

TIPPECANOE COUNTY COUNCIL
REGULAR MEETING
February 8, 2011

The Tippecanoe County Council met at 8:30 a.m. on February 8, 2011 in the Tippecanoe Room in the County Office Building. Council members present were: President Andrew S. Gutwein, Vice-President Roland K. Winger, John R. Basham II, Jeffrey A. Kemper, Kevin L. Underwood, David R. Williams, and Kathy Vernon. Others present were: Auditor Jennifer Weston, Attorney David W. Luhman, and Secretary Kay Muse.

President Gutwein called the meeting to order and led the pledge of allegiance.

APPROVAL OF MINUTES

- Councilmember Basham moved to approve the January 11, 2011 regular meeting minutes, second by Councilmember Kemper; motion carried.

AUDITOR'S REPORT – *Jennifer Weston*

Auditor Weston said the 2010 General Fund Revenue Budget versus Actual comparison shows several items that exceeded expected revenues. Total revenue came in at 101.3% of expected; miscellaneous revenue at 98%. Processes put in place by the Sheriff's Department, to collect fees, helped to bring in higher revenue from reimbursements and interest for the Department of Corrections. Auditor Weston said the Financial Statement is preliminary since 2010 property tax settlements are not complete. For comparison purposes, cash balances for 2010 and 2011 have been included. Upon completion of property tax settlements, the estimated cash balance is \$1,670,858. When taking into consideration expected revenue for 2011, circuit breaker, encumbrances, and today's requests for additional appropriations of \$5,875 and reductions of \$828, the estimated uncommitted beginning cash balance is \$824,272.09.

Beginning Net Balance	\$824,272.09
Total Additional Appropriations	\$ 0.00
Total Budget Reductions	\$ 0.00
Miscellaneous Expenditures (to date)	<u>\$ 0.00</u>
Uncommitted Funds	\$824,272.09

TREASURER'S REPORT – *Bob Plantenga*

Treasurer Bob Plantenga said the 2010 interest summary includes all 12 months of bank statements for the various bank accounts. The December General Fund interest was \$52,733.29, which is slightly less than November's interest of \$56,237.65. However, a payment of approximately \$6,000 to Chase Bank for fees did lower the total interest for December. The health insurance fund did end the year with a positive balance. The average interest rate of 0.87% is unchanged. The weighted average is 0.98%, which is slightly higher than November. Balances are as follows: Chase Bank \$876,605.27, Lafayette Bank & Trust \$41,009,833.76, First Financial Bank \$10,000,000, and Lafayette Savings Bank \$20,674,042.75. Before the distribution of property tax settlement Lafayette Bank & Trust had a balance of approximately \$96,000,000. Treasurer Plantenga presented a graph showing Tippecanoe County's interest rates have been consistently higher than the federal fund rate of .25% for 2009 and 2010. It shows that in March and April the interest rates began to rise after receiving the bids for the cash management agreements, and that by the end of June interest rates had risen to approximately .90%.

PUBLIC COMMENT

None

SUPERIOR COURT 2**Salary Statement**

Bailiff Brenda Rody presented a salary statement for a part-time Deputy Bailiff position. This position would be responsible for jury instructions, covering vacation time, and many other office duties. A greatly qualified person presently occupies the position and Judge Busch would like to increase the rate to \$13.00 per hour. Councilmember Kemper asked if the employee has experience with reimbursements. Bailiff Rody replied that to her knowledge the person does not. It is the only part-time position in Superior Court 2.

Salary Statement

Part Time Bailiff up to \$13.00 per hour

- Councilmember Kemper moved to approve the Salary Statement as presented, second by Councilmember Basham; motion carried.

SUPERIOR COURT 4**General Fund 001**

Councilmember Kemper stated that although he did not talk with Superior Court 4 the request does go into detail on the explanation. It is for pauper attorney fees for a specific 2010 case.

Additional Appropriation \$2,696

\$2,696 Pauper Attorney Fees

- Councilmember Kemper moved to approve the appropriation as presented, second by Councilmember Underwood; motion carried.

SUPERIOR COURT 5**General Fund 001**

Councilmember Kemper suggested this item be tabled until the next meeting due to the vague explanation on the request. Councilmember Vernon asked if the balance of \$679 would affect the court next month. Councilmember Kemper stated that he feels a better explanation is in order.

Additional Appropriation \$ 3,179

\$3,179 Pauper Attorney Fees

- Councilmember Kemper moved to table the appropriation until the March meeting, second by Councilmember Underwood; motion carried.

