

TIPPECANOE COUNTY COUNCIL
REGULAR MEETING
January 8, 2013

The Tippecanoe County Council met Tuesday, January 8 at 8:30 a.m. in the Tippecanoe Room of the County Office Building. Councilmembers present were: President Roland K. Winger, Vice-President David R. Williams, John R. Basham II, Andrew S. Gutwein, Bryan Metzger, and Kevin L. Underwood. Others present were: Auditor Jennifer Weston, Attorney David W. Luhman, and Recording Secretary Tillie Hennigar. Jeff Kemper was absent.

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

President Winger welcomed new Councilmember Bryan Metzger.

ADMINISTRATIVE ITEMS (Appointments, Assignments, Meeting Times)

Attorney Luhman said the Office of the President and the Office of the Vice-President for 2013 are open for nominations.

- Councilmember Underwood moved to continue with Roland Winger as President and David Williams as Vice-President for 2013, second by Councilmember Basham; motion carried.

President Winger stated that Auditor Weston handed out the list of appointments and assignments at the meeting in December. A change was made but will be changed back which is Councilmember Basham will continue to serve on the TEMA board.

2013 County Council Appointments

Administrative Transportation Committee (Area Plan) Annual	Council President
Alcoholic Beverage Commission Annual	Vicki Pearl
Area Plan Commission Term of office	Councilmember Roland K. Winger Councilmember David R. Williams
Area IV Agency on Aging Annual	Anne Painter
Cary Home Advisory Board Annual	Councilmember David R. Williams
Community Corrections Advisory Board Annual	Councilmember Kevin L. Underwood
Convention & Visitors Bureau 2 years/odd year 1/1/12 to 12/31/2013	Councilmember David R. Williams Bob Mindrum (Hotel rep) Rachael Johnson (Travel rep)
Emergency Management Advisory Council Annual	Councilmember JOHN R. BASHAM II

Lafayette Economic Development Commission 4 years 1/1/2012 to 12/31/2015	Councilmember Jeffrey A. Kemper
MITS Advisory Board Annual	Councilmember Kevin L. Underwood Councilmember Roland K. Winger
Property Tax Assessment Board of Appeals (PTABOA) Annual 1 Republican, 1 Democrat subject to appointments by Board of Commissioners	Kevin Bol (R) Jim Malady (D)
Romney Sewer District Annual	John R. Basham II
Tippecanoe Co. Economic Development Commission 4 years 2/1/2012 to 1/31/2014	Charles Shook
Tippecanoe Co. Park Board 4 years 2011 through 2014 4 years 2013 through 2016 1 Republican, 1 Democrat	Scott Rumble (R) Robert Probasco (D)
Tippecanoe County Public Library Board 4 years 1/1/2012 to 12/31/2015 Limited to 4 consecutive terms	Ed Perez (first appointed 1/1/2012)
Tippecanoe Co. Solid Waste Advisory Committee Annual	Councilmember John R. Basham II
Tippecanoe Co. Solid Waste Management District	Councilmember John R. Basham II
Tippecanoe Environmental Response Financing (TERF) Board Annual	Councilmember Kevin L. Underwood
Wabash River Enhancement Corporation Annual	Councilmember Andrew S. Gutwein
Wabash Valley Hospital Board 3 years 3/1/2012 to 3/1/2015	Joe Seaman
West Lafayette Public Library Board 4 years 7/12/2009 to 6/30/2013	Bryan Hubbard (first appointed 12/11/2012 to finish term of A. G. Altschaeffl)
Joint Appointments with Benton County Council: Otterbein Library Board Annual	Richard Moore Michael Humphrey

