

TIPPECANOE COUNTY COUNCIL

MEETING MINUTES

TUESDAY, September 11, 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, Kevin Underwood, David R. Williams, Vicki Burch, Roland Winger 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 asked everyone to stand for a moment of silence in honor of the anniversary of 9-11. He then led the Pledge of Allegiance.

II. Auditor's Financial Report – Bob Plantenga presented the following:

The 2018 Financial Statement shows a General Fund beginning cash balance of \$10,222,106.09. The projected miscellaneous revenue and property taxes (with deductions for the circuit breakers) leaves the total funds available at \$57,565,593.09. When deducting encumbrances, the 2018 Budget, adding back in 3% for the unused budget and the minimum balances established by Council the beginning net balance is \$1,641,827.09.

So far this year Council has granted additional appropriations of \$585,946 and today's additional requests total \$86,497. Budget reductions so far this year total \$164,982 with \$5,400 in reduction requests today. There have been Miscellaneous Expenditures of \$581.88, which leaves a current balance of \$1,220,281.21.

The revenues report shows we are two-thirds through the year, with not much to report. The State Gaming (0123) is for counties without river boat gambling operations and is usually dispersed the first of August. The totals show the year to date with intergovernmental at 60%, licenses and fees at 68%, for mobile homes transfers at almost 100%, the vital records (0420) is at 85%. In total the County is 62.9% of estimated revenue.

The fund balances show: 1) the General Fund (1000) with a little less than \$7 million balance at the end of August; 2) the Misdemeanant Funds (1175) shows the annual deposit, with the Sheriff and Community Corrections requesting appropriations from the new fund; 3) the Self Insurance Fund (4710) took in more than went out (\$840,000 and \$665,000 respectively) with a cash balance over \$5 million in addition to its Rainy Day Fund of \$3 million. The County Council approved an increase in the minimum target balance in the General Fund from \$6 million to \$7.5 million that will be reflected in next month's report.

III. Treasurer's Report – Jennifer Weston presented the following:

The Account Balances and Interest Rates report was distributed and shows that the total interest for August was \$185,894.02. The average rate is 2.08%. The office is already starting to receive November tax payments. The Year-Over-Year Comparisons show a typical pattern for this time of year.

The Fund Distributions show the General fund received \$91,471.48 in August, with \$660,6463.09 far this year. The budget has been revised as of yesterday and should reach \$1 million this year. We are 66.7% through the year with 66.1% earned to date.

IV. Public Comment on Agenda Items - None

Consent Agenda

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

A. Meeting Minutes from August 14, 2018

B. Treasurer – General Fund 1000

| | | | |
|----------|----|-------|--|
| Transfer | \$ | 1,000 | Salaries / Full Time to Office Supplies / Forms |
| | \$ | 262 | Salaries / Full Time |
| | \$ | 97 | Benefits / Social Security |
| | \$ | 141 | Benefits / PERF Retirement to Office Supplies |

C. Health Insurance – General Fund 1000

| | | | |
|----------|----|-------|--|
| Transfer | \$ | 7,000 | Other Professional Services to Hoosier START Deferred Comp (401a) |
|----------|----|-------|--|

D. Probation – User Fee Fund 2000

| | | | |
|----------|----|-------|---|
| Transfer | \$ | 7,713 | Office Supplies |
| | \$ | 3,000 | Travel & Mileage to Health Insurance |

E. Commissioner – DFC SAMHSA Fund 8667

| | | | |
|----------|----|-----|--|
| Transfer | \$ | 432 | Office Supplies |
| | \$ | 19 | Office Supplies / Printing to Other Professional Services |

F. WIC – WIC FY18 Fund 8880

| | | | |
|----------|----|-------|--|
| Transfer | \$ | 1,000 | Salaries / Part Time to Other Operating Supplies |
| | \$ | 4,067 | Salaries / Part Time to Buildings & Property |
| | \$ | 95 | Salaries / Part Time to Utilities |
| | \$ | 355 | Benefits / Social Security to Utilities |
| | \$ | 40 | Benefits / Social Security to Other Professional Service |
| | \$ | 600 | Operating Supplies / Institutional or Medical to COMM & Trans / Communication |
| | \$ | 7,765 | Operating Supplies / Institutional or Medical to Other Professional Services |
| | \$ | 955 | Operating Supplies / Institutional or Medical to Utilities |

G. Clerk – IV-D Fund 8899

| | | | |
|----------|----|--------|--|
| Transfer | \$ | 37,557 | Salaries / Full Time |
| | \$ | 2,899 | Benefits / Social Security |
| | \$ | 4,206 | Benefits / PERF Retirement |
| | \$ | 5,616 | Health Insurance |
| | \$ | 147 | LTD Insurance |
| | \$ | 110 | Life Insurance to Other Professional Services |

V. Additional Appropriations:

A. Superior Court 2

General Fund 1000 - *Judge Meyer*

| | | |
|---------------|----------|-----------------|
| Appropriation | \$ 7,344 | Pauper Attorney |
|---------------|----------|-----------------|

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

Most of this request is for the appellate council which has reached its limit we now need outside counsel. He probably will be back for an additional appropriation in November for more outside council funding.

