

TIPPECANOE COUNTY COUNCIL

MEETING MINUTES

TUESDAY, June 12, 2018
8:30 a.m.

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

Councilmembers present: President John Basham, Vice President Bryan Metzger, David R. Williams, Roland Winger, Vicki Burch, Kevin Underwood and Kathy Vernon.

Others present: Attorney Doug Masson, Auditor Robert A. Plantenga, and Recording Secretary John Thomas.

I. Pledge of Allegiance

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

II. Auditor's Financial Report – Bob Plantenga

The 2018 financial statement shows a General Fund beginning cash balance of \$10,222,106.09. The projected miscellaneous revenue, property taxes and deductions for circuit breakers leaves the total funds available of \$57,565,593.09. When deducting encumbrances, the 2018 Budget and minimum balances established by Council the beginning net balance is \$1,651,827.09.

Thus far in 2018 Council has granted additional appropriations of \$308,950 and a budget reduction of \$155,719 leaving a current balance of \$1,498,396.09. Today there are additional appropriations of \$120,000 with \$9,263 in reductions.

The Revenue Report shows that Account 0111, "Other Taxes / Local Income Tax" received a supplemental distribution from the state. The state also notified us yesterday that there will be an additional distribution coming to the General Fund for COIT and EDIT. The office is working on the Settlement to other local jurisdictions which will be reflected in next month's property tax figures.

The fund balances show: 1) the General Fund is at \$712,000 at the end of May with property taxes to bring that back up, 2) the County Elected Officials Training fund (1217) has a balance of \$77,000, 3) the 911 fund (1222) has a \$4,000,000 balance, 4) the Court Services (2580 & 2581) now have a balance of over \$100,000 with all repayments to the Rainy Day fund have been complete and the fund is now self-supporting, and 6) the Self Insurance fund (4710) did not gain last month with spending at \$890,000 and deposited about \$840,000 but with a balance of \$4,500,000.

III. Treasurer's Report – Dawn Fay

Chief Deputy Treasurer Dawn Fay disturbed the Account Balances and Interest Rates report which showed: 1) the total interest for May was \$247,906.41 which is up from this time last year (\$143,708.47). The weighted interest rate now is 1.84% and last year it was 1.1%. The tax collections through Staley Credit Union has been positive with \$345,139.44 collected. Interest from bank accounts is also up this year to \$184,599.26 up from \$111,730.53. The Interest Summary shows the General Fund receiving the largest share with \$186,215.49. The County has received 54.2% of the planned budget income and is 41.7% of the way through the year. The Settlement was certified to the Auditor on June 1 and we had a collection rate of 98%.

IV. Public Comment on Agenda Items - None

- V. **Resolution 2018-18-CL**, approving the sale of real property at 2270 Klondike Road in West Lafayette. The entire property was acquired as part of the Klondike Road improvement project, and this is the portion that wasn't needed for the project (1.48 acres of bare ground). The process requires the Commissioner's to take bids, the Council to approve the sale and then a public hearing to be held for the sale. The only bid was from Lindberg Properties for \$50,000.

- Councilmember Williams moved to approve **Resolution 2018-18-CL**, approving the sale of real property at 2270 Klondike Road as presented, second by Councilmember Burch. Motion carried.

VI. Compliance with Statement of Benefits for:

A. American Fibertech Corporation (CF-1/Real Property) (2) and

B. **American Fibertech Corporation** (CF-1/Personal Property) (2). Jason Rainey from Fibertech stated that they appreciate the abatement and are using it for increased onsite storage. Their biggest challenge is having to turn down orders because of the inability to get staff, even after increasing the starting wage by 25%.

- Councilmember Williams moved to approve both Fibertech's Real and Personal Property Compliance Reports as presented, second by Councilmember Burch. Motion carried.

C. **Apex Warehouse and Logistics, LLC** (CF-1/Real Property) (2). William Schurman from Apex was present and available to answer any questions.

- Councilmember Williams moved to approve the Compliance Report as presented, second by Councilmember Burch. Motion carried.

D. **Indiana Becknell Investors 2011, LLC** f/b/o Becknell Development, LLC (CF-1/Real Property)

- Councilmember Williams moved to approve the Compliance Report as presented, second by Councilmember Burch. Motion carried.

