TIPPECANOE COUNTY COUNCIL MEETING
COUNTY OFFICE BUILDING – TIPPECANOE ROOM
TUESDAY, December 8, 2015
8:30 A.M.

The Tippecanoe County Council met Tuesday, December 8, 2015 in the Tippecanoe Room of the County Office Building at 8:30 a.m. Council members present were: President David R. Williams, Vice-President John R. Basham II, Bryan E. Metzger, Sally J. Siegrist, Kathy Vernon, Kevin L. Underwood, and Roland K. Winger. Others present were: Auditor Bob Plantenga, Attorney Doug Masson, and Recording Secretary Tillie Hennigar.

PLEDGE OF ALLIANCE

President Williams called the meeting to order and led the Pledge of Alliance.

AUDITOR'S FINANCIAL REPORT *– Bob Plantenga*

Auditor Plantenga said the General Fund Cash Balance for the beginning of the year was $9,564,171.62. With Miscellaneous Revenue and projected Property Tax, less the Circuit Breaker, the total available is $40,885,204.62. Deducting Encumbrances, the Approved 2015 Budget, the Minimum Balance approved by Council, the Net Balance was $1,327,809.62. To date in 2015, Additional Appropriations of $436,092 have been approved. There cannot be any Additional Appropriations in December due to requirement approval by the DLGF; the year will end with $436,092. With Budget Reductions of $1,500 and Miscellaneous Expenditures of $7,089.74; the year end uncommitted funds for the General Fund is $886,127.88. The COIT Fund began with $2,293,808.98. With projected Revenue, less Encumbrances, the 2015 Budget, and the Council Approved Minimum Balance of $1,500,000; the year end Net Balance and Uncommitted Funds is $453,847.98 for COIT. Combining the General Fund and the COIT Fund, available funds at year end is $1,339,975.86.

Financial Statement
Through October 31, 2015

	General Fund	COIT Fund	Combined Funds
Cash Balance (01/01/2015)	$9,564,171.62	$2,293,808.98	$11,857,980.60
DLGF Approved 2015 Projected Miscellaneous Revenue	$10,157,505.00	$8,397,574.00	$18,555,079.00
Property Tax Approved Abstract (99%)	$21,935,914.00	$0.00	$21,935,914.00
Less: Abstract Circuit Breaker Credit Estimate	$772,386.00	$0.00	$772,386.00
Total Funds Available	$40,885,204.62	$10,691,382.98	$51,576,587.60
Less: 2015 Encumbrances	$895,474.00	$49,454.00	$944,928.00
Less: DLGF Approved 2015 Budget	$32,661,921.00	$8,688,081.00	$41,350,002.00
Less: Council Approved Minimum Balance (Res 2013-24-CL)	$6,000,000.00	$1,500,000.00	$7,500,000.00
Beginning Net Balance	$1,327,809.62	$453,847.98	$1,781,657.60

Additional Appropriations	Requested	Granted	Granted	Granted
January	$40,000	$40,000	$0	$40,000
February	$28,000	$3,000	$0	$3,000
March	$500	$500	$0	$500
April	$39,871	$39,871	$0	$39,871
May	$10,911	$3,868	$0	$3,868
June	$958	$958	$0	$958
July	$105,500	$105,500	$0	$105,500
August	$24,122	$24,122	$0	$24,122
September	$18,000	$18,000	$0	$18,000
October	$133,670	$133,670	$0	$133,670
November	$69,263	$66,603	$0	$66,603
December	$0			$0
Total Additional Appropriations	$470,795	$436,092	$0	$436,092
Budget Reductions	Requested	Gen Fund Granted	COIT Fund Granted	Total Granted
June	$33,322	$0	$0	$0
August	$1,500	$1,500	$0	$1,500
Year to Date	$34,822	$1,500	$0	$1,500
Miscellaneous Expenditures (year to date total)		$7,089.74	$0.00	$7,089.74
Available for Appropriation		$886,127.88	$453,847.98	$1,339,975.86

Auditor Plantenga continued reporting on Revenue saying Property Taxes are not distributed by the end of November. Referring to the Percent of Budget, Licenses and Permits is at 110.56%; Total Intergovernmental is at 95.24%; Charges for Services are at 77.45%, brought down by Juvenile Detention Reimbursement at 48.79% and DOC Inmate Housing at 61.26%; however, Fairgrounds Rental is at 116.80%, bringing in $122,637 compared to the $105,000 budgeted. Fines and Forfeitures are at 88.93% and Financial Services (mainly interest) is at $153.45% of budget. COIT Revenue is at 88.31% at the end of November but will get to 100% by year end.

