TIPPECANOE COUNTY COUNCIL MEETING
COUNTY OFFICE BUILDING – TIPPECANOE ROOM
TUESDAY, AUGUST 11, 2015
8:55 A.M.

The Tippecanoe County Council met Tuesday, August 11 2015 in the Tippecanoe Room of the County Office Building at 8:55 a.m. following the meeting with Financial Consultant Greg Guerrettaz. 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: Auditor Bob Plantenga, Attorney Doug Masson, and Recording Secretary Tillie Hennigar.

PLEDGE OF ALLIANCE

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

AUDITOR'S FINANCIAL REPORT – Bob Plantenga

Financial Statement
Through July 31, 2015

		General Fund	COIT Fund	Combined Funds
Cash Balance (01/01/2015)		$9,564,171.62	$2,293,808.98	$11,857,980.60
DLGF Approved 2015 Projected Miscellaneous Revenue		$10,157,505.00	$8,397,574.00	$18,555,079.00
Property Tax Approved Abstract (99%)		$21,935,914.00	$0.00	$21,935,914.00
Less: Abstract Circuit Breaker Credit Estimate		$772,386.00	$0.00	$772,386.00
Total Funds Available		$40,885,204.62	$10,691,382.98	$51,576,587.60
Less: 2015 Encumbrances		$895,474.00	$49,454.00	$944,928.00
Less: DLGF Approved 2015 Budget		$32,661,921.00	$8,688,081.00	$41,350,002.00
Less: Council Approved Minimum Balance (Res 2013-24-CL)		$6,000,000.00	$1,500,000.00	$7,500,000.00
Beginning Net Balance		$1,327,809.62	$453,847.98	$1,781,657.60
Additional Appropriations	Requested	Granted	Granted	Granted
January	$40,000	$40,000	$0	$40,000
February	$28,000	$3,000	$0	$3,000
March	$500	$500	$0	$500
April	$39,871	$39,871	$0	$39,871
May	$10,911	$3,868	$0	$3,868
June	$958	$958	$0	$958
July	$105,500	$105,500	$0	$105,500
August	$24,122			$0
September				$0
October				$0
November				$0
December				$0
Total Additional Appropriations	$249,862	$193,697	$0	$193,697
Budget Reductions	Requested	Gen Fund Granted	COIT Fund Granted	Total Granted
June	$33,322	$0	$0	$0
August	$1,500			$0
Year to Date	$34,822	$0	$0	$0
Miscellaneous Expenditures (year to date total)		$1,676.32	$0.00	$1,676.32
Available for Appropriation		$1,132,436.30	$453,847.98	$1,586,284.28

Auditor Plantenga said the General Fund Cash Balance for the beginning of the year was $9,564,171.62. With Miscellaneous Revenue and projected Property Tax, less the Circuit Breaker, the total available is $40,885,204.62. Deducting Encumbrances, the 2015 Budget, the Minimum Balance approved by

Council, Additional Appropriations, and Miscellaneous Expenditures; the total available for Appropriation is $1,132,436.30. The COIT Fund began with $2,293,808.98. With projected Revenue, less Encumbrances, the 2015 Budget, and the Council Approved Minimum Balance of $1,500,000.00; the total available is $453,847.98. The year is 58% completed; the General Fund is at 55.19% and COIT is at 56.29%.

Auditor Plantenga reported on Court Services Revenue and Expenditures, saying there were a lot of changes in the month of July. There were personnel changes with reduced staff, three payrolls, and some payoffs for vacation for employees who left employment. The July receipts appear to be higher than expenditures in a normal month.

