

**TIPPECANOE COUNTY COUNCIL
REGULAR MEETING
DECEMBER 14, 2004**

The Tippecanoe County Council held its Regular Meeting on Tuesday, December 14, 2004 at 2:00 P.M. in the Tippecanoe Room in the County Office Building. Council members present were: President Kathy Vernon, Vice President Ronald L. Fruitt, Connie Basham, David S. Byers Jeffrey A. Kemper, Jeffrey Kessler, and Betty J. Michael. Others present were: Auditor Robert A. Plantenga, Attorney David W. Luhman, and Secretary Pauline E. Rohr.

President Vernon called the meeting to order and led the Pledge of Allegiance. Councilmember Basham introduced Pastor Jeremy Steffens who offered a prayer.

APPRECIATION PLAQUES

President Vernon commended Councilmembers Basham and Kessler for the enthusiasm and wisdom they brought to the Council during their eight years of service and, on behalf of the remaining five members of the Council, presented each with a plaque in recognition of their outstanding leadership and service on the Tippecanoe County Council from January 1, 1997 through December 31, 2004.

Councilmember Basham expressed that the Councilmembers have meant so much to her and she appreciates the work they have done together and hopes others do also.

Councilmember Kessler stated it has been an honor and a pleasure to serve.

APPROVAL OF MINUTES

- Councilmember Michael moved to approve the minutes of the November 9, 2004 Regular Meeting, seconded by Councilmember Fruitt; motion carried.

INTEREST STATEMENT: Treasurer Oneta Tolle

Mrs. Tolle distributed the Interest Report showing the average interest rate for October 2004 was 1.85%.

TRANSFERS: Treasurer Oneta Tolle

TRANSFER: \$5,506.00			
From:	001-0210-413-32-10	Travel & Training	126.00
	001-0210-411-12-20	Part-time	5,000.00
	001-0210-411-15-10	Social Security	380.00
To:	001-0210-412-20-10	Office Supplies	126.00
	001-0210-413-42-10	Other Professional Services	5,380.00

Mrs. Tolle said the Other Professional Services cost is to pay higher than expected credit card service charges. She said they didn't anticipate the number of taxpayers who paid large tax payments (i.e. \$50,000) by credit card and Visa and MasterCard don't negotiate their charges.

LOCKBOX DISCUSSION: Bank One Representatives Melanie McIntire and Peter Little

Mrs. Tolle distributed a handout containing 2004 Breakdown of Processing Methods for Tax Collections, 2004 Collection Statistics, and Lockbox Cost Benefit Worksheet. The amount of property tax collected through November 31, 2004 was \$103,517,351.64. Ms McIntire said the lockbox will allow the money to be in the bank 10 days sooner and, at the current rate of 2.25%, estimated the annual benefit of \$67,437. She said the lockbox will need the support of the MITS Department because Bank One is proposing an automated lockbox. The tax bill will have a scan line the bank can read and then send an automated file into the County's system to eliminate posting in the Treasurer's Office. This feature is not factored into the projected cost.

Mr. Little interjected that the bank gets seven (7) mail deliveries per day vs the County's one (1) per day which allows faster processing of the payments. He encouraged the Council to schedule a visit to view the operation of the lockbox.

Councilmember Michael asked if the payments will be posted to the appropriate key numbers. Mr. Little said they will but that is why they need the support of the MITS Department. Mr. Little said the lockbox not only speeds up collection of the payments but will free up time spent by the Treasurer's staff manually posting payments. Mrs. Tolle responded affirmatively when Councilmember Michael asked if fewer Part-time employees will be needed. Councilmember Byers asked the percentage of people who pay in person. Mrs. Tolle estimated 10% pay in person but the majority pay by mail.

Councilmember Fruitt asked Mrs. Tolle to what she attributes having extra Part-time funds to transfer. She said she transferred to Part-time from another line item.