Court Services experienced Revenue which exceeded expenditures by $8,276.02 in the month of November. The combined Court Services Cash Balance is -$114,434.47. Although there are three payrolls in December, the November income received from the Clerk in early December is higher; December should break even. The $125,000 appropriation from the Rainy Day Fund will not all be needed.

Auditor Plantenga referred to the Fund 310, County Self Insurance saying November was a better month; however, the cash balance is -$340,299.69. The negative balance is probably not a concern for the Board of Accounts since it will be combined with the Health Insurance Rainy Day Fund but does need to be looked at since the minimum balance of $500,000 will not be met.

TREASURER'S REPORT *- Jennifer Weston*

Treasurer Weston reported on the November bank balances, saying Lafayette Bank and Trust had a balance of $118,323,367.56 compared to October with a balance of approximately $80 million. The average interest rate remains at 0.34% as it has for most of the year. The Weighted Average Interest Rate for November was up to

0.35% due to Property Tax collections and the Savings account. The account balance for Morgan Stanley was $20,625,017.50 and $5,235,013.35 for First Empire. The November month-end interest was $43,385.76.

Interest Rate
Weighted Average

November 2015

	Account Balance	Rate	Interest
Chase Bank			
Property Tax	$0.00	0.00%	$0.00
Chase Total	$0.00		$0.00
Lafayette Bank & Trust			
Savings	$103,044,182.84	0.35%	$24,917.71
Primary/sweep	$5,302,133.14	0.30%	$1,468.57
Flex Benefits	$117,473.65	0.00%	$0.00
Claims/sweep	$1,892,382.06	0.30%	$562.05
Cary Home	$428.28	0.35%	$0.12
Cumulative Bridge	$989,437.32	0.35%	$347.77
Local Road & Street	$441,170.43	0.35%	$129.94
Drain Maintenance	$1,439,230.73	0.35%	$416.57
Gen Drain Main	$967,215.84	0.35%	$290.36
Hwy Escrow	$55,232.92	0.35%	$15.88
MVH	$2,472,450.13	0.35%	$652.94
E-Check	$39,543.59	0.35%	$174.13
Law Enforcement Warrant	$1,562,486.63	0.35%	$458.58
Lafayette Bank & Trust Total	$118,323,367.56		$29,434.62

Note: Claims Balance does not include Outstanding checks

Average Interest Rate		0.34%	
This Month (Weighted Average Rate)	$118,323,367.56	0.35%	
Last Month (Weighted Average Rate)	$79,934,819.39	0.34%	
Morgan Stanley			
EDIT Landfill	$4,479,339.98	n/a	$2,871.32
High Balance	$16,145,677.52	n/a	$5,173.57
Morgan Stanley Total	$20,625,017.50		$8,044.89
First Empire			
High Balance	$5,235,013.35	n/a	$5,906.25
First Empire Total	$5,235,013.35		$5,906.25
Total Month-End Interest			**$43,385.76**

Treasurer Weston continued, discussing the handout of Interest Summary distribution. She noted there was an adjustment for September. Although the $38,508.91 is the same total, there were changes in distribution amongst the different Funds. Year to date for the General Fund is $224,005.34; current year actual total is $400,656.54 in interest. With 91.7% of the year lapsed, 118.1% of the forecasted budget of $189,700 has been reached; 100% of the revised budget of $223,900 has been reached.

Treasurer Weston provided a handout of the Bank and Investment Portfolio End of Month Balances. Long-term Investments (2-5 years) of up to 25% of the Portfolio are allowed by law. One of the goals for 2016 is to maximize earning by reaching the 25%.