President Basham called for the vote and the motion carried.

B. Circuit Court

General Fund 1000

| | | |
|----------------|-----------|-----------------|
| Appropriations | \$ 39,403 | Pauper Attorney |
|----------------|-----------|-----------------|

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

Councilmember Winger presented the request and recommended approval.

President Basham called for the vote and the motion carried.

C. Superior Court 4

General Fund 1000

| | | |
|---------------|------------------|--------------------------------|
| Appropriation | \$ 25,000 | Pauper Attorney |
| | \$ 500 | Travel & Mileage |
| | \$ 1,650 | Health & Medical Professionals |
| | <u>\$ 27,150</u> | <i>Total Requested</i> |

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

Councilmember Winger presented the request and recommended approval but stated that an additional request is expected before the end of the year. Councilmember Vernon looked forward to the broader discussion of the pauper attorney costs during the budget hearing.

President Basham called for the vote and the motion carried.

D. Superior Court 6

Court Interpreter Fund 9549

| | | |
|----------------|----------|------------|
| Appropriations | \$ 6,625 | Translator |
|----------------|----------|------------|

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

Councilmember Winger presented the request and recommended approval.

President Basham called for the vote and the motion carried.

E. Public Defender – *Amy Hutchison*

PD User Fees Fund 1200

| | | |
|---------------|-----------|-----------------------------|
| Appropriation | \$ 50,000 | Other Professional Services |
|---------------|-----------|-----------------------------|

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

There was discussion that an additional \$50,000 would be needed by the end of the year and hopefully the 1200 fund would grow and support the additional need.

President Basham called for the vote and the motion carried.

F. Prosecutor – *Pat Harrington*

1. Drug Enforcement Fund 2507

| | | |
|---------------|-----------------|-----------------------------|
| Appropriation | \$ 1,021 | Repair Vehicle & Equipment |
| | \$ 6,488 | Other Professional Services |
| | <u>\$ 7,509</u> | <i>Total Requested</i> |

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

This is the Drug Forfeiture fund for the Drug Task Force.

President Basham called for the vote and the motion carried.

2. Victims Of Crime Act Fund 8272

| | | |
|---------------------|-------------------|----------------------------|
| Grant Appropriation | \$ 171,482 | Salaries / Full Time |
| | \$ 31,500 | Salaries / Part Time |
| | \$ 15,529 | Benefits / Social Security |
| | \$ 19,206 | Benefits / PERF Retirement |
| | \$ 95,618 | Health Insurance |
| | \$ 2,000 | Travel & Mileage |
| | \$ 58,600 | Counseling & Consultations |
| | \$ 3,320 | Minor Equipment |
| | <u>\$ 397,255</u> | <i>Total Requested</i> |

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

This is the third year of the VOCA grant and funds part of the Domestic Violence Unit. It is the largest grant received to date and will pay for one-and-a-half additional victim advocates.

President Basham called for the vote and the motion carried.

3. Drug Free Coalition Fund 9251

| | | |
|---------------------|------------------|-------------------------------|
| Grant Appropriation | \$ 21,697 | Mach & Equip / Safety FY19-20 |
| | \$ 4,624 | Mach & Equip / Safety FY2018 |
| | <u>\$ 26,321</u> | <i>Total Requested</i> |

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

This is the from the Tippecanoe County Drug Free Coalition and goes to the Drug Task Force.

President Basham called for the vote and the motion carried.

G. Clerk – Christa Coffey

IV-D Incentive Fund 8899

| | | |
|---------------|-----------|-----------------------------|
| Appropriation | \$ 18,000 | Other Professional Services |
|---------------|-----------|-----------------------------|

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

This will finish scanning documents for Superior Court III.

President Basham called for the vote and the motion carried.

H. CASA – Coleen Connor

Guardian Ad Litum / CASA Fund 1213

| | | |
|---------------|-----------------|-----------------------------------|
| Appropriation | \$ 5,965 | Salaries / Full Time |
| | \$ 456 | Benefits / Social Security |
| | <u>\$ 668</u> | <u>Benefits / PERF Retirement</u> |
| | <u>\$ 7,089</u> | <i>Total Requested</i> |

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

These are unexpected additional funds and will supplement one of the staff advocate positions.

President Basham called for the vote and the motion carried.

I. Sheriff – Barry Richard

1. Misdemeanant Fund 1175

| | | |
|---------------|-----------|------------------------------------|
| Appropriation | \$ 17,991 | Other Supplies |
| | \$ 10,000 | Institutional or Medical |
| | \$ 20,000 | <u>Other Professional Services</u> |
| | \$ 47,991 | <i>Total Requested</i> |

- Councilmember Metzger moved to approve the appropriation as presented, second by Councilmember Williams.
This is the Sheriff's portion of the Misdemeanant Fund and is going for inmate health care. President Basham called for the vote and the motion carried.

2. 2018 Salary Statement Up to \$16.30 Part Time Cook / Hourly

- Councilmember Metzger moved to approve the appropriation as presented, second by Councilmember Williams.
The Department now provides more than 130 meals for Community Corrections and this is for a part time position to assist the cook and is within the Departments existing budget. President Basham called for the vote and the motion carried.