Councilmember Kessler asked what rate the credit card companies are charging the County. When Ms McIntire responded the rate is 2.3%, Councilmember Kessler countered that the rate for his retail business is only 1.74%. Ms McIntire explained that most of the taxpayers who paid by credit card used corporate cards that charge a higher rate. Councilmember Kessler asked who pays the charge. Mrs. Tolle said the County pays the charge but the convenience fee charged to taxpayers for using a credit card was not set high enough to offset the higher corporate fees. Councilmember Michael said the fee to the taxpayer should be increased because the County should not have to pay the credit card charge. Mrs. Tolle said they are contemplating charging a percentage of the bill to the taxpayer to overcome the high credit card charge beginning with the Spring 2004 pay 2005 payment. She listed the number who paid by the on-line system:

652	\$1.00 to \$999
354	\$1,000 to \$4,999
26	\$5,000 to \$9,999
5	\$10,000 to \$24,999
1	\$25,000 to \$50,000

Mrs. Tolle said the MITS Department needs to get the session transfer file to the bank so that the bank's monthly charge will be reduced from \$500 to \$250. President Vernon asked Mrs. Tolle where she is on the priority list to get that done. Mrs. Tolle responded she didn't know but she talked to MITS Director Diane Hawkins when this first began.

- Councilmember Fruitt moved to approve the transfer of \$126 from Travel & Training to Office Supplies and \$5,380 from Part-time and Social Security to Professional Services, seconded by Councilmember Kessler; motion carried.

FINANCIAL STATEMENT: Auditor Robert Plantenga

Auditor Plantenga reported the 2004 uncommitted County General Funds through November 30, 2004 are \$38,656.78. He said the final balance will be close to that amount but there will be a slight increase in miscellaneous expenditures for December. Until the December Settlement is completed, Auditor Plantenga said he won't have a good estimate of the beginning balance for 2005. As he reviewed the Revenue, Auditor Plantenga noted some line items that were above the estimate but others that he said make him nervous:

61-10	Interest received for November was 128% of the anticipated amount.
22-20	Building Commission collected \$141,058.32 more than anticipated.
41-20	Childrens' Home-Res. Care (Cary Home) collected approximately \$174,000 over the estimate.
32-40	IV-D Reimbursements are approximately \$125,000 under the estimate.
42-20	Sheriff-Inmate House-DOC reimbursements are approximately \$512,000 under the estimate.
Total Charges for Services is \$667,127.98 under the estimate.	

Auditor Plantenga estimated the DOC still owes us more than \$500,000 for Inmate Housing because some payments received were approximately half the amount billed. Sheriff Anderson said the DOC is disputing the eligibility of some inmates for reimbursement.

Councilmember Fruitt asked the amount of reimbursement received for our participation in the Public Defender Program. Auditor Plantenga responded we have received nothing. Councilmember Kemper volunteered to contact Pat Harrington, a member of the Public Defender Reimbursement Committee, regarding the status of our reimbursement.

PROBATION: User Fee Fund 510: Chief Probation Officer Kipp Scott

ADDITIONAL APPROPRIATION: \$4,487.00

4,487.00 General Operating Misc

This appropriation request is to pay the first of twelve (12) payments to Information & Records Associates to electronically store case files for the Probation Department. The estimated total is \$53,840.

- Councilmember Byers moved to approve the appropriation of \$4,487 in Fund 510, seconded by Councilmember Kemper; motion carried.

President Vernon asked Mr. Scott to briefly report on the Forensic Diversion Program.

Mr. Scott reported they currently have eighteen (18) clients and approximately seven (7) more waiting to get into the DOC funded program which he predicts could grow to approximately forty (40) by the end of the year. Because the program keeps the clients out of prison, they are able to work and the County saves money because they are not housed in the County Jail or at a DOC facility. Some of the supervising agencies are Community Corrections, Probation, Court Services, Transitional Housing, and the courts. Mr. Scott said that the clients who are in two groups, those with substance abuse and mental health problems and those with only substance abuse problems, require intensive supervision which may eventually put a strain on the Probation staff.

Councilmember Kemper suggested asking Judge Johnson to speak to the Council regarding this program in January or at his convenience.

PROSECUTOR IV-D

TRANSFER: \$46.00

From:	001-5920-413-32-10	Travel	46.00
To:	001-5920-412-20-10	Supplies	46.00

- Councilmember Fruitt moved to approve the transfer, seconded by Councilmember Kessler; motion carried.