***TREASURER'S REPORT** – Jennifer Weston*

Interest Rate
Weighted Average

July 2015

	Account Balance	Rate	Interest
Chase Bank			
Property Tax	$0.00	0.00%	$0.00
Chase Total	$0.00		$0.00
Lafayette Bank & Trust			
Savings	$45,196,805.20	0.35%	$13,826.99
Primary/sweep	$4,544,329.83	0.30%	$877.76
Flex Benefits	$90,360.38	0.00%	$0.00
Claims/sweep	$2,819,393.50	0.30%	$660.60
Cary Home	$427.78	0.35%	$0.13
Cumulative Bridge	$2,267,590.32	0.35%	$783.89
Local Road & Street	$435,467.80	0.35%	$118.69
Drain Maintenance	$1,552,042.74	0.35%	$385.37
Gen Drain Main	$1,148,310.35	0.35%	$352.53
Hwy Escrow	$55,168.35	0.35%	$16.39
MVH	$2,070,423.67	0.35%	$627.74
E-Check	$48,854.36	0.35%	$9.37
Law Enforcement Warrant	$1,604,086.98	0.35%	$487.60
Lafayette Bank & Trust Total	$61,833,261.26		$18,147.06
Note: Claims Balance does not include Outstanding checks			
Average Interest Rate		0.34%	
This Month (Weighted Average Rate)	$61,833,261.26	0.34%	
Last Month (Weighted Average Rate)	$66,229,741.65	0.34%	
Morgan Stanley			
EDIT Landfill	$4,626,389.13	n/a	$1,024.73
High Balance	$14,589,027.38	n/a	$11,403.17
Morgan Stanley Total	$19,215,416.51		$12,427.90
First Empire			
High Balance	$3,876,396.54	n/a	$11,650.88
First Empire Total	$3,876,396.54		$11,650.88
Total Month-End Interest			**$42,225.84**

Auditor Weston reported on the Interest for July. Cash on hand totaled $61,833, 261.26 compared to last month at approximately $66 million. The Law Enforcement Warrant Fund interest was discussed with the bank and is now at 0.35% which is similar to the other accounts. The Average Interest Rate is 0.34% at Lafayette Bank and Trust and will likely be unchanged through the end of this year. The Morgan Stanley interest was $12,427.90 and the First Empire interest $11,650.88.

2015 Tippecanoe County Treasurer Interest Summary

Fund Name	Jan	Feb	March	April	May	June	July	Total
001 General Fund	15,230.87	10,878.84	14,996.92	13,026.19	36,003.41	21,452.35	21,427.53	133,016.11
010 Cumulative Capital Development	844.26	607.89	781.56	416.67	502.22	1,308.95	1,277.54	5,739.09
* 011 Cumulative Bridge	743.87	614.37	566.29	513.61	472.83	445.05	783.89	4,138.91
014 Title IV-D Incentive	0.00	30.55	37.72	24.91	30.05	54.95	56.54	234.72
* 101 Highway	521.07	456.43	508.33	517.76	587.55	610.57	627.74	3,829.45
* 102 Local Road & Street	138.53	113.12	125.28	116.86	123.77	110.93	118.69	847.17
* 104 Highway Escrow	14.53	13.13	14.54	14.08	14.55	14.14	16.39	101.36
* 126 Naturalist Program Gift	0.00	33.81	44.97	25.08	31.40	59.88	60.82	255.96
162 IV-D 1099 Child Support	0.00	10.11	11.92	10.53	12.12	21.07	24.07	89.82
172 ID Security Protection	68.23	45.44	60.71	30.64	38.64	74.19	67.19	385.04
191 County 911	866.91	666.45	924.86	533.27	662.42	1,317.84	1,326.80	6,298.55
241 F-Lake Detention	56.20	41.37	55.02	30.69	38.42	73.26	74.42	369.38
* 242 Drain Maintenance	432.54	389.73	431.05	399.06	407.15	387.41	385.37	2,832.31
* 243 General Drain Improvements	283.56	256.25	283.63	268.81	255.63	222.32	382.53	1,952.73
247 Phase II Stormwater	717.97	527.64	692.90	388.39	483.58	913.70	911.62	4,635.80
248 Berlovitz Detention	2.60	1.88	2.01	1.12	1.41	2.68	2.72	14.42
256 IV-D Prosecutor Incentive	0.00	49.73	64.19	41.75	50.71	93.69	98.95	399.02
263 Federal Drug Forfeitures	23.99	17.66	22.32	5.86	0.53	1.02	1.04	72.42
266 Law Enforcement Warrant	434.04	392.08	434.14	420.19	434.25	473.79	487.60	3,076.09
280 Reassessment 2017	59.44	29.80	33.24	13.74	12.83	120.95	112.55	382.55
301 EDIT	6,502.33	4,458.22	6,072.33	3,452.74	4,362.24	8,539.83	8,891.73	42,279.42
305 Southeast Industrial TIF	450.51	312.61	408.67	213.37	266.70	921.77	663.90	3,237.53
310 Self Insurance / Insurance	151.81	88.67	116.82	85.99	132.61	120.95	0.00	696.85
311 Self Insurance / Public Officials	107.68	78.38	103.60	56.83	70.01	132.60	134.04	683.14
312 Self Insurance / Commissioners	74.28	53.90	71.51	39.88	49.93	95.21	96.71	481.42
313 Self Insurance / Highway	58.15	43.20	58.56	31.84	39.49	76.07	77.27	384.57
314 Self Insurance / Sheriff	186.13	131.82	174.97	97.58	121.61	230.55	234.06	1,176.72
* 320 EDIT Landfill	0.00	0.00	4,058.32	9.12	2,495.42	1,514.15	1,024.73	9,101.74
322 Parking Garage Maintenance	134.62	99.67	133.69	74.70	94.65	182.81	171.20	891.34
333 Wabash River Hydrology	3.31	2.43	3.24	1.81	2.26	4.31	4.38	21.74
420 Local Emergency Planning	0.00	0.00	0.00	0.00	0.00	0.00	15.79	15.79
480 Battle Ground Fence	9.12	6.71	8.93	4.98	6.23	11.88	12.07	59.92
481 Capital Park	12.77	9.40	12.50	6.97	8.73	16.65	16.91	83.93
708 Innkeepers	433.04	344.92	509.45	273.23	200.63	460.70	548.37	2,770.34
709 J&C Highway Escrow	0.00	0.00	0.12	0.00	0.00	0.12	0.00	0.24
743 Congressional School Interest	17.79	13.09	17.41	9.70	12.15	23.16	23.51	116.81
* 750 Frances Powers Trust	0.13	0.11	0.13	0.12	0.13	0.12	0.13	0.87
780 Project (Revolving)	843.50	1,205.12	1,595.97	887.34	1,000.76	1,889.82	1,801.81	9,224.32
835 Great Lakes	222.98	164.13	218.29	121.75	152.43	290.65	295.23	1,465.46
Total	29,646.76	22,188.66	33,655.10	22,167.15	49,179.45	42,270.09	42,255.84	241,363.05

