

TIPPECANOE COUNTY COUNCIL

MEETING MINUTES

TUESDAY, January 11, 2022

8:30 a.m.

Tippecanoe Room, Tippecanoe County Office Building
20 N 3rd Street, Lafayette, Indiana

Councilmembers present: Barry Richard, Ben Murray, Kathy Vernon, , and Jody Hamilton **Absent:** President Kevin Underwood, Vice President John Basham, and Lisa Dullum.

Others present: Attorney Doug Masson, Auditor Robert A. Plantenga. **Absent:** Recording Secretary Jennifer Wafford.

I. Call to Order and Pledge of Allegiance

Auditor Plantenga called the meeting to order and led the Pledge of Allegiance.

II. Election of Officers – Doug Masson

Attorney Masson opened the floor for nomination for President. Councilmember Murray nominated Kevin Underwood for President, with a second from Councilmember Richard, and Councilmember Hamilton nominated Kathy Vernon for Vice-President, with a Second from Councilmember Richard. Hearing no other nominations, the floor was closed, the vote called, and Kevin Underwood was elected President, and Kathy Vernon as Vice-President. Vice-President Vernon chaired the remained of the meeting.

III. Auditor's Financial Report – Bob Plantenga

The 2022 Financial Statement shows a General Fund beginning cash balance of \$15,823,611. The projected miscellaneous revenue, property taxes, and deductions for circuit breakers, leave the total funds available at \$68,866,830. After deducting encumbrances, the 2022 Budget, and the Minimum balance established by Council, the beginning net balance is \$4,162,048. With this being the first meeting of the year, there are no General fund appropriations requested.

The Revenue Report has been marked to note the funds affected by the Property Tax Settlement. The Property Tax (0100) line shows a year end receipt of \$27,665,292.39 which is slightly higher than the total amount budgeted for 2021 of \$27,435,000. The Financial Institutions Tax (0124) line shows a higher amount received in the second half of the year, than the first. The total received for 2021 was \$284,064.22, which was more than anticipated. The Commercial Vehicle Tax (0131) line was just above the amount anticipated. The total received for 2021 was \$113,244.52, and the budgeted amount was \$110,661.00 The License Excise Tax (0130) line shows a year end balance of \$2,5515,010.57, which is more than what was anticipated. However, this is the amount that the State sent to the County. The Exam of Records Reimbursement (0299) line is where money is deposited from property tax settlement, to payback the County General fund for covering the cost of State Board of Account audits completed for County departments. From the December Settlement, there was \$45,370.00 that was reimbursed for the last six months of audit cost that was incurred. The Fairgrounds / Rental (0442) line shows a receipt of 154.5% of the anticipated 2021 budget. The year-end balance for this line was \$77,239.16. The Tax Refunds & Reimbursements (0731) line is where property tax refunds are issued from when they are do, and then the settlement for that taxing unit is reduced to pay back the general fund. At the end of the year, this line had a balance of \$965,999.17.

At the end of 2021, the total General Fund revenue received was at 103% of the 2021 estimated budget. If the revenue from the audit fees and tax refunds are deducted, the General Fund revenue is at 101% of the 2021 estimated budget.

The Fund Balances report shows: The General Fund (1000) shows a month-end balance of \$15.8 million, which is higher than what was received at the end of 2020. The Cumulative Bridge Fund (1135) shows a month-end balance of \$4.3 million. The Cumulative Capital Development Fund (1138) shows a month-end balance of \$1.1 million. This has been a fund of concern because of the cash balance. However, there was some appropriations that have been moved around to positively help the balance. The Major Bridge Fund (1171) shows no disbursements for December. The Auditor notes that there have been no expenses paid out of this fund in 2021. This is a cumulative fund, so once there is a major bridge project the funds are available. The month-end balance for this fund is \$4 million. The Reassessment Fund (1188) shows a month-end balance of \$152,354.20. There were some positions that were removed from the Reassessment Fund to the General Fund for 2022, because the balance in the Reassessment Fund was getting low and causing some concern. The County Self Insurance Fund (4710) shows a month-end balance of \$8.2 million dollars, despite an increase in disbursements for December. The Settlement Fund (6000) shows a receipt and disbursement in December of \$95 million each. This fund is where all the property tax money is funneled through, before the distributions are completed.

Auditor Plantenga noted that he had included the encumbrance report in the Council packets for review. He noted that they have been reviewed to ensure that the encumbrance is appropriate, that all the documentation is correct, and there is funds available to cover the request.

