

**TIPPECANOE COUNTY COUNCIL
WORKING SESSION
JANUARY 9, 2003**

The Tippecanoe County Council held its working session on Thursday, January 9, 2003 at 2:00 P.M. in the Tippecanoe Room in the County Office Building. Council members present were: President David S. Byers, Vice President Connie Basham, Ronald L. Fruitt, Jeffrey Kessler, Jeffrey A. Kemper, Betty J. Michael, and Kathy Vernon; Auditor Robert A. Plantenga, Attorney David W. Luhman, and Secretary Pauline E. Rohr.

President Byers called the meeting to order and thanked the Councilmembers for all their help during his term as President. He then called upon Attorney Luhman to conduct the Election of Officers for 2003.

ELECTION OF OFFICERS

Attorney Luhman explained the Council is required to hold a regular meeting to elect officers, and today is the first meeting after the first of the year.

- On the nomination by Councilmember Kessler, Councilmember Connie Basham was elected President of the County Council for 2003.
- On the nomination by Councilmember Byers, Councilmember Ronald L. Fruitt was elected President Pro tem of the County Council for 2003.

President Basham expressed her appreciation for the Council's confidence.

FINANCIAL STATEMENT: Auditor Robert Plantenga

Auditor Plantenga reported the 2002 uncommitted County General Funds through December 31, 2002 are \$23,215.11. The following is a summary for 2002:

Cash Balance 1/1/02	3,560,032.96
Projected Misc. Revenue 2002	13,587,482.00
SBTC Projected Property Taxes	12,667,397.00
Total Available	29,814,911.96
2002 Budget	28,339,871.00
Approved 2002 Budget Reductions	61,000.00
Encumbrances 1/1/02	686,538.00
Beginning Net Balance	849,502.96
Additional Appropriations Granted	810,113.00
Misc. Expenditures	16,174.85
Uncommitted Funds	23,215.11

Auditor Plantenga said he hasn't received final approval of the 2003 Budget from the Department of Finance, but he doesn't think his numbers will change significantly.

The 2003 uncommitted County General Funds through January 1, 2003 are \$663,660.43. Auditor Plantenga noted that the beginning cash balance of \$1,133,027.79 does not include the approximate \$236,000 COIT payment withheld by the State. The following is a comparison summary for 2003:

Cash Balance 1/1/03	1,133,027.79
Projected Misc. Revenue 2003	13,631,266.00
SBTC Projected Property Taxes	14,048,596.00
Total Available	28,812,889.79
2003 Budget	27,419,506.71
Approved 2003 Budget Reductions	0.00
Encumbrances 1/07/03	663,660.43
Beginning Net Balance	663,660.43
Appropriations Granted	0.00
Misc. Expenditures	0.00
Uncommitted Funds	663,660.43

Auditor Plantenga reported he was contacted by Angela Mansfield, Counsel for the State Budget Agency, regarding the withholding of our COIT payment due to delinquent bills for Juvenile Institutional Care. She indicated that, if the County will commit to keeping our bills current and to "chipping" away at the unpaid balance, the State may release our COIT payment. After receiving correspondence from State Attorney General Steve Carter, Auditor Plantenga said he accepted the invitation to be a member of the group Attorney Carter is forming to discuss this issue. He thinks that group may meet as early as next week. Auditor Plantenga presented a plan for paying current bills in 2003 based on numbers from 2001 and 2002 which will mean an additional appropriation of \$136,282 in 2003.

<u>July 1-December 31, 2001</u>	<u>Current Billing</u>	<u>Total Due</u>
Girls School	36,499.68	320,114.06
Boys School	264,375.09	669,084.64
Total	300,874.77	989,198.70

<u>Actual Payments</u>	<u>2002</u>	<u>Total</u>
2002 DOC Payments – Girls	36,500.00	
2002 DOC Payments – Boys	428,968.00	465,468.00
Other 2002 Institutional Care	268,753.00	734,221.00

<u>Appropriation</u>	
2003 Institutional Care	750,000.00

<u>Appropriation Required</u>		<u>Short by</u>
2003 Estimate	601,750.00	136,282.00

SUPERIOR COURT II: Additional Appropriations: Judge Thomas Busch

Because Judge Busch is scheduled to attend training for new judges in Indianapolis next Tuesday, he appeared today to explain his request. He requested \$4,000 in Overtime and \$4,000 in Part-time to restore his Budget to the amount requested for 2003. He expects the budget amounts of \$3,200 for Overtime and \$4,300 for Part-time will be spent in the 1st quarter of 2003. By asking for more funds now, he is trying to avoid a work stoppage due to lack of funds to pay his employees. Judge Busch explained how he operates his court.