Auditor Weston continued by saying the General Fund earned $21,427.53 for July which is similar to June. Fund 420, Local Emergency Planning was added July 1; the Fund earns and keeps its own interest of $15.79 for July.

2015 Tippecanoe County Treasurer Interest Summary

	Jan	Feb	March	April	May	June	July	Total
Average Interest Rate	0.33%	0.33%	0.33%	0.33%	0.33%	0.33%	0.34%	0.33%
Weighted Avg Interest Rate	0.33%	0.33%	0.33%	0.33%	0.34%	0.34%	0.34%	0.33%
Current Year Actual - Total	29,646.76	22,188.66	33,655.10	22,167.15	49,179.45	42,270.09	42,255.84	241,363.05
Last Year Actual - Total	25,397.69	26,341.67	30,222.22	24,097.75	59,408.18	53,692.39	28,466.12	443,769.26
Change from Last Year	4,249.07	(4,153.01)	3,432.88	(1,930.60)	(10,228.73)	(11,422.30)	13,789.72	
Current Year Actual - General Fund	15,230.87	10,878.84	14,996.92	13,026.19	36,003.41	21,452.35	21,427.53	133,016.11
Last Year Actual - General Fund	13,549.62	11,150.58	12,407.19	14,125.72	41,732.45	26,184.76	13,764.94	237,212.46
Change from Last Year	1,681.25	(271.74)	2,589.73	(1,099.53)	(5,729.04)	(4,732.41)	7,662.59	
General Fund Monthly Budget Allocation	15,808.33	15,808.33	15,808.33	15,808.33	15,808.33	15,808.33	15,808.33	
General Fund Over/(Under) Budget	(577.46)	(4,929.49)	(811.41)	(2,782.14)	20,195.08	5,644.02	5,619.20	22,357.78
% of Year Lapsed	8.3%	16.7%	25.0%	33.3%	41.7%	50.0%	58.3%	
% of Forecasted Budget	8.0%	13.8%	21.7%	28.5%	47.5%	58.8%	70.1%	

Auditor Weston said the General Fund actual interest at the end of July was $133,016.11. The amount is down compared to 2014; however, the amount is $22,000 over the budget.