Auditor Plantenga stated that he included a Uniform Conflict of Interest Disclosure Statement, in the event that anyone has any Financial Conflict with the actions taken by the Council. If they do, they would need to file this form.

IV. Treasurer's Report – Jennifer Weston

The Account Balances and Interest Rates report was distributed and shows an account balance of \$142,849,928.84, with a total interest of \$56,303.97.

Treasurer Weston notes that at the December Council meeting she had advised that money had been moved from the Staley Credit Union account into the First Merchant's account. Staley Credit Union collects property taxes for the County, and holds them until the settlement is completed, and then it is transferred over to be used for that purpose.

Treasurer Weston also noted that interest rates are still not moving, so the rate is staying at a 34% average.

The General Fund has received \$492,716.51.45 in interest this year, of the year-to-date total interest accrued totaling \$749,805.60. As of the end of December, 98.5% of the revised interest earnings estimate has been received. The General Fund usually earns about 50%-55% of interest, depending on the distribution and the fund balances. However, for 2021, the General Fund earned 67% of the total which is higher than usual. For the County Self Insurance Fund Interest, the Council had opted for that to go to the General Fund for 2021, which amounted to \$48,000 being added to the General Fund.

V. Public Comment on Agenda Items – None

VI. Resolution 2022-04-CL, Application of American Fibertech Corp for designation of an Economic Revitalization Area -

- Councilmember Murray moved to approve Declaratory Resolution 2021-04-CL, second by Councilmember Hamilton. Motion carried.

Attorney Masson advised that included in this Resolution are the Statement of benefits and a Clawback agreement. He notes that no action is needed on the Statement of Benefits at this time, and the Clawback agreement will be addressed with the Confirmatory Resolution.

Alex Miller, KSM Location Advisors, advised his company is a site selection firm out of Indianapolis, and they are assisting American Fibertech with their abatement. Alex advised that American Fibertech is a vertically integrated manufacturer of new and recycled pallets. It has been in operation since 1986, and they have three facilities in Indiana, and one in Pennsylvania. All these facilities are interdependent with the other locations and combining all these facilities together make them one of the largest pallet manufactures in the country. The Clarks Hill facility houses new pallet and recycled pallet assembly. The company is considering an expansion of this facility, including investing in new robotic technology. This technology will assist in breaking down pallets and utilizing laser technology for exact measurements and cutting. This will increase output for the company and increase safety for the employees. The company is currently in the stages of determining the final location to place this new equipment, with this project being competitive with the other facilities that the company has. The company plans to invest \$2.5 million in expanding their existing facility and about \$2.7 million in new machinery and equipment. As a result, of the plans for expansion, the company is planning on adding 25 new full-time positions, earning an average wage of a little over \$21 an hour.

- Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

VII. Consent Agenda

Councilmember Vernon notes that historically the consent agenda has consisted of minutes, and transfers. However, this consent agenda includes three new grants, and she would like the Council to have a discussion regarding new grants and how they should be handled moving forward. Should these new grants be in the consent agenda or are those things that should be pulled out for discussion? She feels that the Council should know what the new grants are for.

Councilmember Hamilton advised that she would like to have them pulled, so she can have a better understanding of what they are and how they benefit the department.

- Councilmember Hamilton moved to approve removing new grants from the consent agenda, second by Councilmember Richard. Motion carried.
- Councilmember Hamilton moved to approve the consent agenda with the exception of the 3 grants, second by Councilmember Richard. Motion carried.

A. Approval of Meeting Minutes from December 14, 2021

B. Community Corrections – DOC Adult Grant Fund 9219CF22

Transfer	\$ 14,500	Other Supplies to Other Professional Services
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C. Community Corrections – Jason Huber

CC DOC Grant Fund 9219 CF22	\$ 214,250	Full Time Salaries
Grant Appropriation	\$ 16,750	Social Security
	\$ 24,260	PERF Retirement
	\$ 118,112	Health Insurance
	\$ 949	LTD Insurance
	\$ 13,067	Worker's Comp
	\$ 71,882	Other Professional Services
	<u>\$ 459,090</u>	Total Requested

D. Prosecutor IV-D – Patrick Harrington

IV-D Incentive Grant Fund 8895	\$ 20,000	Part Time Salaries
Grant Appropriation	\$ 1,530	Social Security
	\$ 3,000	Office Supplies
	<u>\$ 24,530</u>	Total Requested