2013 County Council Member Assignments

Budget Group	DEPARTMENTS	COUNCIL LIAISONS	
Courts	Court - Circuit	Kemper / Gutwein	
Courts	Court - Magistrate		
Courts	Court - Superior 1		
Courts	Court - Superior 2, Ancillary		
Courts	Court - Superior 4		
Courts	Court - Superior 5		
Courts	Court - Superior 6		
CRS	Clerk		
CRS	Court Services		
CRS	Election & Registration		
CRS	Probation		
CRS	Prosecutor, IV-D		
CRS	Public Defender		
Comm	Commissioners	Underwood	Kemper
Comm	County Extension	Underwood	Williams
Comm	Fairgrounds	Underwood	Williams
Comm	Health Department, WIC	Underwood	Williams
Comm	Human Resources	Underwood	Metzger
Comm	Maintenance	Underwood	Kemper
Comm	MITs/GIS	Underwood	Winger
Comm	Parks & Recreation	Underwood	Metzger
Comm	Tippecanoe Villa	Underwood	Basham
Comm	Veterans Service	Underwood	Basham
Comm	Weights & Measures	Underwood	Basham
Comm	Soil & Water	Underwood	Metzger
Dev	Area Plan	Winger / Basham	
Dev	Building Commission (Permits)		
Dev	Highway Department, Cumulative Bridge		
Dev	Surveyor, Drainage Board		
Prop Svcs	Auditor		
Prop Svcs	Assessor	Williams / Metzger	
Prop Svcs	Recorder		
Prop Svcs	Treasurer		
Juv Svcs	Court - Superior 3, Juvenile Magistrate, CASA		
Juv Svcs	Youth Services (Cary Home, Juv. Alternatives)	Williams / Metzger	
PubSafe	Community Corrections		
PubSafe	Coroner		
PubSafe	Emergency Management		
PubSafe	Sheriff/Jail, E-911		

OTHER COUNTY COMMITTEES

Revenue Generating
 Personnel/Reclassification
 ADA (new 2013)

Gutwein Williams
 Kemper Underwood
 Metzger

- Councilmember Underwood moved to adopt the Council appointments and assignments for 2013 as presented, second by Councilmember Gutwein; motion carried.

AUDITOR'S FINANCIAL REPORT – Jennifer Weston

Auditor Weston provided the Council members a *Preliminary* General Fund Financial Statement for January, 2013 and a second handout on General Fund 001. The General Fund beginning cash balance is \$8,611,786.41. To determine the beginning net balance for the year, miscellaneous revenue of \$10,169,346 is added in, excluding COIT funds which will be accounted for in a separate fund. Next, add in the expected property tax levy (@ 99%) of \$21,572,100; less an allowance for Circuit Breaker (with a .5% increase from 2012) of \$832,542. The net effect of the property tax is close to the \$20,800,000 allowance in the revenue projection. The total available is \$39,520,690.41. Encumbrances, which will be covered later in the agenda, are \$986,318. Those were due last Friday and are tentative at this point. \$845,000 of the encumbrances is the last payroll of 2012 that carries over into 2013, leaving \$145,000, which is lower than prior years. Subtracting the Council approved 2013 budget of \$30,949,291, the beginning net balance is \$7,585,081.41.

Beginning Net Balance	\$7,585,081.41
Total Additional Appropriations	\$ 0.00
Total Budget Reductions	\$ 0.00
Miscellaneous Expenditures (to date)	\$ 0.00
Uncommitted Funds	\$7,585,081.41

Auditor Weston said the beginning net balance is significantly higher than what was discussed at budget time and reviewed the General Fund cash flow handout to explain. The report reflects the cash flow for the past several years. The 2012 estimated ending cash balance was \$3,536,688, estimated by assuming \$40 million in revenues and \$39.2 million in budgeted expenses. At the time of the estimate, the extra COIT money of approximately \$1.8 million had been received from the state distribution. Adjustments were not made throughout the year for the distribution, partially due to a report regarding Cary Home estimating they would be significantly under in revenues. Looking at 2012 actual; receipts were \$43.9 million and disbursements were \$38 million. Referring to a reconciliation section of the report, Auditor Weston said one item that needs to be removed from the equation is taxpayer refunds. When property taxes are processed and refunds are given, they are paid out of the General Fund but then reimbursed during settlement. Removing the taxpayer refunds, \$42.3 million is the actual net receipts. Receipts in excess of the budget are a result of the \$1.8 million COIT distribution; \$263,000 in Excise tax; \$72,900 in Inheritance tax; \$83,500 in building permits; and \$102,000 from the Recorder. Referring to disbursements, by removing the taxpayer refunds, the net disbursements total is \$36.4 million. Expected disbursements are \$39.2 million, leaving \$2.8 million of unspent budget. The unspent budget is a result of \$671,300 from health and other benefits; \$1,572,000 in salaries; \$140,300 in utilities; \$148,300 in supplies; and \$305,100 in other.

Auditor Weston referred to the Fund Balance Report and pointed out Funds 173 and 176 as the old 911 wireless and wire line funds which were closed in December. Those cash balances were moved to Fund 191. Fund 310, the self insurance fund, balance is \$3.3, which is lower than projected. Fund 310 might need included in the discussions of the \$7.5 million planning.