Councilmember Kemper thought the Judge should come to the Council for more funds when the line items are almost depleted. He said the Council will be making a special exception for this court if they appropriate more money now. In his opinion, Overtime and Part-time are out-of-control.

Judge Busch justified the Overtime by explaining that the Bailiff is required to be on the job before 8:00 A.M. for a jury trial and the Reporter regularly works past 4:30 P.M. typing Orders. Judge Busch said if he stops the court's proceedings early to enable the Reporter to type the Orders during regular business hours, he will have to hold the Jury an extra day which will cost more for the related expenses.

President Basham said the Council is trying to toe the line on money. She doesn't think it is a good precedent to appropriate funds before a budget is spent.

Judge Busch was asked if the Clerk's employees could help with some of the work. Councilmember Michael responded that the Clerk's employees, by law, are not allowed to perform court work.

Councilmember Vernon asked Judge Busch if he has sufficient funds to get through February. Judge Busch responded that he does but asked that a reasonable amount of uncommitted funds be reserved for his court.

ANCILLARY: Transfers: Judge Busch

Judge Busch requested a transfer from Court Reporter and Overtime/Transcripts to Pauper Transcripts due to a change in the Ancillary Department. In 2002 there were two (2) Court Reporters who typed Pauper transcripts, and the Council approved funding for a new Part-time position in that department for 2003. Judge Busch said Ancillary Court Reporters assist in courts having only one (1) Court Reporter when two procedures are being conducted at the same time and cover for employees on vacation in Circuit, Superior, and Superior II Courts. Since one of the Court Reporters has taken another job in the County, the judges are proposing to

retain only one (1) Court Reporter in Ancillary to assist in the courts and let each court to be responsible for their own transcripts which will mean contracting with Court Reporters to type them. Judge Busch said the judges propose paying by the page instead of by the hour which they think will cut the cost. Judge Busch said they want to use the budgeted Ancillary Part-time money to pay Part-time in other courts. He calculates these changes will lower the total cost for Ancillary from \$127,215 to \$122,619 for 2003.

Councilmember Byers thought Court Reporters should pay for the use of County supplies and computers when typing transcripts and Councilmember Michael agreed. Judge Busch said they will pay a pro-rated amount for supplies but he wasn't sure how computer use will be paid.

Judge Busch said Superior and Superior II Courts will be most affected by the changes in typing transcripts since those courts accounted for over half of the transcript requests in 2002. They would like to start this new procedure in the first pay period of 2003.

Auditor Plantenga asked how the charges for transcripts will be paid. Judge Busch said charges for Pauper Transcripts will be filed as claims and paid to the Reporter as an individual contractor. Private Transcripts will be contracted between the Reporter and the requesting attorney and will not be typed on County time.

CLERK: Additional Appropriation & Transfers: Linda Phillips

Mrs. Phillips said she is requesting an additional appropriation in the Clerk's Records Perpetuation Fund 159 to pay the Microfilm Deputy who is currently paid in the Clerk's General Fund Budget. Because this person works solely on Clerk's Records Perpetuation, she can be paid from this Fund that is to be used specifically for this purpose. Mrs. Phillips said this will free up General Fund money from the Deputy's salary that can be transferred, without Council's approval, to pay Part-time employees.

TRANSFER: \$6,544.00			
From:	01-01-182300	Health Insurance	3,000.00
To:	01-01-401000	Capital Equipment	3,000.00
	01-01-221000	Printed Forms	3,544.00

Mrs. Phillips requested the transfer from the Microfilm Deputy's Health Insurance in the General Fund to pay for a Check Signer for the Child Support checks she has already purchased and envelopes for mailings required for the courts. She said the old Check Signer was obsolete and could not be updated for her signature. Mrs. Phillips mentioned that her biggest hope of cutting the need for personnel is the creation of a web site to enable people to pay traffic tickets on-line with a credit card. Other counties she researched collect 30% to 45% of their fines by this method. Mrs. Phillips said this will take 6 to 9 months to implement.