Tippecanoe County
Bank and Investment Portfolio
End of Month Balances

2015 Month	Chase	Lafayette Bank & Trust	Total Bank Accounts	Morgan Stanley Less than 2 yrs	Morgan Stanley 2 to 5 yrs	First Empire Less than 2 yrs	First Empire 2 to 5 yrs	Total Bank + Investments	Long-term Investments as % of Total
January	$43,486.81	$59,885,815.31	$59,929,302.12	$9,814,357.42	$9,518,862.65	$554,719.32	$2,781,532.18	$82,598,773.69	14.89%
February	$87,623.99	$58,327,126.03	$58,414,750.02	$4,861,387.35	$14,476,912.21	$805,302.65	$2,532,305.79	$81,090,658.02	20.98%
March	$2,822.89	$60,137,795.65	$60,140,618.54	$3,119,048.81	$16,235,629.04	$555,665.15	$2,917,095.32	$82,968,056.86	23.08%
April	$0.00	$80,847,291.89	$80,847,291.89	$3,121,564.74	$16,235,629.04	$556,915.15	$2,917,095.32	$103,678,496.14	18.47%
May	$0.00	$148,532,711.00	$148,532,711.00	$3,059,892.68	$16,235,629.04	$562,821.40	$2,917,095.32	$171,308,149.44	11.18%
June	$0.00	$66,229,741.65	$66,229,741.65	$3,167,347.04	$16,135,464.25	$650,781.82	$3,213,963.84	$89,397,298.60	21.64%
July	$0.00	$61,833,261.26	$61,833,261.26	$3,040,972.62	$16,174,443.89	$1,094,857.93	$2,781,538.61	$84,925,074.31	22.32%
August	$0.00	$62,462,948.19	$62,462,948.19	$3,300,158.04	$15,916,761.52	$1,094,857.93	$2,781,538.61	$85,556,264.29	21.85%
September	$0.00	$63,173,805.84	$63,173,805.84	$5,600,195.39	$15,157,848.68	$1,078,811.90	$3,485,936.55	$88,496,598.36	21.07%
October	$0.00	$79,934,819.39	$79,934,819.39	$5,459,123.93	$15,157,848.68	$1,080,516.90	$3,587,146.55	$105,219,455.45	17.82%
November	$0.00	$118,323,367.56	$118,323,367.56	$5,709,691.82	$14,915,325.68	$1,086,423.15	$4,148,590.20	$144,183,398.41	13.22%

A minimum of $20 million is required at Lafayette Bank & Trust, according to the Cash Management Agreement. Another goal Treasurer Weston has is looking into what can be done in less than two years to receive more than the 0.35%.

***PUBLIC COMMENT* (Agenda Items) -** none

CONSENT AGENDA

Approval of Meeting Minutes
Regular Meeting – November 10, 2015

Health – Local Health Trust "B" Fund 766
Transfer $ 2,000 Equipment / Data Processing Equipment *to* Contracts / Consultant

Extension – General Fund 001
Transfer $ 1,300 Maintenance / Cleaning Supplies *to* Salaries & Wages / Overtime
$ 134 General Operating / Postage *to* Retirement / PERF

Fairgrounds – General Fund 001
Transfer $ 4 Buildings / Maintenance & Repair *to* Office Expense / Office Supplies
$ 241 Buildings / Maintenance & Repair to Garage / Maintenance

Public Defender – General Fund 001
Transfer $ 7,200 Training Costs / Travel & Training *to*

			Contracts / Contractual Services
Highway – Co. Highway Fund 101			
Transfer	$	45,000	Reimbursement / Engineer Time/Cum Bridge *to* Highway/Road / Salt & Sand
Highway – LRS Fund 102			
Transfer	$	10,000	Highway/Road / Road Signs *to* General Operating / Current Charges
CASA – GAL Grant Fund 501			
Transfer	$	1,500	Departmental / Miscellaneous *to* Court Expenses / Pauper Attorney
	$	347	Salaries & Wages / Part Time *to* Court Expenses / Pauper Attorney
Cary Home – General Fund 001			
Transfer	$	917	Maintenance / Grounds *to* Equipment / Miscellaneous
Superior Court 3 – General Fund 001			
Transfer	$	500	Training Costs / Travel & Training *to* Salaries & Wages / Part Time
Coroner – General Fund 001			
Transfer	$	1,856	Departmental / Medical *to* Departmental / Autopsies
Prosecutor – Pre Trial Diversion Fund 260			
Transfer	$	3,000	Training Costs / Travel & Training *to* Salaries & Wages / Part Time
	$	1,000	General Operating / General Operating-Misc. *to* Salaries & Wages / Part Time
	$	1,000	General Operating / General Operating-Misc. *to* Salaries & Wages / Overtime
	$	2,500	Utilities / Cellular Telephone *to* Salaries & Wages / Overtime
	$	575	Utilities / Cellular Telephone *to* Social Security / Social Security
	$	392	Utilities / Cellular Telephone *to* Retirement / PERF
Prosecutor – IV-D Incentive Fund 256			
Transfer	$	15	Training Costs / Travel & Training *to* Insurance Benefit / Long Term Disability
MITS – Cum Cap Development Fund 010			
Transfer	$	12,430	Maintenance / Telephone Equipment Maint *to* Equipment / Communications
	$	3,521	Maintenance / Telephone Equipment Maint *to* Insurance Benefit / Health
	$	15	Maintenance / Telephone Equipment Maint *to* Insurance Benefit / Long Term Disability
	$	26	Maintenance / Telephone Equipment Maint *to* Insurance Benefit / Life
Community Corrections – Project B Fund 216			
Transfer	$	25,000	General Operating / Miscellaneous *to* Departmental / Miscellaneous
Parks & Recreation – General Fund 001			
Transfer	$	5,000	Maintenance / Parts *to* Maintenance / Maintenance & Repair
Auditor – Ineligible Homestead Fund 727			
Transfer	$	2,000	Administrative / Other Professional Service *to* Equipment / Miscellaneous

- Councilmember Basham moved to approve the Consent Agenda as presented, second by Councilmember Metzger; motion carried.

