

**MONDAY JANUARY 10, 2005  
COUNCIL MEETING**

BE IT REMEMBERED: That on Monday January 10, 2005, the Marshall County Council met in a public meeting at the County Building, City of Plymouth, Indiana, pursuant to the call of the County Auditor, and there were present, the Honorable: Fred Lintner, President; Don Morrison, Vice President; Ralph Booker, Joanne VanDerWeele, Rex Gilliland, Matt Hassel, Bill Gee members; and Jan Quivey, Auditor.

The meeting was opened with the Pledge to the Flag.

New council member Ralph Booker was welcomed onboard.

**BOARD REORGANIZATION**

**Joanne VanDerWeele moved and Don Morrison seconded the motion to nominate Fred Lintner to serve as Council President for 2005. Motion carried 7-0.**

**Ralph Booker moved and Matt Hassel seconded the motion to close the nominations. Motion carried 7-0.**

**Matt Hassel moved and Bill Gee seconded the motion to nominate Don Morrison to serve as Council Vice President for 2005. Motion carried 7-0.**

**Joanne VanDerWeele moved and Matt Hassel seconded the motion to close the nominations. Motion carried 7-0.**

There being no further nominations Fred Lintner and Don Morrison will serve as Council President and Vice President, respectively, for 2005.

**2005 Department Council Liaisons**

Clerk – Morrison	Auditor – Hassel	Treasurer – Gilliland
Recorder – Lintner	Sheriff – Hassel & Morrison	Surveyor – Lintner
Coroner – Gilliland	Prosecutor – Hassel	Assessor – Gilliland
Extension – Morrison	Bldg Inspector – Morrison	Vet Service – Gilliland
Wts & Measures – Gee	Jail – Hassel & Morrison	Circuit Court – Booker
Superior 1 – Gee	Superior 2 – Gee	Probation – Booker
Museum – VanDerWeele	EMA – Gilliland	Highway – Lintner
Health – Gee	County Bldgs – Gilliland	Merit Board – Hassel & Morrison
MACOG – Gee	Solid Waste Mgmt – Gilliland	Job Classification - VanDerWeele
Court Services – Lintner		
Technology Committee – Booker		
Commissioners – Lintner & VanDerWeele		
Welfare – Gilliland & VanDerWeele		
Marshall/Starke - Morrison		
Plan Commission/BZA – Booker		

**2005 Council Meeting Schedule** - Rex Gilliland moved and Bill Gee seconded the motion to adopt the 2005 meeting schedule as presented. Motion carried 7-0. Meetings will be on the second Monday of every month except March when there is no scheduled meeting and October when the meeting will be on Tuesday October 11 because of a Monday holiday. Budget Hearings will be held on August 22<sup>nd</sup> and 23<sup>rd</sup>. Budget Adoption will be held September 12<sup>th</sup> and September 13<sup>th</sup> if needed. All meetings will begin at 9:00 am.

## **SHERIFF REPORT – BOB RUFF**

**DOC Reimbursement** - Sheriff Ruff stated that in the past if the County is holding DOC prisoners, after five days the County begins to receive reimbursement for inmate care. Also, medical bills for DOC inmates being held in the County had been paid by the DOC directly to vendors. Just before Christmas 2004 the DOC says they will no longer do that. Medical bills must now be paid from county funds to later be reimbursed. Bob says this is likely to cause a shortfall in his inmate medical budget, especially at the end of the state fiscal year in June. Bob stated the DOC reimbursements go into the General Fund, and asked what could be done to deal with the lag time between billing and reimbursement. The Council suggested an additional appropriation be done to provide a cushion until such time as DOC reimbursements are received.

**2004 Commissary Report** – Sheriff Ruff presented the 2004 report which included all months except December. The beginning balance in the fund on January 1, 2004 was \$ 17,140.88. The November 30, 2004 ending balance was \$ 23,694.85.

**Accident Report Fee Statute** – Sheriff Ruff requests the Council pass an ordinance raising accident report fees from \$3 to \$5. He says all surrounding counties now charge the \$5. The State Police fee is still \$3. The ordinance itself will have to be drafted and presented at the February meeting.

**Joanne VanDerWeele moved and Don Morrison seconded the motion to pass Ordinance 2005-1 on first reading raising the accident report fees from \$3 to \$5. Motion carried 7-0.**

**Criminal Records Checks Fee** – Sheriff Ruff requests the Council consider establishing a fee for doing criminal records checks. He will return to a later meeting with more information regarding such a fee.

**9-1-1 Negative Cash Flow** – Sheriff Ruff says that by moving the cost of 9-1-1 employee benefit from the General Fund to the 9-1-1 Fund a negative cash flow situation is occurring. He says revenue for 2005 will be \$ 438,243.20 and expenses will be \$ 471,515.67. Bob says this will be okay for this year as there is a cash surplus in the fund, but this negative cash flow will eventually cause a problem by eating away at the surplus. He also notes that greater cell phone usage at a lower 9-1-1 fee rate and the reduction in landline telephones is also becoming a problem.

**New Correctional Facility Operational Costs** – The Council says they are very interested in the Sheriff's input regarding increased operational costs incurred by building a new, larger jail facility. Sheriff Ruff stated he had intended to present some estimates today regarding potential increased personnel and operational costs, but in conversation with Todd Samuelson of Umbaugh and Associates it was agreed to hold off releasing any numbers until more data is available.