President Winger said he made a couple of observations as Auditor Weston shared the numbers. It is clear that with the current economy and the economy of the past few years, the budget has been very conservative. The excise tax total is \$16.5 million for 2012; \$263,000 over what was budgeted. On the expense side, departments have been aggressive in not filling open positions and department heads are not spending money unnecessarily, creating surpluses. To get to the grid, over \$1 million in new salaries are

part of the 2013 budget. Tentatively at the March meeting, Greg Guerrettaz will come back for a joint session between Council and Commissioners.

TREASURER'S REPORT – Bob Plantenga

Treasurer Plantenga reported on the November bank statements. The General Fund interest is \$33,906.82 compared to \$12,459.31 in October, due to the adjustments to interest from buying securities above par in October. In November, property tax monies were also being carried. Referring to the summary report, he indicated the funds without asterisks are the ones with extra funds because of holding property tax monies. The money is distributed amongst those funds. The average interest rate dropped from 0.70% to 0.48% which he explained as the more money in the bank, the lower the weighted average rate will be. Chase Bank has three accounts; primary, claims, and property tax. The \$57,324.51 claims indicate uncashed checks which had to be cashed by December 31, 2012. The claim account will be closed and the money moved to Lafayette Bank & Trust to be returned to the original funds. Chase now holds the e-checks and credit card for property tax. The property tax account with an amount of \$2,374.47 is the amount at the end of November which is the amount collected after November 10. Lafayette Bank and Trust balance at the end of November was \$119,682,951.52, earning 0.35% interest. Some of the high rate and other accounts have been moved from Lafayette Savings Bank to Lafayette Bank & Trust which lowers the average interest rate. First Financial Bank has \$10,014,344.26, earning 1.75%. The agreement with First Financial ends in March or April; that money will be moved. Lafayette Savings Bank has \$8,037,642.86, earning 0.62% interest. Money was moved from Lafayette Savings Bank because \$8 million is the maximum allowed. Councilmember Basham asked if First Financial would consider revisiting their proposal at 1.75%. Treasurer Plantenga said First Financial submitted a proposal when the RFPs for banking services were presented; they were not considered due to the low interest rate.

PUBLIC COMMENT (Agenda Items) – none

CONSENT AGENDA

Regular Meeting Minutes – December 11, 2012

- Councilmember Williams moved to approve the consent agenda, second by Councilmember Gutwein; motion carried.

CIRCUIT COURT – Judge Daniels

Alternative Dispute Resolution Fund 545

Cindy Garwood, the Administrator of the Alternative Dispute Program for Judge Daniels said the program provides mediation services for families in divorce and paternity cases. It is created by extra filing fees which are filed in all divorce cases and also private paternity cases. Due to the collected revenue and the available unspent cash, \$17,000 is available for appropriation.

Annual Appropriation \$17,000

\$ 17,000

Court Expenses / Mediation

- Councilmember Gutwein moved to approve the appropriation for the Alternative Dispute Resolution Fund 545 as presented, second by Councilmember Metzger; motion carried.

CARY HOME – Rebecca Humphrey

Title II Reduce Detention Fund 520

Cary Home Executive Director Humphrey said a conversation was held regarding Fund 520 at the November, 2012 Council meeting. Initially, the request was to move money for an appropriation to fill the gap from the end of the grant to the end of the year. However, during a site visit from Indiana Criminal Justice Institute (ICJI), Laurie Wilson inquired about unobligated funds to fill the gap. ICJI provided the additional money to fill the gap from the end of the grant year to the end of the fiscal year.

Grant Appropriation \$2,615

\$ 1,313	Salaries & Wages / Full Time
\$ 91	Social Security
\$ 112	Retirement / PERF
\$ 1,080	Insurance / Health Insurance
\$ 11	Insurance / LTD
\$ 8	Insurance / Life

- Councilmember Williams moved to approve the grant appropriation for Fund 520 as presented, second by Councilmember Basham; motion carried.