ADDITIONAL APPROPRIATIONS:

PROSECUTOR
EEDMA Grant Fund 254

- Councilmember Winger moved to approve the Grant Appropriation for Fund 254 for the Prosecutor as presented, second by Councilmember Siegrist.

Councilmember Winger said Prosecutor Harrington could not be here today. The grant appropriation is to provide updated equipment for the Multi-jurisdiction Drug Task Force project.

Grant Appropriation $59,486

$	28,800	Salaries & Wages / Overtime
$	2,204	Social Security / Social Security
$	3,226	Retirement / PERF
$	12,000	Equipment / Office
$	13,256	General Operating / General Operating-Misc.

- Motion carried with all Councilmembers voting in favor of the Grant Appropriation for the Prosecutor for Fund 254.

***SHERIFF** – Barry Richard*
Inmate Med Co-Pay Fund 319

- Councilmember Metzger moved to approve the appropriation for the Sheriff for Institutional Care in the amount of $50,000 from Fund 319 as presented, second by Councilmember Siegrist.

Sheriff Richard said the request is to pay 2015 inmate medical claims that fall outside of the contract services. Fund 319 has over $100,000 in the account.

Appropriation $50,000

$	50,000	Administrative / Institutional Care

- Motion carried with all Councilmembers voting in favor of the appropriation from Inmate Med Co-Pay Fund 319 for $50,000.

***COMMUNITY CORRECTIONS** – Dave Heath*
Project Income B Fund 216

- Councilmember Metzger moved to approve the appropriation from Fund 216 for Community Corrections as presented, second by Councilmember Underwood.

Community Corrections Director Heath said the appropriation is for an annual performance bonus.

Appropriation $16,846

$	16,846	Departmental / Miscellaneous

- Motion carried with all Councilmembers voting in favor of the appropriation for Fund 216.

Adult Grant B Fund 218

- Councilmember Metzger moved to approve the appropriations from Grant Fund 218 as presented, second by Councilmember Underwood.

Director Heath said the appropriation request is as a result of House Bill 1006 for expansion of services.

Grant Appropriation $16,846

$	16,846	Administrative / Internal Transfers

Grant Appropriation $122,900

$	51,392	Salaries & Wages / Full Time Employee
$	3,931	Social Security / Social Security
$	5,756	Retirement / PERF
$	24,245	Departmental / Miscellaneous
$	7,032	General Operating / Miscellaneous
$	29,656	Insurance Benefit / Health
$	161	Insurance Benefit / Long Term Disability
$	161	Insurance Benefit / Life
$	566	Insurance Benefit / Workers Compensation

- Motion carried with all Councilmembers voting in favor of the Grant Appropriation for Community Corrections Fund 218.

***PROBATION** – Dave Hullinger*
DOC Probation Grant Fund 512

- Councilmember Winger moved to approve the appropriation for Grant Fund 512 as presented, second by Councilmember Siegrist.

Chief Probation Officer Hullinger said the funds will be used to purchase Kiosk technology based supervision. The Kiosk will be installed at Community Corrections on N 9th St. to monitor low level offenders. The purchase has been approved by the Commissioners.

Grant Appropriation $30,000

$	30,000	General Operating / Miscellaneous

- Motion carried with all Councilmembers voting in favor of the Probation Grant Fund 512 appropriation.

TEMA
SHSP Grant Fund 452

- Councilmember Metzger moved to approve the appropriation for Emergency Management for Grant Fund 452 in the amount of $22,111 as presented, second by Councilmember Siegrist.

Grant Facilitator Sharon Hutchison said the appropriation is for the Repeater system and supplies for current communication equipment.

Grant Appropriation $22,111

$	22,111	Equipment / Emergency Equipment

- Motion carried with all Councilmembers voting in favor of the appropriation for TEMA.

HEALTH – *Craig Rich*
Local Health Trust "B" Fund 766

- Councilmember Underwood moved to approve the Local Health Trust "B" Fund 766 Grant Appropriation as presented, second by Councilmember Basham.

Health Director Rich said the grant appropriation of $3,062 is to pay the 2015 Epidemiologist fees and the immunization software to collect insurance.