E. **Liquidspring Partners, LLC** (CF-1/Real Property) and

F. **Liquidspring LLC** (CF-1/Personal Property) (2). Mr. Dean Bartolone from Liquidspring thanked the Council for granting the abatements. Their real estate investment is completed as is their capital expenditures for equipment. They are also investing \$1,500,000 in additional real estate, doubling their manufacturing space and plan to hire additional employees.

- Councilmember Williams moved to approve both Liquidspring's Real and Personal Property Compliance Reports as presented, second by Councilmember Burch. Motion carried.

G. **SMT Properties, LLC** (CF-1/Real Property). Denny Smith from SMT thanked the Council for the abatements and clarified that they current have 30 employees.

- Councilmember Williams moved to approve the Compliance Report as presented, second by Councilmember Burch. Motion carried.

H. **Wildcat Creek Partners LLC** (CF-1/Real Property) (2). Butch Huber from WCP stated that business has been strong in growth and revenues. In addition to this real property request they have also made significant investments in personal property as well.

- Councilmember Williams moved to approve the Compliance Report as presented, second by Councilmember Burch. Motion carried.

VII. Consent Agenda

- Councilmember Burch moved to approve the consent agenda as distributed, second by Councilmember Underwood. Motion carried.

A. Approval of Meeting Minutes from May 8, 2018

B. Health—HPP & PHEP Fund 8476
Transfer

\$ 669 Salaries / Part Time
\$ 51 Social Security
to Institution or Medical

C. Auditor—Plat Book Fund 1181
Transfer

\$ 225 Printed Forms
to Travel & Mileage

D. Board of Elections—General Fund 1000
Transfer

\$ 1,068 Poll Worker Expense
to Forms
\$ 2,000 Poll Worker Expense
to Other Supplies

E. Prosecutor—ICAC Fund 8198
Transfer

\$ 6,366 Travel & Mileage
to Other Machinery & Equipment

F. Juvenile Alternatives—DOC Grant Fund 9641
Transfer

\$ 2,200 Repairs & Maintenance Buildings &
Property to Health Insurance
\$ 365 Other Machinery & Equipment
to Repair Vehicle & Equipment

VIII. Additional Appropriations:

A. Superior Court 1

1. General Fund 1000

Appropriation \$ 20,000 Pauper Attorney

Councilmember Winger stated that this will not get the Court through the year, but the courts are trying to submit quarterly billing instead of monthly.

- Councilmember Winger moved to approve the appropriation as presented, second by Councilmember Burch. Motion carried.

B. Prosecutor – Patrick Harrington

1. Pre-Trail Diversion Fund 2560

Appropriation \$ 20,000 Salaries / Part Time
\$ 1,530 Social Security

This is for the summer and part time help and will get the office through the end of the year.

- Councilmember Winger moved to approve the appropriation as presented, second by Councilmember Burch. Motion carried.

2. Infraction Diversion Fund 2561

Appropriation \$ 15,000 Transcriptionist
\$ 5,000 Office Supplies

This is used for transcripts of depositions, certified records and supplies that will get the office through the end of the year.

- Councilmember Winger moved to approve the appropriation as presented, second by Councilmember Burch. Motion carried.

C. Probation – Dave Hullinger

1. DOC Probation Fund 9512

Grant Appropriation \$ 39,661 Salaries / Full Time
\$ 3,035 Social Security
\$ 4,442 PERF Retirement
\$ 30,000 Other Professional Services
\$ 6,923 Health Insurance

\$	150	Long Term Disability
\$	94	Life Insurance
\$	395	<u>Worker's Compensation</u>
\$	84,700	Total Requested

This is the 4th year of the grant and covers the salary of an adult probation officer.

- Councilmember Winger moved to approve the appropriation as presented, second by Councilmember Burch. Motion carried.

Salary Statement for the above DOC Fiscal Year 2018/2019 Probation Grant.