SHERIFF: Sheriff William "Smokey" Anderson

**Second Amendment to Tippecanoe County Police Retirement Plan
Second Amendment to Tippecanoe County Police Benefit Plan**

Attorney Luhman explained the second amendment to the Retirement Plan incorporates a cost of living increase for retirees, age 55 and otherwise qualified, of a maximum 2% per year based on the consumer price index. The second amendment to the Benefit Plan increases the monthly benefit to \$1,000 per month for each dependent child, under the age of 18, of a deceased employee.

- Councilmember Michael moved to approve the Second Amendment to the Police Retirement Plan and the Second Amendment to the Police Benefit Plan, seconded by Councilmember Basham; motion carried.

2005 Commissary Fund Expenditures

Sheriff Anderson requested a motion to approve the expenditures from the Commissary Fund for 2005 according to IC 36-8-10-21 (8) and any other purpose that benefits the Sheriff's Department.

(quote)

1. Haircuts for trusties and indigent inmates
2. Reimbursement for lost or damaged inmate property
3. Reimbursement for expenses of inmates in transit
4. Postage for indigent inmates
5. Shipping cost regarding department equipment or evidence
6. Supplies or equipment to promote educational activities for inmates
7. Reimbursement for damaged employee property
8. Reimbursement for investigation expenses
9. Expenses for advertising for community events that promote the Sheriff's Department
10. Matching funds for grants
11. Advertising for job applicants
12. Expenses for installation and service of Sheriff's Department equipment
13. Expenses associated with contracting professional consultants
14. Expenses for hiring temporary employees
15. Expenses associated for rental of specialized equipment
16. Expenses associated with rewarding inmates and employees
17. Expenses associated (sic) special events for inmates
18. Expenses associated regarding special details or investigations
19. Expenses associated with hosting training events
20. Any other purpose that benefits the Sheriff's Department that does not exceed \$500.

(unquote)

- Councilmember Byers moved to approve the 2005 Commissary Fund expenditures, seconded by Councilmember Kemper; motion carried.

TRANSFER: \$20,000.00

From:	001-5410-421-11-10	Full Time Employee	20,000.00
To:	001-5410-422-25-80	Vehicles	5,000.00
	001-5410-423-37-90	Utilities	15,000.00

- Councilmember Kessler moved to approve the transfers, seconded by Councilmember Michael; motion carried.

VILLA: Director DeAnna Sieber

SALARY ORDINANCE	Position	Rate	Salary
Part-time	Activity Director	9.00-10.00/hr	

This salary ordinance amends the part-time rate for 2005 to allow the Part-time Activity Director to be paid more than the current \$9 per hour rate. Ms Sieber said this individual has been worked at the Villa for 3 years and is a dedicated employee.

- Councilmember Basham moved to approve the amended salary ordinance for 2005, seconded by Councilmember Michael; motion carried.

TRANSFER: \$8,275.00

From:	001-3510-411-15-10	Social Security	2,400.00
	001-3510-411-16-10	Retirement	1,300.00
	001-3510-411-12-20	Part-time	550.00
	001-3510-411-11-10	Full Time Employee	1,400.00
	001-3510-413-32-20	Training	285.00
	001-3510-413-56-20	Furniture Repair	340.00
	001-3510-413-37-50	Heating	2,000.00
To:	001-3510-412-20-60	Operating	3,000.00
	001-3510-412-25-05	Food	4,990.00
	001-3510-412-25-20	Farm	285.00

- Councilmember Kemper moved to approve the transfers, seconded by Councilmember Michael; motion carried.

SUPERIOR COURT IV**TRANSFER: \$238.00**

From:	001-7104-413-46-05	Jury Expense	238.00
To:	001-7104-412-20-10	Supplies	238.00

- Councilmember Byers moved to approve the transfer, seconded by Councilmember Michael; motion carried.

SUPERIOR COURT III**TRANSFER: \$39.00**

From:	001-7203-412-20-10	Office Supplies	39.00
To:	001-7203-413-32-10	Travel & Training	39.00

- Councilmember Kemper moved to approve the transfer, seconded by Councilmember Basham; motion carried.

Councilmember Kemper mentioned that some of the courts are experiencing problems with their recording equipment and will probably be coming to Council early next year for an appropriation after they receive quotes.