PROSECUTOR – Pat Harrington**Infraction Diversion Fund 261**

Councilmember Underwood said that Prosecutor Harrington indicated this transfer would be used to purchase equipment for the paperless project.

Transfer \$2,500

\$2,500

General Operating / Equipment/Office

- Councilmember Underwood moved to approve the transfer as presented, second by Councilmember Kemper; motion carried.

Federal Drug forfeitures Fund 263

Councilmember Underwood stated this request is for use of law enforcement in the process of duties in respect to drug enforcement.

Additional Appropriation \$20,595

\$20,595

General Operating / Miscellaneous

- Councilmember Underwood moved to approve the appropriation as presented, second by Councilmember Kemper; motion carried.

ASSESSOR – Linda Phillips**Reassessment Fund 281**

Assessor Linda Phillips requested an additional appropriation for the General Reassessment. Assessor Phillips said that since taking office it has come to her attention that the organization of the office does not meet the needs of the Assessor's duties. State law requires that 25% of the General Reassessment must be completed. By the end of 2010 less than 200 of the 68,000 parcels had been done. The contractors have completed their portion of the work, but most of the parcels have not been entered into the system. Depending on the type of parcel the person-hours required to process that parcel varies. A small tract home takes about 8 to 9 minutes and if a sketch is needed it can take up to 20 minutes. Commercial parcels requires 2 hours or longer. This totals approximately 21,000 hours of labor required to complete the General Reassessment. The current staff in the assessor's office cannot complete this task on schedule. Part-time employees for data entry will be required. The General Reassessment must be complete by March 1, 2012. In 2011 fewer dollars will be spent on training and will be limited to the minimum required for employees to maintain their certifications. Income Works is a software program that is used to value commercial property. Licensing to that software will expire on March 2, 2011 and must be renewed. It is necessary to reorganize the assessor's office to allow for more efficiency. Job descriptions have been adjusted to better the describe duties. However, the number of positions will remain unchanged. Salaries have been reduced with the exception of the Field Staff Supervisor position, which did increase slightly. Temporary part-time employees would be hired to enter assessment values into the system. Beginning with 2011, property tax receipts will be placed into a new fund, Fund 280, for the next General Reassessment. Fund 281 is for the current General Reassessment and must be used for that purpose. Assessor Phillips said with the revised budget, the assessor's budget is \$38,000 short. She is asking for approval of submitted salary statements and requested appropriation for Fund 281. This appropriation would leave approximately \$3,000 in Fund 281.

Additional Appropriation \$134,626

\$72,900

Salaries & Wages / Part Time

\$ 5,577

Social Security

\$50,000

Contracts / Consultant

\$ 4,600

Equipment / Capital Outlay

\$ 1,549

Office Expense / Office Supplies

- Councilmember Winger moved to approve the appropriation from Fund 281 as presented, second by Councilmember Basham; motion carried.

Salary Statements

Field Staff Supervisor	\$31,004 Annual
Field Staff-COMOT II	\$26,845 Annual
Field Staff COMOT II	\$26,845 Annual
Customer Service Manager Pat III	\$36,953 Annual
Customer Service Staff COMOT III	\$29,017 Annual
Customer Service Staff COMOT III	\$29,017 Annual
Customer Service Staff COMOT III	\$29,017 Annual
Customer Service Staff COMOT III	\$29,017 Annual
Customer Service Staff COMOT III	\$29,017 Annual
Customer Service Staff COMOT III	\$29,017 Annual
Customer Service Staff COMOT III	\$29,017 Annual
Customer Service Staff COMOT III P/T	\$23,214 Annual
Data Analyst PAT IV	\$41,209 Annual
Mapping Specialist PAT III P/T	\$29,562 Annual
Field Staff COMOT II	\$26,845 Annual
Property Valuation Manager PAT IV	\$41,209 Annual
Valuation Specialist QC – PAT III	\$36,953 Annual
Part Time	up to \$20.00 per hour

- Councilmember Winger moved to approve the Salary Statements as presented, second by Councilmember Basham; motion carried.

SURVEYOR – Zach Beasley
Great Lakes Fund 835

Director Beasley said that many years ago Fund 835 was created for donations from the Great Lakes Chemical Company. Uses of those funds are restricted to the McClure watershed.

Appropriation \$20,000

\$10,000	Drainage Systems / Detention-Construction & Observation
\$10,000	Drainage Systems / Detention-Maintenance

- Councilmember Winger moved to approve the appropriation as presented, second by Councilmember Basham; motion carried.

Director Beasley said that this position was rewritten in order to attract licensed and non-licensed individuals. Director Beasley said that a Project Manager has been hired and this salary statement reflects that.