Councilmember Byers questioned the transfer from Health Insurance because it was his impression the Council wanted to build up the Health Insurance Fund. President Basham responded that she will be paying for the employee's Health Insurance from the Record's Perpetuation Fund.

Commissioners' Assistant Weston came forward with the suggestion of paying for the Check Signer from the Capital Outlay Contingency line item in the Cum Cap Fund that was setup for emergency expenditures.

Councilmember Vernon suggested transferring the entire \$6,544 to Printed Forms since the Clerk will need more in that line item before the end of the year.

- Councilmember Michael moved to transfer \$6,544 from Health Insurance to Printed Forms, seconded by Councilmember Kessler; motion carried.

COURT SERVICES: Salary Ordinance

Auditor Plantenga explained that Court Services is requesting approval of the Salary Ordinance for a position that was approved in late 2002. Mrs. Houseman will be requesting an Additional Appropriation to fund this position in February, but she has funds to transfer to pay this position until then.

COMMISSIONERS: Salary Ordinance: Commissioners' Assistant Jennifer Weston

Mrs. Weston explained that the Office Manager position is for Soil & Water Conservation. She said the amount appropriated in the 2003 Budget Hearings was not sufficient to fund the reclassification of the Office Manager, but their Board is willing to forego funds in their Part-time to fund the reclassification of this position.

The Commissioners' Receptionist position was reclassified during the 2003 Budget Hearings, but the salary ordinance submitted at that time didn't reflect the higher salary. This amended Salary Ordinance will match the 2003 Budget.

RESOLUTION 2003-05-CL: Assignments & Appointments

Attorney Luhman said he has drafted Resolution 2003-05-CL for the Council's approval with attachments of Assignments and Appointments for 2003 when they are determined.

President Basham reviewed her suggestions for Assignments and Appointments and several Assignments were switched. She asked for further input for changes from the Council by next Tuesday. Councilmember Kemper recommended the appointment of Don Smith to the ABC (Alcoholic Beverage Commission). He said Mr. Smith served on this Commission for several years and gained valuable experience. Councilmember Byers recommended reappointing Vickie Pearl to the ABC for a second term.


WORKING SESSION: Discussion

President Basham reported Attorney Luhman's suggestion to hold an Agenda review at 1:00 P.M. on Tuesday prior to the Council's Regular Meeting and dispense with a regular Working Session. She suggested using the Thursday prior to the meeting for informational site visits, not public meetings, to various County departments. Alternating times of possibly 8:00 A.M. and 3:00 P.M. were mentioned as times that would better fit some Councilmembers' schedules. Councilmember Vernon suggested visiting the Villa in December so the Councilmembers and Commissioners could help serve their Christmas Dinner.

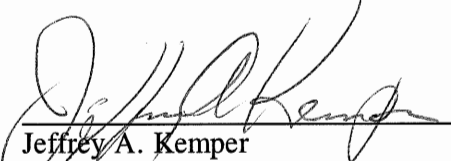
ADJOURNMENT

- Councilmember Michael moved to adjourn, seconded by Councilmember Kemper; motion carried.

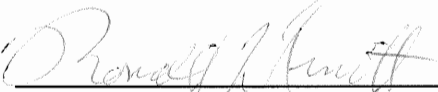
TIPPECANOE COUNTY COUNCIL



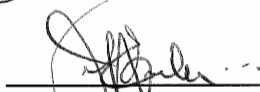
 Connie Basham, President




 Jeffrey A. Kemper




 Ronald L. Fruitt, Vice President



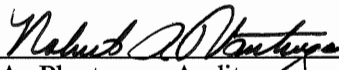
 Jeffrey Kessler




 David S. Byers



 Betty J. Michael

Attest: 

 Robert A. Plantenga, Auditor



 Kathy Vernon