J. Community Corrections – Jason Huber

1. CC Project Income Fund 1122

| | | |
|---------------|------------|------------------------------------|
| Appropriation | \$ 249,045 | Other Supplies |
| | \$ 50,000 | <u>Other Professional Services</u> |
| | \$ 299,045 | <i>Total Requested</i> |

- Councilmember Williams moved to approve the appropriation as presented, second by Councilmember Metzger.
Mr. Huber stated that the amount for "Other Supplies" needs to be corrected to \$167,798, with \$150,000 for capital equipment (body scanners) and \$17,789 for a Policy and Standards manual.
- Councilmember Williams moved to amend the motion to correct the amount for "Other Supplies" as discussed, second by Councilmember Burch. Motion carried.
President Basham called for the vote on the amended motion and the motion carried.

2. Misdemeanant Fund 1175

| | | |
|---------------|-----------|-----------------------------|
| Appropriation | \$ 47,991 | Other Professional Services |
|---------------|-----------|-----------------------------|

- Councilmember Williams moved to approve the appropriation as presented, second by Councilmember Metzger.
This is for the lease of vehicles.
President Basham called for the vote and the motion carried.

K. Department Of Information Technology – Kent Kroft

Electronic Map Fund 1150

| | | |
|---------------|-----------|---------------------------------|
| Appropriation | \$ 15,000 | Machinery & Equipment / General |
|---------------|-----------|---------------------------------|

- Councilmember Underwood moved to approve the appropriation as presented, second by Councilmember Winger.
The fund is from fees for making maps and other services for the public. The computer server is 10 years old and needs to be upgraded.
President Basham called for the vote and the motion carried.
Councilmember Winger welcomed Kent in his new capacity as head of the DOIT.

L. Health – Craig Rich

General Fund 1000

| | | |
|---------------|----------|-----------------|
| Appropriation | \$ 7,200 | Minor Equipment |
|---------------|----------|-----------------|

- Councilmember Underwood moved to approve the appropriation as presented, second by Councilmember Williams.
This was for a replacement vaccine refrigerator.
President Basham called for the vote and the motion carried.

M. Treasurer – Jennifer Weston

1. General Fund 1000

| | | | |
|-----------|----|-------|-----------------------------------|
| Reduction | \$ | 4,543 | Salaries / Full Time |
| | \$ | 348 | Benefits / Social Security |
| | \$ | 509 | <u>Benefits / PERF Retirement</u> |
| | \$ | 5,400 | Total Requested |

- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Metzger.
This is the savings from changing a full-time position to a part time.
President Basham called for the vote and the motion carried.

2. 2018 Salary Statement Up to \$16 Part Time Customer Service /P-Card / Hourly

- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Metzger.
This is for the new part time position and Councilmember Vernon congratulated the Treasurer for changing the full-time position to part time.
President Basham called for the vote and the motion carried.

N. Maintenance/Human Resources – Shirley Mennon

1. 2018 Salary Statement \$ 35,515 Maintenance Tech / Formerly Community Service Supervisor

- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Underwood.
This is a job title change from Community Service Supervisor to Maintenance Technician.
There is no change in the salary.
President Basham called for the vote and the motion carried.

O. Auditor – Robert Plantenga

General Fund 1000

| | | | |
|---------------|----|-------|------------------|
| Appropriation | \$ | 5,400 | Health Insurance |
|---------------|----|-------|------------------|

- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Underwood.
This is for health insurance for all General Fund employees and there may be additional needs before the end of the year.
President Basham called for the vote and the motion carried.

VI. Committee Reports

President Basham reported that the Romney sewer lines are in and the tanks are being set.

VII. Unfinished/New Business - None

VIII. Commissioner FYI – Commissioner Murtaugh reported:

- A. Jessie’s Kids Chili Supper is on October 21 at the Home Economic Building at the Fairgrounds.
- B. Rooftop Employee Picnic is October 1.


IX. Public Comment

Karen Mitchell, Director of the County Extension stated that the yearend reports were completed, and the Extension system sponsored over 156 learning events for over 490 hours of interactions.

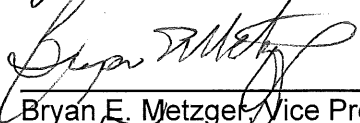
X. ADJOURNMENT

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

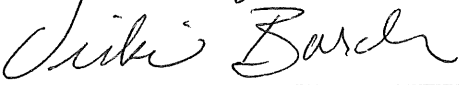
TIPPECANOE COUNTY COUNCIL



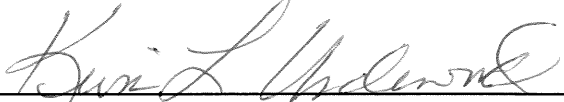
 John R. Basham II, President




 Bryan E. Metzger, Vice President




 Vicki Burch




 Kevin L. Underwood



 Kathy Vernon



 David R. Williams



 Roland K. Winger

ATTEST:



 Robert A. Plantenga, Auditor 10/09/2018

Minutes prepared by John Thomas, Recording Secretary