PUBLIC COMMENT (AGENDA ITEMS) - none

CONSENT AGENDA

Approval of Meeting Minutes
Regular Meeting – July 14, 2015

Coroner –General Fund 001
Transfer $ 500 Utilities / Telephone *to* Salaries & Wages / Part Time

$ 100 Automotive Expense / Supplies *to* Salaries & Wages / Part Time

Community Corrections – Co. Misdemeanant 178
Transfer $ 2,568 Equipment / Miscellaneous *to* Departmental / Miscellaneous

Auditor– Ineligible HSC Fund 727
Transfer $ 500 Administrative / Other Professional Service *to* Office Expense / Office Supplies

Cary Home – General Fund 001
Transfer $ 4,200 Salaries & Wages / Overtime *to* Training Costs / Travel & Training

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

SUPERIOR COURT 4 – *Judge Zeman*
General Fund 001
Appropriation $ 2,122 Court Expenses / Pauper Attorney

In the absence of Judge Zeman, Councilmember Winger said the appropriation request is for continued Pauper Attorney expenses.

Appropriation $2,122

- Councilmember Winger moved to approve the appropriation request for Pauper Attorney expenses as presented, second by Councilmember Siegrist; motion carried.

2015 Salary Statement – Superior Court 4

2015 Salary Statement

Up to $14/hr	Salaries & Wages / Part Time

- Councilmember Winger moved to table the Salary Statement for Superior Court 4 to the September Council meeting, second by Councilmember Siegrist; motion carried.

SUPERIOR COURT 3– *Judge Graham*
DFC Grant Fund 156

Grant Appropriation $3,000

$	3,000	Administrative/Other Prof Service

- Councilmember Metzger moved to approve the grant appropriation for Superior Court 3 Fund 156 as presented, second by Councilmember Basham; motion carried.

NCJFCJ Grant Fund 637
Grant Appropriation

Grant Appropriation $3,000

$	2,305	Training Costs / Travel & Training
$	695	Training Costs/Conference Registrations

- Councilmember Metzger moved to approve the grant appropriation for Superior Court 3 Fund 637 as presented for conference expenses, second by Councilmember Basham; motion carried.

PROBATION – *David Hullinger*
Juv Probation- DFC Grant Fund 509

- Councilmember Winger moved to approve the grant appropriation for Fund 509, second by Councilmember Siegrist.

Chief Probation Officer Hullinger said the Drug Free Coalition of Tippecanoe County awarded a grant in the amount of $3,000 for drug screening. Specifically, the drug screening targets the use of synthetic marijuana (SPICE), which is a nationwide problem. Testing for SPICE is expensive because the formula changes frequently; costing approximately $35 per screening. An agreement has been worked out with Redwood Toxicology to target the less financially able families; allowing screening of about 150

juveniles. In 2012 when testing began, approximately 36% were tested positive; over one third were using some type of drug. In 2013 and 2014 the percent dropped to 10.5% and currently it is almost 3%. The Redwood Toxicology screenings test for 19 different varieties.

Grant Appropriation $3,000

$	3,000	Gen Operating/Drug & Alcohol Screens

- Motion carried with all Councilmembers voting in favor of the Fund 509 grant appropriation.

COMMUNITY CORRECTIONS *– Dave Heath*
Community Transition "A" Fund 219

- Councilmember Metzger moved to approve the appropriation for Community Corrections Fund 219 in the amount of $28,400 as presented, second by Councilmember Basham.

Community Corrections Director Heath said the appropriation from Community Transition "A" Fund 219 is money received from the State last year. The money is to lease home detention equipment.

Appropriation $28,400

$	1,700	Salaries & Wages / Full Time Employee
$	26,700	General Operating / Equipment Lease

- Motion carried with all Councilmembers voting in favor of the appropriation for Fund 219.

CORONER *– Donna Avolt*
County General Fund 001

- Councilmember Metzger moved to approve the appropriation for the Coroner from Fund 001 for salaries and wages, second by Councilmember Basham.