Salary Statement \$59,969

Project Manager	\$59,969 Annual
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- Councilmember Winger moved to approve the salary statement as presented, second by Councilmember Basham; motion carried.

HEALTH DEPARTMENT – Ron Cripe
H1N1 Extension Grant 462

Grant Administrator Laurie Wilson said the State Center for Disease Control (CDC) is allowing un-appropriated H1N1 funds to be used for items that would be needed in the event of another influenza outbreak.

Appropriation \$76,415

\$ 2,950	Office / Office Supplies
\$ 2,200	Departmental / Medical
\$ 1,400	Departmental / Signage
\$ 2,040	Departmental / Uniforms & Clothing
\$ 1,500	Equipment / Data Processing Equip Hardware
\$ 250	Equipment / Appliance
\$54,595	Equipment / Emergency Equipment
\$11,480	Equipment / Office Equipment

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

Medical Reserve Corps Grant Fund 763

Grant Administrator Laurie Wilson said this transfer would allow the use of funds where needed.

Transfer \$2,000

\$1,500	Departmental / Uniforms & Clothing to Internet Access
\$ 500	Departmental / Medical Supplies to Internet Access

- Councilmember Williams moved to approve the transfer as presented, second by Councilmember Underwood; motion carried.

Medical Reserve Corps “B” Grant Fund 764

Grant Administrator Laurie Wilson said this is the annual \$5,000 National Association of City and County Health Officials grant allocation.

Appropriation \$5,000

\$1,500	Training Costs / Travel & Training
\$1,000	Departmental / Medical
\$1,500	Office Expense / Computer software
\$1,000	Departmental / Educational Materials

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

SHERIFF – Tracy Brown
Sheriff Contract for 2011

Sheriff Tracy Brown presented the 2011 Sheriff's contract for approval. It remains unchanged since 2008. The amount is \$106,676 for fiscal year 2011.

- Councilmember Williams moved to approve the 2011 Sheriff's contract as presented, second by Councilmember Vernon; motion carried.

Ordinance 2011-06-CL – Sheriff's Department Fee Schedule

Sheriff Brown said there are three changes to the fee schedule. Crash reports would increase to \$8 from \$5 and are available online for a fee of \$12, of which \$8 is paid to the County. The administrative fee for the sale of foreclosures would increase to \$140 from \$80 this is partially due to contracting the services of SRI to administer those sales. Fees for handgun permits have been more clearly specified.

- Councilmember Vernon moved to approve Ordinance 2011-06-CL on first reading as presented, second by Councilmember Underwood.

Auditor Weston recorded the vote:

Basham	Yes
Gutwein	Yes
Kemper	Abstain
Underwood	Yes
Vernon	Yes
Williams	Yes
Winger	Yes

Ordinance 2011-06-CL passes 6-0 with one abstention on first reading.

- Councilmember Vernon moved to suspend the rules and hear Ordinance 2011-06-CL on second reading, second by Councilmember Underwood; motion carried.
- Councilmember Vernon moved to approve Ordinance 2011-06-CL as presented on second reading, second by Councilmember Underwood.

Auditor Weston recorded the vote:

Basham	Yes
Gutwein	Yes
Kemper	Abstain
Underwood	Yes
Vernon	Yes
Williams	Yes
Winger	Yes

Ordinance 2011-06-CL passes 6-0 with one abstention on second and final reading.

Sheriff Tracy Brown said that the General Fund does not support the following items. They are rollover funds from various fees.

Donation Fund 127

Donation Fund 127 was established to allow citizens to make donations and earmark those donations for a variety of programs such as Leadership Camp, Canine Programs, or any of the many programs under the Sheriff's Department responsibility.

Appropriation \$1,780

\$1,780

General Operating / Miscellaneous

- Councilmember Williams moved to approve the appropriation as presented, second by Councilmember Vernon; motion carried.

False Alarms Fee Fund 174

False Alarms Fee Fund 174 is funded through two sources. They are fines that are charged for violation of the ordinance and a \$100.00 annual fee that is charged to alarm companies who do business in Tippecanoe County. The ordinance that determines those fees also allows for those funds to be used for crime prevention programs.

Appropriation \$14,000

\$14,000

General Operating / Miscellaneous

- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Williams; motion carried.

Sheriff Continuing Education Fund 175

Sheriff Continuing Education Fund 175 established by state statute allows \$4 of every traffic ticket fine to be placed into Fund 175. It is for the continued education and training of employees of the Sheriff's Department.

Appropriation \$27,000

\$27,000

General Operating / Miscellaneous

- Councilmember Williams moved to approve the appropriation as presented, second by Councilmember Vernon; motion carried.