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

D. Juvenile Alternatives – Linda Tedder

1. Juvenile Alternatives Project Income Fund 2596

Appropriation	\$	14,826	Salaries / Full Time
	\$	1,135	Social Security
	\$	1,854	PERF Retirement
	\$	500	Office Supplies
	\$	500	Postage & Freight
	\$	7,511	Health Insurance
	\$	56	Long Term Disability
	\$	33	Life Insurance
	\$	164	<u>Worker's Compensation</u>
	\$	26,579	Total Requested

The appropriation is from the user fee fund that has brought in \$31,000 and pays for a portion of the truancy mediation coordinator, office supplies and postage.

- Councilmember Metzger moved to approve the appropriation as presented, second by Councilmember Williams. Motion carried.

Salary Statement for the above Fiscal Year 2018/2019 Juvenile Alternatives Project.

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

2. Juvenile Alternatives Truancy Mediation Fund 9203

Grant Appropriation	\$	12,355	Salaries / Full Time
	\$	1,042	Salaries / Part Time
	\$	1,027	Social Security
	\$	1,545	PERF Retirement
	\$	6,259	Health Insurance
	\$	47	Long Term Disability
	\$	28	Life Insurance
	\$	137	<u>Worker's Compensation</u>
	\$	22,440	Total Requested

This fund comes from local school corporations and also partially funds the truancy mediation coordinator.

- Councilmember Metzger moved to approve the appropriation as presented, second by Councilmember Williams. Motion carried.

Salary Statement for the above Fiscal Year 2018/2019 Juvenile Alternatives Truancy Mediation Grant.

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

3. Juvenile Alternatives JDAI Fund 9213

Grant Appropriation	\$ 600	Office Supplies
	\$ 2,520	Food
	\$ 836	Educational Materials
	\$ 51,403	Other Professional Services
	\$ 1,880	Travel & Mileage
	\$ 57,239	Total Requested

This grant continues the Teen Brain Initiative school, tutoring, and travel for meeting and training.

- Councilmember Metzger moved to approve the appropriation as presented, second by Councilmember Williams. Motion carried.

4. Juvenile Alternatives DOC Fund 9641

Grant Appropriation	\$ 130,235	Salaries / Full Time
	\$ 9,965	Social Security
	\$ 16,281	PERF Retirement
	\$ 1,000	Office Supplies
	\$ 2,500	Gasoline & Oil
	\$ 15,399	Judge Pro-Temporary
	\$ 196	Travel & Mileage
	\$ 200	Postage & Freight
	\$ 1,000	Liability
	\$ 2,219	Utilities
	\$ 7,442	Repairs & Maint / Buildings & Property
	\$ 1,500	Repairs / Vehicle & Equipment
	\$ 1,000	Other Machinery & Equipment
	\$ 55,475	Health Insurance
	\$ 444	Long Term Disability
	\$ 340	Life Insurance
	\$ 1,441	Worker's Compensation
	\$ 246,637	Total Requested

This grant pays for part of the salary of the truancy mediation coordinator, the evidence-based programming, personnel, a probation officer and operating costs.

- Councilmember Metzger moved to approve the appropriation as presented, second by Councilmember Burtch. Motion carried.

Salary Statement for the above Fiscal Year 2018/2019 Juvenile Alt DOC Grant.

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

E. TEMA – William “Smokey” Anderson

1. Hazard Warning Fund 4940

Appropriation	\$ 67,218	Safety
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This is rolling-over funds from last year and will be used to repair and purchase new sirens.

- Councilmember Williams moved to approve the appropriation as presented, second by Councilmember Underwood. Motion carried.

F. Surveyor – Zach Beasley

1. IN American Water Fund 9146

Grant Appropriation	\$ 4,000	Other Machinery & Equipment
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This is used for equipment for “Wonders of the Wabash” program.

- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Underwood. Motion carried.

G. Health – Craig Rich

1. General Fund 1000

Appropriation	\$ 100,000	Institutional or Medical
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This is for Hepatitis A clinics with Lafayette and Tippecanoe County and is reimbursed to the General Fund by insurance.

- Councilmember Underwood moved to approve the appropriation as presented, second by Councilmember Williams. Motion carried.

2. Immunization Fund 8464

Grant Appropriation	\$ 9,360	Salaries / Part Time
	\$ 819	Social Security
	\$ 29,331	Other Professional Services
	\$ 8,000	Institutional or Medical
	\$ 2,000	Office Supplies
	\$ 490	Travel & Mileage
	\$ 50,000	Total Requested

This is a renewal of the adult immunization grant.