CORONER**TRANSFER: \$2,800.00**

From:	001-5010-411-12-20	Part-time	2,800.00
To:	001-5010-413-56-20	Autopsies	2,800.00

Auditor Plantenga noted that the Coroner does not have \$2,800 in Part-time to transfer. He recommended approving \$2,700 from Part-time and \$100 from Social Security.

- Councilmember Fruitt moved to approve the transfer of \$2,700 from Part-time and \$100 from Social Security to Autopsies, seconded by Councilmember Basham; motion carried.

Upon the suggestion of Commissioner Knochel, Councilmember Kemper will get a report on the number of in-house autopsies being done since the Coroner now has a relatively new morgue.

EMERGENCY MANAGEMENT**TRANSFER: \$3,200.00**

From:	001-5210-421-11-10	Full Time Employee	3,200.00
To:	001-5210-422-22-10	Garage	3,200.00

- Councilmember Basham moved to approve the transfer, seconded by Councilmember Kemper.

Referring to account balance information provided by the Auditor for today's meeting, Councilmember Kessler questioned why the transfer is needed since the Garage Supplies line item has a \$1,510.06 balance. Auditor Plantenga responded that the balance shown on his printout is as of November 30, 2004. After checking the computer for an up to date accounting, he reported the current balance is \$213.

- The motion carried.

COUNTY ASSESSOR: Reassessment Fund 281**TRANSFER: \$3,000.00**

From:	281-0510-412-20-10	Office Supplies	3,000.00
To:	281-0510-414-62-90	Capital Outlay	3,000.00

- Councilmember Byers moved to approve the transfer in Fund 281, seconded by Councilmember Kemper; motion carried.

AREA PLAN: Executive Director Sallie Fahey**TRANSFER: \$30,000.00**

From:	001-2510-411-11-10	Full Time Employee	30,000.00
To:	001-2510-413-42-10	Other Professional Services	30,000.00

Mrs. Fahey requested the transfer to pay a consultant to assist Area Plan with the development of the County-wide Hazard Mitigation Plan. After the Commissioners' sign the contract Mrs. Fahey plans to encumber the money to pay the contract in 2005.

- Councilmember Kessler moved to approve the transfer, seconded by Councilmember Basham; motion carried.

CARY HOME: Director Rebecca Humphrey**TRANSFER: \$2,401.00**

From:	001-3610-411-11-10	Full Time Employee	2,401.00
To:	001-3610-413-32-10	Travel & Training	163.00
	001-3610-412-22-10	Garage & Automotive	25.00
	001-3610-412-23-10	Cleaning Supplies	193.00
	001-3610-413-42-10	Professional Services	1,000.00
	001-3610-412-25-05	Food	500.00
	001-3610-413-35-20	Bldg & Struc/Repair Maint	520.00

- Councilmember Basham moved to approve the transfers, seconded by Councilmember Fruitt.

Councilmember Basham thanked Mrs. Humphrey for the job she has done at Cary Home. Mrs. Humphrey said they are currently 96% self sufficient.

- The motion carried.

CIRCUIT COURT: Bailiff Sue Lohrman**TRANSFER: \$700.00**

From:	001-7010-411-12-20	Part-time	600.00
	001-7010-411-12-55	Jury Commissioners	100.00
To:	001-7010-413-46-55	Law Books	700.00

- Councilmember Kemper moved to approve the transfer, seconded by Councilmember Michael; motion carried.

WABASH TOWNSHIP ASSESSOR**TRANSFER: \$37.00**

From:	001-0620-413-30-05	Dues & Subscriptions	37.00
To:	001-0620-413-20-10	Supplies	37.00

- Councilmember Fruitt moved to approve the transfer, seconded by Councilmember Kemper; motion carried.

COMMISSIONERS: Drug Free Communities Support Grant Fund 153: Commissioners' Assistant Jennifer Weston**TRANSFER: \$2,092.00**

From:	153-7203-412-20-40	Printing	2,092.00
To:	153-7203-413-30-25	Advertising	2,092.00

Mrs. Weston said this is an administrative transfer to pay for advertising rather than printed brochures to relay their message.

- Councilmember Basham moved to approve the transfer, seconded by Councilmember Fruitt; motion carried.