Firearms & Training Fund 177

Firearms & Training Fund 177 is supported through handgun permit fees. State statute dictates it must be used for firearms or firearm related training and equipment. Bulletproof vest would be purchased with a portion of this appropriation.

Appropriation \$60,000

\$60,000

General Operating / Miscellaneous

- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Williams; motion carried.

Sheriff Accident Reports Fund 179

Sheriff Accident Reports Fund 179 is supported through traffic report fees for the purchase of equipment such as breathalyzers, radar, and other traffic safety measures and equipment.

Appropriation \$13,000

\$13,000

General Operating / Miscellaneous

- Councilmember Williams moved to approve the appropriation as presented, second by Councilmember Vernon; motion carried.

Sheriff Equipment 'B' Grant Fund 183

Sheriff Tracy Brown said beginning in January it is required that all custodian interrogations be video taped. This appropriation would be used to purchase video equipment for the Sheriff's interview room.

Appropriation \$10,000

\$10,000

Equipment / Sheriff

- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Williams; motion carried.

E-911 Fund 176

Sheriff Tracy Brown said this appropriation is for the next generation 911 project. The next generation 911 project has been in the planning stages for the past two years. Indigital, a telecommunications company of Fort Wayne, will be providing equipment and services to Tippecanoe County for this project. The appropriation is for 50% of the cost and meets the 50% grant match. This match amount will be paid to Fund 186; hence the following request.

Appropriation \$448,212

\$448,212

Departmental / Grant Match

- Councilmember Williams moved to approve the appropriation as presented, second by Councilmember Vernon; motion carried.

Wireless 911 Grant Fund 186

Sheriff Tracy Brown said this grant appropriation would be used for the next generation 911 project, the source of which is from Fund 176.

Appropriation \$448,212

\$448,212

Equipment / Sheriff Equipment

- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Williams; motion carried.

TEMA

General Fund 001 Reduction

Commissioner Byers said that the job description for the position of TEMA Director has changed due to the increase in district duties and has warranted a change in the classification of that position. The Personnel Committee and the TEMA Advisory Board have approved the change in classification. This reduction request is the difference of the past Director’s salary and the current Director’s salary.

Reduction \$828

\$ 721	Salaries & Wages / Appointed Official
\$ 55	Social Security
\$ 52	Retirement / PERF

- Councilmember Basham moved to approve the salary statement as presented, second by Councilmember Williams; motion carried.

Salary Statement

Commissioner Byers said the classification for the position of TEMA Director has changed and this request reflects the change.

Salary Statement \$50,750

TEMA Director	\$50,750 Annual
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- Councilmember Basham moved to approve the salary statement as presented, second by Councilmember Williams; motion carried.

COMMISSIONERS

Flood Buyout Grant Fund 706

Grant Administrator Laurie Wilson said this Hazard Mitigation Grant is from FEMA through the Department of Homeland Security. It is the second flood buyout program for Tippecanoe County and allows for the purchase of two properties. The properties of the Bunch and Calloway families were both affected by flooding in 2003 and 2005. The Calloway residence is located on Goldsberry Road and the Bunch residence is located in the southern part of the county. Two appraisals will be completed on the properties; and the highest appraisal would be offered to the property owner. If the homeowner disputes the appraisal value, they can have a third appraisal done at their own expense. This grant provides 75% of the appraisal with the other 25% from a match grant. There is some expense to the County such as appraisals and demolition costs. The appraisal is based on the condition of the home on the day before the first flood event. All structures on the properties will be demolished within 90 days unless a variance is in place. Deed restrictions would not allow any structures to be built on the property in the future and the property is to be returned to a green open space as to mitigate the effect of flooding in the future. The properties cannot be sold. However, they can be donated to another branch of the government with the permission of FEMA. The County is responsible for maintaining the properties.

Grant Appropriation \$171,976

\$171,976	Administrative / Other Professional Service
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- Councilmember Kemper moved to approve the appropriation as presented, second by Councilmember Vernon; motion carried.

Flood Buyout Match Grant Fund 786

Grant Administrator Laurie Wilson said this is the matching grant for the previous appropriation. Homeowners are required to sign an agreement accepting 75% of the appraised value of their home as payment in full. This matching grant would allow the County to offer an amount closer to the actual value. It is an Indiana Housing and Community Development Authority Community Development Block Grant disaster relief award.

Grant Appropriation \$57,325

\$57,325

Administrative / Other Professional Service

- Councilmember Kemper moved to approve the appropriation as presented, second by Councilmember Vernon; motion carried.