Coroner Avolt said the infant mortality rate in Tippecanoe County is at the top for Indiana; mostly due to *co-sleeping*. The event itself takes one person which is fairly simple; however, it is the work after the event that is costing money – the police reports, the photos, and the autopsies. Coroner Avolt stated she does not see it lessening. Councilmember Siegrist asked if *co-sleeping* meant infants were dying due to sleeping with an adult in the same bed. Coroner Avolt said there is *co-sleeping* and *safe-sleeping; safe-sleeping* works IF the parent is not impaired. With the exception of one child, all of the parents were impaired. Councilmember Winger asked for clarification that the appropriation is not just for infant mortality. Coroner Avolt said the appropriation is also for the services associated with a couple of homicides and the deaths that have occurred on I65. As an example, at the recent double homicide, six staff from the Coroner's office arrived at 8:30 and worked straight through until 5:30. Two staff members chose to volunteer and did not receive pay.

- Councilmember Metzger moved to amend the appropriation motion to modify the breakdown to include Social Security, second by Councilmember Basham; motion carried.

Appropriation $22,000

$	9,289	Salaries & Wages / Part Time

$	11,268	Salaries & Wages / Part Time - Misc.
$	1,443	Social Security

- Motion carried with all Councilmembers voting in favor of the amended appropriation.

TEMA – William "Smokey" Anderson
Local Emergency Planning Fund 420

- Councilmember Metzger moved to approve the appropriation from Local Emergency Planning Fund 420 in the amount of $29,227 as presented, second by Councilmember Basham.

TEMA Director Anderson said an appropriation was not required in the past and he is aware the request will take the balance to $0. Auditor Plantenga said new legislation requires the Fund to be appropriated.

Appropriation $29,227

$	27,227	General Operating / Miscellaneous
$	2,000	Training Costs / Travel & Training

- Motion carried with all Councilmembers voting in favor of the appropriation for TEMA Fund 420.

General Fund – 001

- Councilmember Metzger moved to approve the reduction appropriation in the amount of $1,500 for the General Fund as presented, second by Councilmember Basham.

Reduction Appropriation

$	1,500	General Operating / Physical Exams

- Motion carried with all Councilmembers voting in favor of the reduction appropriation for Fund 001.

AUDITOR – Robert Plantenga
Ineligible Homestead Fund 727

- Councilmember Vernon moved to approve the appropriation from Fund 727 for the Auditor as presented, second by Councilmember Basham.

Auditor Plantenga said the Ineligible Homestead Fund 727 accumulates money from property owners who pay back a credit they received but were not eligible for. The Auditor part time staff is paid from Fund 727 and it is running out of appropriation. Auditor Plantenga explained that the statute allows up to $100,000 a year may be put into Fund 727; when that amount is surpassed, the money will go into the General Fund.

Appropriation $5,383

$	5,000	Salaries & Wages / Part Time
$	383	Social Security / Social Security

- Motion carried when all Councilmember voted in favor of the appropriation for the Auditor from Fund 727.

2015 Salary Statement – Auditor

- Councilmember Vernon moved to approve the 2015 Salary Statement for the Auditor as presented, second by Councilmember Basham.

Auditor Plantenga said the salary statement is for a full time employee who does payroll for the entire County. The position has been reclassified from a COMOT IV to a PAT III. An appropriation is not needed

2015 Salary Statement $16,268

$	16,268	Payroll/Bookkeeper–Reclass PAT III

- Motion carried with all Councilmembers voting in favor of the Salary Statement for the Auditor.

COURT SERVICES *– Christa Coffey & Kelly McManomy*
Report

Clerk Coffey introduced Kelly McManomy as the new Supervisor in the revamped Court Services. Supervisor McManomy said currently Court Services is completing evaluations only; collecting the $150 up front. If the person cannot pay the $150, the courts are notified and a judgment will be issued to reappear in court. Currently there are three staff – herself, an Evaluator, and an Intake/Community Service Case Manager. Clerk Coffey said they are located on the second floor where the Assessor used to be. Supervisor McManomy said the space is working; evaluations are conducted in the Conference room. The Court Services hours are the same as the other offices in the County Office Building.