Grant Appropriation $3,062

$	3,062	Equipment / Data Processing Equipment

- Motion carried with all Councilmembers voting in favor of the appropriation Health Fund 766.

Local Health Trust "B" Fund 766

- Councilmember Underwood moved to approve the Local Health Trust "B" Fund 766 Grant Appropriation as presented, second by Councilmember Basham.

Health Director Rich said the $4,000 request is for adult vaccine expenses. Director Rich said $17,000 was requested for 2015 and $35,000 was collected. Also, in 2016 this fund will be transferred to the General Fund.

Appropriation $4,000

$	4,000	Departmental / Medical

- Motion carried with all Councilmembers voting in favor of the $4,000 appropriation for Local Health Trust "B" Fund 766.

2015 SALARY STATEMENT – CASA

2015 Salary Statement - CASA

$	26,998	Regular Part Time Volunteer Coordinator - New Position

- Councilmember Metzger moved to approve the 2015 Salary Statement for CASA as presented, second by Councilmember Siegrist; motion carried.

COMMITTEE REPORTS

- Councilmember Basham reported on the Romney Sewer District saying a meeting was held in November with the Attorneys and Ag Alumni. An *Offer to Purchase* was signed and earnest money was submitted for acreage south of Romney. The Purchase Offer provides 90 days with a 90 day extension offer.

UNFINISHED/NEW BUSINESS
2016 Council Meeting Schedule

Auditor Plantenga presented a 2016 Council Meeting Schedule with proposed dates. As in prior years, the meetings will be held the second Tuesday of each month with the exception of November. The November date falls on Election Day; the proposed date is to move the meeting to Monday, November 7th.

2016 Council Meetings & Deadlines

Additional Appropriations & Budget Reductions		Transfers Between Series & Salary Statements		Regular Meetings: Beginning at 8:30 a.m.	
Wednesday	December 23, 2015	Monday	January 4, 2016	Tuesday	January 12, 2016
Wednesday	January 20, 2016	Monday	February 1, 2016	Tuesday	February 9, 2016
Wednesday	February 17, 2016	Monday	February 29, 2016	Tuesday	March 8, 2016
Wednesday	March 23, 2016	Monday	April 4, 2016	Tuesday	April 12, 2016
Wednesday	April 20, 2016	Monday	May 2, 2016	Tuesday	May 10, 2016
Wednesday	May 25, 2016	Monday	June 6, 2016	Tuesday	June 14, 2016
Wednesday	June 22, 2016	Friday	July 1, 2016	Tuesday	July 12, 2016
Wednesday	July 20, 2016	Monday	August 1, 2016	Tuesday	August 9, 2016
Wednesday	August 24, 2016	Friday	September 2, 2016	Tuesday	September 13, 2016
Wednesday	September 21, 2016	Monday	October 3, 2016	Tuesday	October 11, 2016
Wednesday	October 19, 2016	Monday	October 31, 2016	Monday	November 7, 2016
Wednesday	November 23, 2016	Monday	December 5, 2016	Tuesday	December 13, 2016

2017 Bueget Hearings to begin following the regularly scheduled meeting September 13, 2016.
Final Budget apoption will be held on October 11, 2016. A special evening meeting may be scheduled between hearings and adoption.

- Councilmember Siegrist moved to approve the 2016 Council meeting schedule as presented, second by Councilmember Winger; motion carried.

COMMISSIONER FYI

Commissioner President Tom Murtaugh made the following announcements:

- The Department Head lunch will be held December 15th at noon in the Tippecanoe room.
- The Villa Christmas party is tomorrow, December 16th at 6:00 p.m.
- Cary Home will hold their Christmas celebration at 5:00 p.m. on December 17th.
- The United Way campaign for the County exceeded last year's total. Special thanks to Jason Huber who led the County's effort.
- Ed Ward from the Highway Department was the recipient of the *Outstanding Highway Supervisor of the Year* award at the annual Commissioners' Conference last week. Congratulations to Ed.
- James Harris was introduced as the new Veterans Service Officer. He has many years of service working with Veterans and has been in the office for about 60 days doing a great job.

PUBLIC COMMENT

As there were no public comments, Councilmember Winger moved to adjourn.

Meeting adjourned at 8:59 a.m.

TIPPECANOE COUNTY COUNCIL

David R. Williams, President

John R. Basham II, Vice President

Bryan E. Metzger

Sally J. Siegrist

absent

Kevin L. Underwood

Kathy Vernon

Roland K. Winger

ATTEST:

Robert A. Plantenga, Auditor 01/12/2016

Minutes prepared by Tillie Hennigar, Auditor Administrative Assistant