to be on site to assist with ongoing needs. The amounts requested for Software and Vehicles & Equipment is for the purchase of new equipment and associated licenses. The Other Professional Services line is for ballot preparation. The 2016 budget request made last year was based on costs for a municipal election. The amount requested will cover costs for the actual county-wide election. Democrat Co-Chairman Mangus noted funds were transferred from the Election Workers line to cover the on-site expense. The County Election Board and County Chairs met to discuss the unreliability of the former provider and decided the best solution was to have them on-site even at an increased cost. Councilmember Winger remarked the Council had asked the Commissioners if the equipment expense could be expensed from a fund other than the General Fund. Commissioner Tom Murtaugh said the message asked if it could be funded from one of the existing line items in either the EDIT or Cum Cap Fund for 2016; it cannot due to funding needed for current projects. If the vendor is willing to wait 6 weeks to be paid he said it was feasible to do an additional appropriation from the EDIT fund. Clerk Coffey felt the company would be willing to wait that long for payment. Councilmember Winger said that would give her time to request funding from EDIT and have it approved at the November Council meeting. He recommended taking no action today and resubmitting the request. Auditor Plantenga mentioned since it is not being tabled, the Clerk would need to submit a new request.

HIGHWAY – Mike Spencer

Project Revolving Fund 4880

- Councilmember Vernon moved to approve the Appropriation for Highway Project Revolving Fund 4880 as presented, second by Councilmember Basham.

Highway Assistant Executive Director Mike Spencer said this money is the first payment from the city of West Lafayette for work the County did on the annexed parts of Cumberland Avenue and Lindberg Road. The balance still owed is \$500,000.

Appropriation \$315,566

\$ 315,566 Other Professional Services

- All Councilmembers voted in favor of the Appropriation for Project Revolving Fund 4880 for Highway; motion carried.

HEALTH – Craig Rich

General Fund 1000

- Councilmember Underwood moved to approve the Appropriation for General Fund 1000 in the amount of \$11,631 as presented, second by Councilmember Metzger.

Health Administrator Rich stated this is a reimbursement from one of their court cases.

Appropriation \$11,631

\$ 1,631 Professional Services / Legal
\$ 10,000 Operating Supplies / Inst. or Medical

- All Councilmembers voted in favor of the Appropriation for General Fund 1000 for professional services and also operating supplies for the Health Department; motion carried.

Local Health & Maintenance Fund 1168

- Councilmember Underwood moved to approve the Appropriation for Local Health & Maintenance Fund 1168 as presented, second by Councilmember Metzger.

Administrator Rich said this is an annual renewal request for their vital records program.

Grant Appropriation \$4,000

\$ 4,000 Comm. & Transp. / Software

- All Councilmembers voted in favor of the Grant Appropriation for Fund 1168 for the Health Department; motion carried.

Zika Preparedness Fund 8467

- Councilmember Underwood moved to approve the Appropriation for Zika Preparedness Fund 8467 as presented, second by Councilmember Metzger.

Administrator Rich explained these funds have come through the state preparedness division. The funds will be used for training and mosquito supplies.

Grant Appropriation \$3,000

\$	2,530	Other Supplies / Non-Specified
\$	470	Travel Cost & Mileage

- All Councilmembers voted in favor of the Grant Appropriation for Zika Preparedness Fund 8467 for the Health Department; motion carried.

HPP & PHEP Base Fund 8476

- Councilmember Underwood moved to approve the Appropriation for HPP & PHEP Fund 8746 as presented, second by Councilmember Metzger.

Administrator Rich explained these funds were appropriated last month but he requested the incorrect fund. This action is a correction.

Grant Appropriation \$19,891

\$	8,999	Salaries & Wages / Part Time
\$	688	Employee Benefits / Social Security
\$	99	Other Personal Services / Worker's Comp
\$	250	Other Professional Services
\$	9,855	Machinery & Equipment / Other

- All Councilmembers voted in favor of the Grant Appropriation for HPP & PHEP Fund 8746 for the Health Department; motion carried.