FAIRGROUNDS – Roberta Crabtree
General Fund 001

Extension Office Director Crabtree requested an additional appropriation to move the Assistant Fairgrounds Manager position from 3/4 time to full time. With the addition of air conditioning at the Fairgrounds, she anticipates increased bookings during the summer months for wedding receptions. The Fairgrounds is a large property and difficult for one full time and one part time person to manage. Councilmember Underwood stated the Personnel Committee reviewed and approved the request due to the increased activity. President Winger asked Director Crabtree if the revenue increase has been quantified to reflect the increased activity and if the revenue will be higher than what was budgeted. Director Crabtree said increasing the facility cost needs to be reviewed and the revenue should be higher than the budget as there are several wedding receptions already booked for May.

Additional Appropriation \$5,775

\$ 4,908	Salaries & Wages / Full Time
\$ 376	Social Security
\$ 491	Retirement / PERF

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

Amended 2013 Salary Statement \$29,643

\$29,643	Assistant Fairgrounds Manager
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- Councilmember Underwood moved to approve the amended salary statement as presented, second by Councilmember Williams; motion carried.

AGREEMENT FOR ANIMAL SHELTERING AND DISPOSAL 2013

Attorney Luhman said the agreement is the annual agreement with Crystal Creek Boarding Kennel in the amount of \$60,000. The agreement has been approved by the Commissioners.

- Councilmember Gutwein moved to approve the agreement for animal sheltering and disposal for 2013 as presented, second by Councilmember Williams; motion carried.

REVIEW OF ENCUMBRANCE LISTING (2012 BUDGET)

Auditor Weston provided a three page Encumbrance Listing of the accounts, departments, invoice dates, and amounts. The listing includes items carried over from year end which the departments are asking for an encumbrance to their budget. The requests were due last Friday and are still being processed and reviewed. One of the criteria is the invoice date must be dated prior to year end. The amount may be less as there are some items which are questionable. Councilmember Gutwein questioned an item on the listing dated January 1, 2013 and Auditor Weston explained that utilities are generally an exception due to the service period.

COMMITTEE REPORTS – none

UNFINISHED/NEW BUSINESS

Councilmember Basham questioned why Funds 173 and 176 for 911 were combined. Auditor Weston said state legislation became effective in July to have one fund versus two. Sheriff Brown addressed the \$2.2 million balance, saying the two accounts received land line money from the telephone companies and wireless money which was charged on the cell phone bill. There is now one account which is funded back to the County from the State; everyone pays the same amount of \$.90 per month, regardless if you have a land line or other device. His recommendation is to keep the \$2.2 million as a rainy day fund as there is no guarantee our revenue will continue. Auditor Weston said a few years ago, the 911 fund was barely breaking even.

COMMISSIONER FYI

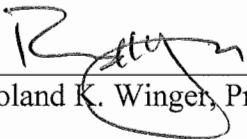
- Commissioner Byers said some of the Councilmembers have not signed the Nepotism forms and asked them to see Frank to do so.
- Commissioner Byers stated he thought 2013 is going to be a “fun” year, with the uncommitted balance, some major projects, and discussions with Highway and the Surveyor. The upcoming meeting with Greg Guerrettaz should be an interesting meeting.

PUBLIC COMMENT

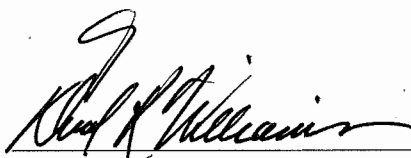
As there were no public comments, Councilmember Gutwein moved to adjourn.

Meeting adjourned at 9:06 am.

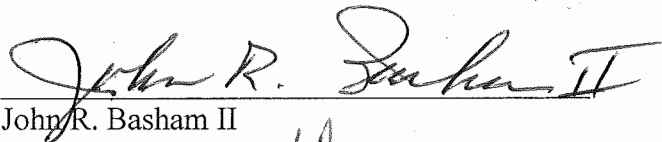
TIPPECANOE COUNTY COUNCIL



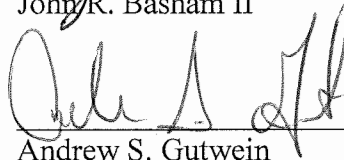
 Roland K. Winget, President



David R. Williams, Vice-President



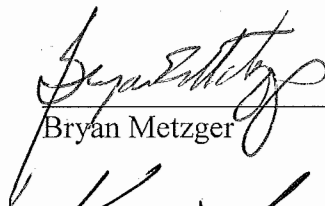
John R. Basham II



Andrew S. Gutwein



Jeffrey A. Kemper



Bryan Metzger



Kevin L. Underwood

ATTEST:



Jennifer Weston, Auditor

02-12-2013