AUDITOR: Auditor Robert Plantenga**TRANSFER: \$2,000.00**

From:	001-0110-411-11-10	Full Time Employee	2,000.00
To:	001-0110-413-30-25	Advertising	2,000.00

Since no Tax Sale was held in 2003, the advertisement of the 2004 Tax Sale was large. The Commissioners have insufficient funds to cover the costs and excess funds are available in the Auditor's Budget due to personnel changes and Worker's Comp time for an employee.

- Councilmember Basham moved to approve the transfer, seconded by Councilmember Byers; motion carried.

Councilmember Byers asked the Auditor to prepare a report showing the percentage of the budget General Fund departments used in 2004.

SALARY MATRIX: 2004 & 2005

Auditor Plantenga requested the Council's approval of the 2004 and 2005 Salary Matrix for Tippecanoe County employees. The State Board of Accounts thinks this is a more accurate way to check the accuracy of salaries than the salary ordinance form we use. They recommended getting the Council's approval during the last audit.

- Councilmember Byers moved to approve the Salary Matrix for 2004 and 2005, seconded by Councilmember Michael; motion carried.

OTHER BUSINESS**COUNCILMEMBER ASSIGNMENTS**

President Vernon distributed the 2005 Councilmember Assignments that will be presented for approval on January 11th.

2005 MEETING TIME

President Vernon requested the Council's input on next year's meeting time and if they want a working session prior to the meetings. Councilmember Byers said holding working sessions is like having two meetings and suggested holding one only if needed. Councilmember Kemper suggested scheduling a working session at 1:00 P.M. in case an issue needs discussion prior to the meeting and holding the regular meeting at 2:00 P.M. The Council agreed by consensus. President Vernon emphasized that a special evening meeting can be scheduled to receive public input if the Council is considering a big issue.

DRAFT LEGISLATION

Councilmember Byers announced that State Representative Tim Brown is drafting legislation that, if passed, would give counties the option of imposing a local option fuel tax in place of a wheel tax. Early indications are that Representative Sheila Klinker and Representative elect Joe Micon will sign off on the bill. No commitment has been received from State Senators Ron Alting or Brandt Hershman.

ANNUAL EXTENSION BOARD MEETING

Councilmember Fruitt announced the annual Extension Board Meeting will be held at 6:30 P.M., Monday, January 27, 2005 at the County Extension Office.

FYI: Commissioner Ruth Shedd

- Commissioner Shedd wished Councilmembers Basham and Kessler good luck in their lives after the County Council.
- A joint meeting of the Commissioners and Council is scheduled with Greg Guerrettaz on Tuesday, February 8, 2005 at Noon.
- Prosecutor Jerry Bean met with the Commissioners to inform them he will need office space in the Courthouse for two (2) Adult Protective Services' employees in late Spring. Their salaries are funded but not benefits. Since they will be the Prosecutor's employees, he will be asking Council to fund their benefits from the General Fund.

PUBLIC COMMENT


None.

ADJOURNMENT: 3:48 P.M.


- Councilmember Basham moved to adjourn, seconded by Councilmember Kessler; motion carried.

The County Council will hold a Working Session at 1:00 P.M., Tuesday, January 11, 2005 followed by the Regular Meeting at 2:00 P.M. Both meetings will be held in the Tippecanoe Room in the County Office Building.

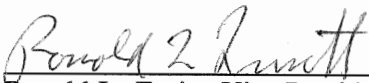
TIPPECANOE COUNTY COUNCIL



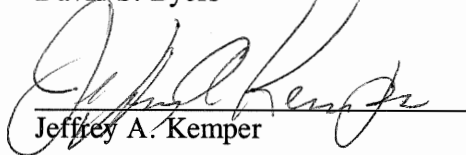
 Kathy Vernoh, President



 David S. Byers



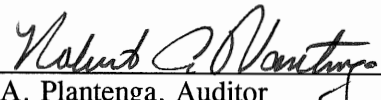
 Ronald L. Fruitt, Vice President



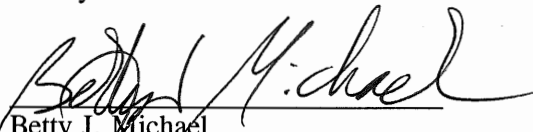
 Jeffrey A. Kemper

 Connie Basham

 Jeffrey Kessler

Attest: 

 Robert A. Plantenga, Auditor



 Betty J. Michael