E. Health – Khala Hochstedler

HIV Prevention Grant Fund 8482 CF22	\$ 43,502	Full Time Salaries
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Grant Appropriation	\$ 24,128	Part Time Salaries
	\$ 5,174	Social Security
	\$ 4,873	PERF Retirement
	\$ 464	Office Supplies
	\$ 1,500	Institutional or Medical
	\$ 87	Worker's Comp
	\$ 15,000	Health Insurance
	\$ 163	LTD Insurance
	\$ 109	Life Insurance
	<u>\$ 95,000</u>	Total Requested
F. Health – Khala Hochstedler		
FIMR Grant Fund 9168 FY22	\$ 500	Other Professional Services
Grant Appropriation		
G. Health – Khala Hochstedler		
THFGI Grant Fund 9171 FY22	\$ 11,000	Institutional or Medical
Grant Appropriation		
H. Juvenile Alt – Rebecca Humphrey		
JDAI Grant Fund 9214 SF22	\$ 24,000	Educational Materials
Grant Appropriation	\$ 18,811	Other Operating Supplies
	\$ 2,500	Other Professional Services
	\$ 10,000	Travel & Training
	<u>\$ 55,311</u>	Total Requested
I. Juvenile Alt – Rebecca Humphrey		
JA Bonus Grant Fund 9642 SF22	\$ 2,500	Food
Grant Appropriation	\$ 3,475	Other Operating Supplies
	\$ 19,025	Other Professional Services
	<u>\$ 25,000</u>	Total Requested
J. Circuit Court – Judge Persin		
Veterans Court Grant Fund 9535 CF22	\$ 2,967	Educational Materials
Grant Appropriation	\$ 6,833	Other Professional Services
	<u>\$ 9,800</u>	Total Requested
VIII. New Grants Pulled from Consent Agenda:		
A. Community Corrections – Jason Huber		
COSSAP Grant Fund 8276 CF22	\$ 211,305	Full Time Salaries
Grant Appropriation	\$ 16,165	Social Security
	\$ 23,666	PERF Retirement
	\$ 7,946	Office Supplies
	\$ 77,192	Counseling Consultations
	\$ 2,272	Travel & Training
	\$ 53,294	Health Insurance
	\$ 792	LTD Insurance
	\$ 438	Life Insurance
	\$ 2,231	Worker's Comp
	<u>\$ 395,301</u>	Total Requested

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Hamilton.

This grant is a new version of the COAP Grant that was awarded in 2019. The Community Corrections department has received \$1.2 million for the first-year allotment. It will be used to continue to fund the Pre-trial Diversion program, and also expand it due to the additional funds received.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

B. Prosecutor – Patrick Harrington

EAPIP Grant Fund 8252 SF22	\$ 11,375	Full Time Salaries
Grant Appropriation	\$ 1,412	Part Time Salaries
	\$ 979	Social Security
	\$ 1,274	PERF Retirement
	\$ 15,040	Total Requested

- Councilmember Hamilton moved to approve the appropriation as presented, second by Councilmember Richard.

This is the Elder Abuse Prevention Initiative Program grant. This one-time funding shall be made available to Adult Protective Service Units for purposes consistent with the Elder Justice Act, in the Coronavirus Response and Relief Supplemental Appropriation Act of 2021 as passed by the Federal Congress. The funding is meant to be spent on Adult Protective Service Employees for one-time reasonable bonuses, overtime, or hazard pay, with the amount being determined by the APS unit. This federal grant money is meant to reflect appreciation for the work that APS Units have done during the COVID-19 pandemic. This grant was sought out by the State APS who supervises 17 Prosecutors throughout the State. The Local APS unit went from having an average of about 400-500 cases to about 850 cases during COVID. Updated salary statements will be approved, prior to the bonuses being given.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

C. Sheriff– Robert Goldsmith

Walmart Foundation Grant Fund 9245 FY22

	\$ 2,500	Other Supplies
	\$ 2,500	Other Professional Services
	\$ 5,000	Total Requested

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.

This money comes from the Walmart Foundation Grant. Law Enforcement can apply for it and use it for supplies. The Sheriff's Office is using this to start a new canine handler program. This program started today working exclusively in the Jail.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

IX. Additional Appropriations:**A. Prosecutor – Patrick Harrington**

1. Drug Enforcement Fund 2507

Appropriation	\$ 2,500	Utilities
	\$ 20,000	Part Time Salaries
	\$ 1,530	Social Security
	\$ 24,030	Total Requested

- Councilmember Hamilton moved to approve the appropriation as presented, second by Councilmember Richard.