COMMISSIONERS

DFC SAMHSA Fund 8667

- Councilmember Underwood moved to approve the Appropriation for DFC SAMHSA Fund 8667 as presented, second by Councilmember Vernon.

Grant Appropriation \$125,000

\$	2,540	Office Supplies / General
\$	117,676	Other Professional Services
\$	4,784	Travel Cost & Mileage Reimbursement

Grant Facilitator Sharon Hutchison said the Drug Free Coalition received this grant for fiscal year 2016-17.

- All Councilmembers voted in favor of the Grant Appropriation for DFC SAMHSA Fund 8667 for the Health Department; motion carried.

AUDITOR – Robert Plantenga

Elected Officials Training Fund 1217

- Councilmember Vernon moved to approve the Appropriation for Elected Officials Training Fund 8667 as presented, second by Councilmember Basham.

Auditor Plantenga explained this is for training he is required to attend. In the past, the semi-annual training travel has been paid from unappropriated funds based on the statute. He received an email from State Board of Accounts stating they would not take exception if this travel is paid for from the Elected Officials Training Fund. Councilmember Winger asked if this applies to other elected officials and their required training. Auditor Plantenga replied the statutes are conflicted on this matter. The statute on a State called meeting states they must be paid from the General Fund; however, the statute on the Elected Official Training Fund states it can be used for any required training - State called conferences would fit into this category.

Appropriation \$500

\$ 500 Travel Cost & Mileage Reimbursement

- All Councilmembers voted in favor of the Appropriation for Elected Officials Training Fund 1217 for the Auditor; motion carried.

COMMITTEE REPORTS

- Councilmember Basham reported on the status of the Regional Romney Sewer District. The planning completion is near as all parties have signed off the necessary paperwork and the land has been acquired.

UNFINISHED BUSINESS/NEW BUSINESS - none

COMMISSIONER / FYI

- Commissioner Byers noted a reclassification for Court Services was approved and asked Auditor Plantenga if the salary statement should have been on this agenda. Auditor Plantenga replied that no statement had been submitted to his office. Since the statement does not need to be advertised it can be reviewed at the next meeting. Commissioner Byers said Court Services currently has one Evaluator and a Case Worker. The Case Worker will be eliminated and a second Evaluator will be added. Moving forward, it will be handled during the budget meeting tomorrow.
- The scaffolding is complete around the Courthouse dome providing a nice roosting spot for area vultures.
- The 111 building project is moving ahead and will hopefully be done by Thanksgiving.
- The Outfest is scheduled for the 17th at 5th and Main streets beginning at 5:00.
- Monday, September 19th from 11:30 – 2:00 the Park Art Grill & Chill fundraiser for United Way will be held on the roof of the county parking garage. He invited all to attend and see the new artwork on the garage walls.

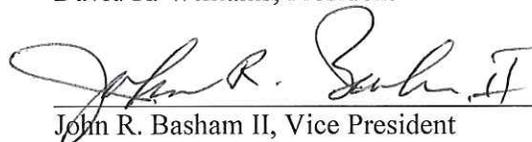
PUBLIC COMMENT

As there were no public comments, President Williams called for a 15 minute break before beginning budget hearings at 9:30.

TIPPECANOE COUNTY COUNCIL



David R. Williams, President



John R. Basham II, Vice President

absent

Bryan E. Metzger

absent

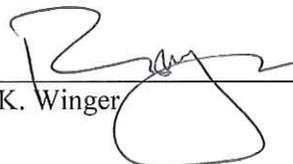
Sally J. Siegrist



Kevin L. Underwood

absent

Kathy Vernon



Roland K. Winger

ATTEST:



Robert A. Plantenga, Auditor 10/11/2016

Minutes prepared by Tillie Hennigar, Auditor Administrative Assistant