COMMITTEE REPORTS

Council President Gutwein presented a map of the Wabash River Corridor to the Council and gave an update on the Wabash River Enhancement Corporation. The Wabash River Enhancement Corporation is partially funded through the Innkeepers Tax. Progress is being made and it is hopeful that upon completion the shores of the Wabash will be protected while drawing sufficient economic development as to be sustainable. Councilmember Gutwein added that the annual Riverfest canoe race and festival will be Saturday July 9, 2011.

UNFINISHED BUSINESS

Resolution 2011-06-CL Endorsing the adoption of an amendment to the Tippecanoe County EDIT Capital Improvement Fund

Council President Gutwein said Resolution 2011-06-CL endorses Resolution 2011-05-CM. The Council had approved uses of the EDIT fund during budget hearing in August of 2010. The County Commissioners approved Resolution 2011-05-CM including those uses. The Council has endorsed and supported the Commissioners use of EDIT funds in past years. It is consistent with the previously approved budget. It can be amended throughout the year.

- Councilmember Winger moved to approve Resolution 2011-06-CL as presented, second by Councilmember Kemper; motion carried.

2011 Council Meeting Dates & Time

Council President Gutwein asked Council members for comments on evening meetings. After some discussion on the advantages and disadvantages of evening meetings it was decided that the Council would meet at 7:00 p.m. on April 12, 2011. Council will reconsider evening meetings based on public attendance.

- Councilmember Winger moved to change the meeting time of April 12, 2011 to 7:00 p.m., second by Councilmember Kemper; motion carried.
- Councilmember Kemper moved to begin budget hearings on September 13, 2011 after the regular scheduled Council meeting and include September 14, 2011, second by Councilmember Vernon; motion carried.
- Councilmember Winger moved to have the public hearing on the budget on September 27, 2011 at 7:00 p.m., second by Councilmember Vernon; motion carried.

Court Services

Councilmember Kemper said that due to uncollected fees and other issues Court Services is at risk of becoming unsustainable. He added that he attended a meeting with Director Cindy Houseman, Judge Morrissey, and Commissioner Murtaugh. In an effort to sustain Court Services, fees have been increased and the staff has increased efforts to collect those fees. Director Houseman will be meeting with Premier Collection agency to discuss collection results. Coordinator Lisa Smith said that continued efforts to make Court Services self-sustaining would be available through monthly updates. Court Services is working with other departments and with clients in an effort to increase revenue.

NEW BUSINESS

None

COMMISSIONER FYI

- Cattle barn construction has begun at the Fairgrounds and is scheduled for completion June 1, 2011
- Open House for the Wellness Center is scheduled for February 17, 2011 between 5 p.m. and 7 p.m.
- Legislative conference in Indianapolis February 15 and 16, 2011
- Commissioners will be accepting bids for the Courthouse Window Project at the February 21, 2011 Commissioners meeting
- Wildcat Creek Solid Waste building study is nearly complete
- Caution is urged at the cross walk in front of the County building; a County employee was hit by a car last week
- Thanks to TEMA, the Highway Department, and the Sheriff Department for their efforts during the extreme weather conditions last week

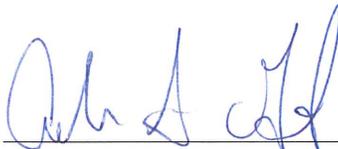
PUBLIC COMMENT

Paul Wright, West Point—said the Wabash River Enhancement has the potential to be similar to the amphitheatre and the celery bog. He cautioned any involvement with the Corp of Engineers adding that they have control of the project and the potential is there to cost taxpayers for years. Evening meetings probably will not draw the public unless there is a volatile item on the agenda. Grant money comes from federal funds and is a concern.

Brenda Garrison, County Employee—said that she is writing a letter to Lafayette Mayor Roswarski asking that the first parking space on the corner of Third and Columbia Street be eliminated. It is very difficult for drivers who are turning right to see pedestrians crossing the street. She added that she is asking for the support of the Council on this matter.

Councilmember Kemper moved to adjourn.

Tippecanoe County Council



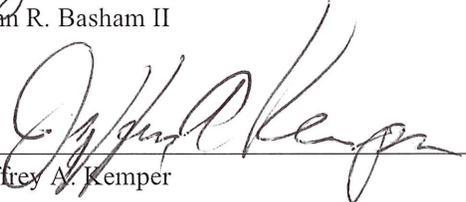
Andrew S. Gutwein, President



Roland K. Winger, Vice President



John R. Basham II



Jeffrey A. Kemper



Kevin L. Underwood

ABSENT

Kathy Vernon



David R. Williams

ATTEST:


Jennifer Weston, Auditor

3-8-2011