This is an ongoing fund, where money from civil forfeitures awarded by the Court is placed. This will be used as funding for Law Enforcement.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

2. IPAC – HTCUC Grant Fund 9271 CF22

Grant Appropriation	\$ 30,000	Vehicles
	\$ 200	Repair & Maint / Vehicle & Equipment
	\$ 22,237	Other Supplies
	\$ 155,143	General Machinery & Equipment

\$ 27,579	Travel & Training
\$ 235,159	Total Requested

- Councilmember Hamilton moved to approve the appropriation as presented, second by Councilmember Richard.

This is a grant that was awarded as a result of the High-Tech Crime Unit Digital Labs bill passing the Indiana House and Senate. The grant awarded was approximately \$300,000 a year. It is funded through the State Budget. The reason that the request is less than \$300,000 is because the State was able to get a discount on buying a software package, so they deducted that difference from all 10 regional hubs grant amounts. This money will allow help provide evidence and digital examinations for 13 other counties in our geographical area.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

B. Sheriff – Robert Goldsmith

1. Accident Report Fund 1101

Appropriation	\$ 38,528	Minor Equipment
	\$ 6,000	Travel & Training
	\$ 44,528	Total Requested

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.

This appropriation is just to carry over uncommitted cash from 2021.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

2. Firearms Training Fund 1156

Appropriation	\$ 40,220	Other Supplies
	\$ 1,000	Other Professional Services
	\$ 1,000	General Refunds
	\$ 42,220	Total Requested

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.

This appropriation is just to carry over uncommitted cash from 2021. Sheriff Goldsmith noted that the State has changed how they do the permits and fees. Now that those are free, the State is still trying to figure out how they are going to get that money back to the counties. He advises that the future of the money for this fund from the State is uncertain.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

3. Animal Control Fund 2573

Appropriation	\$ 22,220	Other Supplies
	\$ 22,219	Other Professional Services
	\$ 44,439	Total Requested

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.

This appropriation is just to carry over uncommitted cash from 2021.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

4. False Alarm Fund 2574

Appropriation	\$ 12,466	Other Supplies
	\$ 12,467	Other Professional Services
	\$ 24,933	Total Requested

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.

This appropriation is just to carry over uncommitted cash from 2021.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

5. Continuing Education Fund 2575

Appropriation \$ 6,785 Travel & Training

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.

This appropriation is just to carry over uncommitted cash from 2021.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

6. K-9 Support Fund 4012

Appropriation	\$ 1,299	Other Supplies
	\$ 1,299	<u>Other Professional Services</u>
	\$ 2,598	Total Requested

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.

This appropriation is just to carry over uncommitted cash from 2021.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

7. Donation Fund 4127

Appropriation	\$ 7,919	Other Supplies
	\$ 1,000	<u>Other Professional Services</u>
	\$ 8,919	Total Requested

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.

This appropriation is for the purchase of a vest for the on of the K-9 officers. This money comes from donations for the K-9 Explorers program.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

C. Community Corrections – Jason Huber

1. Justice Partnership Grant Fund 8653 FF22

Grant Appropriation	\$ 3,000	Other Supplies
	\$ 47,000	Counseling Consultations
	\$ 10,000	<u>Health & Medical Professionals</u>
	\$ 60,000	Total Requested

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.

This appropriation is for the 2022 Sequential Intercept Model (SIM) grant award, that helps fund the Pre-Trial program. This is the third year this grant had been awarded through the Justice Partnership Grant.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

2. 2022 Salary Statement up to \$15.45 P/T Corrections Officers

- Councilmember Murray moved to approve the salary statement as presented, second by Councilmember Richard. Motion carried.

This salary statement is an adjustment in the salary for the Part-Time Corrections Officers. This will help make it more market competitive. Councilmember Murray asked what the current rate is for this position? Director Huber said he believes it is up to \$14.50.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

D. TEMA – Wm. “Smokey” Anderson

1. Hazmat Fund 2546

Appropriation \$ 10,931 Other Professional Services

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.

This appropriation is for funds that the Hazmat team are able to bill for when they are called out to a Hazmat situation. This is to carryover uncommitted cash from 2021.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

2. Hazmat Warning Fund 4940

Appropriation \$ 70,472 Safety

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.