Clerk Coffey said there have been concerns for a while in Court Services. Their financial database is in Court View so Clerk Coffey has taken on the role of Financial Officer moving forward. In order to move forward, Clerk Coffey collected data and created spreadsheets. Court Services has Fund 575 and 576 and there were some transitions of where fees were placed. Earlier this year, the collection contract with Premiere was cancelled and an agreement was entered into with AFCS. In working with AFCS, their recommendation is that anything over five years old is uncollectable. The spreadsheets, as of the end of March, contain unpaid dockets back to the year 2000. The spreadsheets were then updated at the end of July. Less than $500 was collected on cases assessed prior to 2011 which suggests it is probably not worth spending a lot of time on.

Clerk Coffey presented a proposal at the end of the spreadsheet of dismissal of fees for each fund and also a report recapping which courts send clients to Court Services and fees were unpaid. Almost half of the unpaid fees came from Superior Court 4 cases with Judge Donat as the Supervising Judge for most of the time period. Attorney Masson asked about the number of cases versus the number of dockets. Clerk Coffey clarified that a case is the person and the docket is the charges so cases will have a docket for Fund 575 and another for Fund 576. The trend in the early years was fairly clear with one docket for each fund; however, in later years there were many cases with a $25.00 rescheduling fee 10-12 times. Clerk Coffey recommended writing off all reschedule fees for all years. The process moving forward will be a one-time reschedule; additional rescheduling will require going to court and receiving judge approval.

For each account, she separated out the amounts for 2000 to 2010 and included a line item of the potential uncollectibles; as the accounts age, there is less potential for collection. Next, Clerk Coffey and staff will work on sending AFCS a file of everything for 2015 and work their way back. There are $237,000 to collect for Fund 575 and $95,000 to collect for Fund 576 for the years 2011 to 2015.

Councilmember Winger said he does think Council action should be taken on the write off at a later date, once the spreadsheets are reviewed and understood. The second part is what the Council will need to fund on the negative account balances before the end of the year. Councilmember Siegrist said the current Court Services is not responsible for the past. The Clerk is to be commended for managing to analyze impossible data and cleaning up the dirtiest database she has ever seen. She doesn't know how it got there but is determined it will never get there again. In theory, there will be nothing past due or a need for collection. The current Court Services will only handle evaluations which are paid for up front. The new Court Services has three employees and requires a new mind set. Currently, the County is stuck with the bad debt and if it can get off the books before the end of the budget cycle, it doesn't have to be thought of again. The money collected from the past debt will go toward the pay-down of the current debt/bail out; it will not fund the current Court Services.

Councilmember Siegrist said Court Services is mandated. Councilmember Basham asked if there will be repeat customers who didn't pay in the past. Councilmember Siegrist said there will be repeat customers but they will pay upfront or go back to Court and then to a collection agency. President Williams reminded the Councilmembers there was a time when Court Services was very profitable and more revenue came in to the County than will be written off. Clerk Coffey added they were carrying their balances and didn't have financial problems until the recession. At that point, caseloads dropped and staffing and expenses were not changed to accommodate the decreased caseloads. Councilmember Siegrist said Judges were also using staff to handle assignments outside of their area of expertise.

Clerk Coffey asked Council to not delay too long on their decision as her staff will need some time to handle. The second quarter of 2016 the County will convert to the Odyssey Case Management System; the less "junk" to carry into the new system, the better.

COMMITTEE REPORTS - none

UNFINISHED/NEW BUSINESS - none

COMMISSIONER FYI

Commissioner Byers made the following announcements:

- The County Fair was very successful and thanks to the extra police officers who assisted.
- The State Fair is coming up. If you attend this weekend, stop by to see the dairy cows; he will be there.
- The discussion with the Financial Consultant Guerrettaz this morning was interesting. Our community has a lot of growth and growth potential.
- GE will be opening in September.

PUBLIC COMMENT

As there were no public comments, Councilmember Winger moved to adjourn.

Meeting adjourned at 9:44 a.m.

TIPPECANOE COUNTY COUNCIL

David R. Williams, President

John R. Basham II, Vice President

Bryan E. Metzger

Sally J. Siegrist

Kevin L. Underwood

Kathy Vernon

Roland K. Winger

ATTEST:

Robert A. Plantenga, Auditor 9/9/2015

Minutes prepared by Tillie Hennigar, Auditor Administrative Assistant