- Councilmember Underwood moved to approve the appropriation as presented, second by Councilmember Burch. Motion carried.

Salary Statement for the above Health Department FY 2018/2019 Immunization Grant.

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

3. The Health Departments' "Lunch-In-The-Park" will be June 21 from 11:00 to 1:00 at Riehle Plaza.

H. Community Corrections – Jason Huber

1. General Fund 1000

Reduction	\$ 9,263	Other Professional Services
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This pays for the remaining 2018 benefits for the community integration case manager that is transitioning from part time to full time and is a follow up from last month's action.

- Councilmember Metzger moved to approve the reduction as presented, second by Councilmember Williams. Motion carried.

2. Project Income Fund 1122

Appropriation	\$ 1,563,227	Salaries / Full Time
	\$ 86,334	Salaries / Chief Dep & Appt
	\$ 118,740	Salaries / Part Time
	\$ 106,798	Social Security
	\$ 156,357	PERF Retirement
	\$ 422,008	Health Insurance
	\$ 5,235	Long Term Disability
	\$ 3,276	Life Insurance
	\$ 23,775	Worker's Compensation
	\$ 64,696	Other Supplies
	\$ 379,354	Other Professional Services
	\$ 70,200	Utilities
	\$ 3,000,000	Total Requested

This is the estimated revenues for Fiscal Year 2019.

- Councilmember Metzger moved to approve the appropriation as presented, second by Councilmember Williams. There was discussion that the appropriation request and the following Salary Statement should be for the same amount but are not. The requested appropriation includes salary increases starting in January 2019, however, Council has not yet approved any increases. It was resolved that the full-time salaries, including Social Security and PERF, should

be calculated at the 2018 rate and an increase for 2019 could be requested after 2019 salaries have been approved.

- Councilmember Williams moved to amend the original motion and apply the 2018 rate for the full-time salaries (\$1,272,586 instead of \$1,563,227) in addition to Social Security and PERF as discussed, second by Councilmember Burch. Motion carried.
- President Basham called for a vote on the now amended motion. Motion carried.

Salary Statement for the above FY 2018/2019 Community Corrections Project.

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

3. Community Transition Fund 1123

Appropriation	\$ 50,000	Other Supplies
	\$ 55,482	Other Professional Services
	\$ 50,000	Utilities
	\$ 155,482	Total Requested

This appropriates the account balance plus the estimated revenues.

- Councilmember Metzger moved to approve the appropriation as presented, second by Councilmember Williams. Motion carried.

4. TANF Block Fund 8226

Grant Appropriation	\$ 22,862	Salaries / Part Time
	\$ 1,749	Social Security
	\$ 389	Worker's Compensation
	\$ 2,000	Other Supplies
	\$ 87,188	Other Professional Services
	\$ 114,188	Total Requested

This is our annual appropriation for a part time position, supplies and services to participants for the Temporary Assistance for Needy Families block grant.

- Councilmember Metzger moved to approve the appropriation as presented, second by Councilmember Williams. Motion carried.

Salary Statement for the above FY 2018/2019 TANF Block Grant.

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

5. Department of Corrections Adult Fund 9218.

Grant Appropriation	\$ 578,138	Salaries / Full Time
	\$ 31,932	Salaries / Chief Dep & Appt
	\$ 35,830	Salaries / Part Time
	\$ 38,882	Social Security
	\$ 56,925	PERF Retirement
	\$ 166,327	Health Insurance
	\$ 1,906	Long Term Disability
	\$ 1,212	Life Insurance
	\$ 8,656	Worker's Compensation
	\$ 10,900	Other Supplies
	\$ 2,856	Other Professional Services
	\$ 933,564	Total Requested

Bob Plantenga noted that the appropriation request and the following Salary Statement are for different amounts. This is similar to the earlier Fund 1122 request and should be resolved in the same manner.

This is the annual grant award from the Department of Corrections for operating the Community Corrections program.

- Councilmember Metzger moved to approve the appropriation but use the 2018 rate for the full-time salaries (\$470,683 instead of \$578,138) in addition to Social Security and PERF as discussed, second by Councilmember Williams. Motion carried.