This is for outdoor warning sirens. This will help purchase new sirens and maintain the 76 sirens already in operation.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

3. D4 Emergency Deploy Fund 8726

Appropriation	\$ 10,941	Other Operating Supplies
	\$ 6,033	Travel & Training
	\$ 7,124	<u>Repair & Maint/Vehicle & Equipment</u>
	\$ 24,098	Total Requested

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.

This is funds that TEMA receives when they use their equipment at events and deployments. The appropriation is to carryover the uncommitted balance from 2021.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

E. Health – Khala Hochstedler

1. 2022 Salary Statement \$ 45,918 Disease Intervention Specialist~ Fund 8463~ PAT II

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.

This salary statement is for a new Full Time Disease Intervention Specialist. The Health Department already has one Full Time Disease Intervention Specialist. However, due to the increase of cases, the State of Indiana through the grant has asked the Health Department to have another Full-Time position. This is because they cannot meet the community's needs currently.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

2. 2022 Salary Statement up to \$20.00 Part Time Hourly Wage

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.

This salary statement is for various part time positions that the Health Department has and pays through several grant funds. The Health Department has had issues retaining staff due to low pay. Councilmember Murray asked what the current pay is for part time positions? Director Hochstedler advised that it depends on the position. Contact tracers are one of the positions that the Health Department is having a hard time maintaining, because they are being asked to work nights and weekends to meet the community need. However, the State is paying more than \$20 an hour for these positions, so the tracers are leaving the County, once they are trained, to go work for the State Health Department. Councilmember Hamilton asked what the pay difference was between the County and the State. Director Hochstedler advised that the State pays around \$30 an hour with a work from home option, which the County does not offer, because the tracers also help answer phones in the Call Center and need to be present for those incoming calls.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried

F. Surveyor – Zachary Beasley

EDIT Fund 1112

Appropriation	\$ 1,827,896	Culverts & Drains
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- Councilmember Richard moved to approve the appropriation as presented, second by Councilmember Hamilton.

This appropriation is for funds from the EDIT Drainage and Culverts Fund. These were existing monies that were there in 2021, and the Surveyor is asking to re-appropriate them for 2022. This is so he can continue to do major infrastructure projects and drainage related projects.

Auditor Plantenga advised that this in an appropriation that Council had given in prior years, and it had been able to encumber it. However, State Board of Accounts has advised that the funds should not be encumbered unless the cost was actually incurred, so the appropriation died off.

This appropriation is reinstating what died on December 31st, 2021

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

G. Commissioner – David Byers

Construction FG Fund 4818

Appropriation	\$ 32,440	Other Professional Services
	\$ 500,000	Buildings Municipal
	\$ 532,440	Total Requested

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.

This appropriation is for the final amount of what's left over of the Fairground bond. This will allow for the completion of projects currently in process at the Fairgrounds.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

X. Committee Reports – None

XI. New Business

~2022 Compensation Agreement in Lieu of Statutory Fees between Robert Goldsmith and Tippecanoe County:

- Councilmember Murray moved to approve the 2022 Sheriff Compensation Agreement as presented, second by Councilmember Hamilton.

Auditor Plantenga noted that this is just a contract that matches the approved appropriation for 2022.

He also notes that the Commissioners have already approved this agreement as well.

Vice-President Vernon asked if there were any additional questions or comments. Hearing none she called for the vote. Motion carried.

XII. Unfinished Business

~ 2022 Council Appointments

Vice President Vernon notes that there are still 2 appointments being considered so this item will be moved to the next Council Meeting in February.

XIII. Commissioner FYI

Commissioner Byers advised that it is legislative time and if the Council has and legislative issues, they would like addressed they should reach out to Commissioner Murtaugh about them. He noted that they are looking at reducing personal property, and that it could have a big effect on the County if approved.

XIV. Public Comment – None

XV. ADJOURNMENT

- Councilmember Murray moved to adjourn, second by Councilmember Richard and the Vice-President adjourned the meeting.

TIPPECANOE COUNTY COUNCIL

Absent

Kevin L. Underwood, President

Kathy Vernon

Kathy Vernon, Vice President

Barry Richard

Barry Richard

Ben Murray

Ben Murray

Jody Hamilton

Jody Hamilton

Absent

John R. Basham II

Absent

Lisa Dullum

ATTEST:

Robert A. Plantenga
Robert A. Plantenga, Auditor

02/08/2022

Minutes prepared by Jennifer Wafford, Recording Secretary