Salary Statement for the above FY 2018/2019 DOC Adult Grant.

- Councilmember Metzger moved to approve the Salary Statement as presented, second by Councilmember Williams. Motion carried.

6. Community Transition Fund 9220

Appropriation	\$ 30,000	Other Supplies
	\$ 34,749	<u>Other Professional Services</u>
	\$ 64,749	Total Requested

This is a change in a fund number and appropriates the remaining balance to the new fund.

- Councilmember Metzger moved to approve the appropriation as presented, second by Councilmember Williams. Motion carried.

IX. Committee Reports - None

X. Unfinished/New Business

- Establishing Minimum Fund Balances. Bob Plantenga stated that a resolution is being prepared that updates and clarifies the difference between a minimum fund balance and a target balances policy for next months Council meeting. There was discussion of how the minimum balance may change for the General, EDIT and Rainey Day funds and its ramifications for the credit rating agencies.
- Public Safety Allocation Rate to Local Income Tax Rate. Attorney Masson stated that if the Council wants to proceed with a Public Safety Local Income Tax (PSLIT) it needs to pass a resolution introducing an ordinance to all the jurisdictions on the Tippecanoe County Income Tax Council and schedule a public hearing. The ordinance would adopt a tax rate that would create a fund for use by all public safety agencies. There was discussion that 51 Counties have a PSLIT and of those 41 have a .25% rate. The State recently allowed a new income tax for correctional related capital improvements (up to a .2% rate) that would just involve Tippecanoe County. It provides another tool in funding the community's public safety needs. The Sustainability Analysis is being updated (version 5) with new income estimates, proposed minimum balances, and recommendations for using the revenue tools available to meet the needs. Future potential needs should be identified by: updating the existing Manpower Plan as well as upcoming public safety needs analysis (for the Jail, Community Corrections, courts, treatment, pauper attorneys and the E911 system). A mix of revenue sources are required to meet the future needs. Bob Plantenga stated that he needs the 2019 budget approved earlier than last year and it was decided to have the hearing on September 13 at 6:00pm and the budget approved in a special meeting on September 26 at 8:30am.
- The Fairgrounds project. David Byers stated that the first bid opening will be today for the design of the two building as part of Phase 1. Greg Guerrettaz requested final approval to start the bonding process for Option 1 (as discussed in February for a lowered amount) estimated to be \$18,950,000. It will be an Economic Development Income Tax with a property tax backup to enhance the value of the bond. While the plan may require additional funds in phase 3 that could be covered by cash, decrease in scope or a short-term bond. Councilmember Winger stated that the buildings need to be designed so that if phase 3 isn't built the design still looks finished. There was additional discussion that the EDIT reserve will decrease but having a cash contribution minimizes the impact on our bond rating.
 - Councilmember Winger moved to approve the Estimated Sources and Uses of Funds for the Economic Development Income Tax Revenue Bonds of 2018 as presented by Greg Guerrettaz and authorizing the bond issue to proceed, second by Councilmember Burch. Motion carried.

XI. Commissioner FYI

Tracy Brown stated that there are two assessments of future needs that are under contract: a Jail Feasibility and Life Cycle Cost Analysis, and an E911 Study.

XII. Public Comment

President Basham thanked the Council for how they conduct themselves during the meetings, their use of civility and how they treat the public.

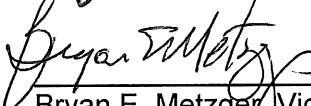
XIII. ADJOURNMENT

- Councilmember Winger moved to adjourn, and the President adjourned the meeting.

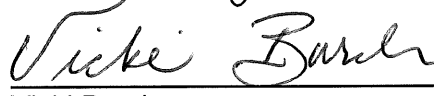
TIPPECANOE COUNTY COUNCIL




 John R. Basham II, President



 Bryan E. Metzger, Vice President



 Vicki Burch



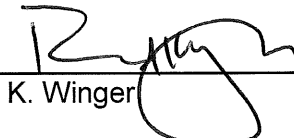
 Kevin L. Underwood



 Kathy Vernon



 David R. Williams



 Roland K. Winger

ATTEST:



 Robert A. Plantenga, Auditor 7/10/2018

Minutes prepared by John Thomas, Recording Secretary