## MAINTENANCE DEPARTMENT PERSONNEL ITEMS

Rich Ulrich stated that there has been no job descriptions update in the Building Maintenance Department for the past 8 years, even though duties and necessary personnel have changed greatly. He says the department runs in more of a team concept now and feels the Maintenance Supervisor position has become obsolete. He would like to see more of a leveling of pay within his department. Currently, the pay rate for the position of Maintenance Supervisor is \$14.67 per hour, and for the remaining maintenance position the rate is \$11.97 per hour. Rich suggested a short term fix of taking the total wages of the two positions and making the pay rate the same for both positions.

Fred Lintner suggested Rich meet with the Commissioners and HR Consultant Ray Temple to determine the best route to take, including updating job descriptions. The Council reiterates that it is important to base job classification on the job description itself rather than the qualities of the employees filling the positions.

## 2004 TRANSFER REQUESTS

The following transfer requests were presented by the Auditor for the 2004 fiscal year. These transfers were actually completed at the end of December 2004, but since they are between categories or category 01 transfers Council approval is needed. These transfers were made at the discretion of the Auditor and were done to zero out any negative budget balances on December 31, 2004.

<u>FUND</u>	<u>DEPARTMENT</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
0101	0002 Auditor	01-412.030	01-412.050	\$ 100.00
0101	0002 Auditor	01-412.040	01-412.030	\$ 42.78
0101	0003 Treasurer	01-412.030	01-412.020	\$ 60.39
0101	0003 Treasurer	03-439.030	02-421.010	\$ 57.76
0101	0005 Sheriff	01-412.010	01-412.130	\$ .20
0101	0006 Surveyor	01-412.010	01-412.580	\$ .20
0101	0007 Coroner	01-412.030	01-412.010	\$ .04
0101	0008 Assessor	01-412.030	01-412.020	\$ 2.60
0101	0009 Prosecutor	01-412.200	01-412.220	\$ 399.57
0101	0009 Prosecutor	01-412.200	01-412.050	\$ 600.00
0101	0011 Extension	01-412.200	01-412.340	\$ .20
0101	0011 Extension	01-412.200	02-421.000	\$ 60.44
0101	0014 Center Twp	01-412.260	01-412.250	\$ .92
0101	0068 Commissioners	03-436.040	02-421.000	\$ 271.08
0101	0068 Commissioners	01-413.040	01-413.030	\$ 2,906.78
0101	0068 Commissioners	01-413.040	01-413.060	\$ 4,707.84
0101	0068 Commissioners	01-413.050	01-413.060	\$ 5,689.10
0101	0068 Commissioners	03-431.030	01-413.060	\$ 3,532.28
0101	0079 Plan Commission	01-412.030	01-412.010	\$ .08

0101	0232	Circuit Court	01-412.030	01-412.040	\$ 217.97
0101	0273	Probation	01-412.030	01-412.200	\$ 39.14
0123	0000	Reassessment	01-412.030	01-412.020	\$ 25.93
0523	0000	Court Services	01-413.030	01-413.060	\$ 26.92
0702	0533	Highway	01-412.040	01-412.790	\$ .21

**Rex Gilliland moved and Matt Hassel seconded the motion to approve all 2004 transfer requests to eliminate year-end negative budget balances. Motion carried 7-0.**

### **2005 ADDITIONAL APPROPRIATION REQUESTS**

**Matt Hassel moved and Ralph Booker seconded the motion to approve the Surveyor additional appropriation request of \$ 2,195 for Office Equipment to purchase a copier. Motion carried 7-0.** Copier cost is \$ 3,295, but \$ 1,100 of the cost is to come from the Surveyor Corner Perpetuation Fund.

**Rex Gilliland moved and Joanne VanDerWeele seconded the motion to approve the Drainage Board additional appropriation requests of \$ 3,873 for Wages – Drainage Board Secretary/Deputy Auditor and \$ 200 for Longevity. Motion carried 7-0.** \$1,926 is required to pay unused vacation time for retiring employee and \$ 1,947 is needed to meet annual wage requirements for new Drainage Board/Secretary whose duties remain the same as the retiring Deputy Auditor/Drainage Board Secretary. \$ 200 in longevity is needed because position is being filled by a current county employee with two years service in the County.

**Matt Hassel moved and Bill Gee seconded the motion to approve the Superior Court # 2 additional appropriation request of \$ 6,000 for Consulting Interpreter. Motion carried 7-0.** This appropriation is funded by a grant award in 2004 that was unexpended and returned to the County General Fund December 31, 2004.

**Joanne VanDerWeele moved and Rex Gilliland seconded the motion to approve the Probation Department additional appropriation requests of \$ 11,542 for Wages – Department Head, \$ 26,732 for Wages – Probation Officers and \$ 4,000 for Probation Stipends. Motion carried 7-0.** All of these monies being appropriated have previously been court ordered to be transferred from the Probation Administration Fee Fund (\$ 38,274) and the Probation User Fee Fund (\$ 4,000) to the County General Fund to cover any state mandated increases in Probation Officer wages for 2005 and for the Assistant Chief Probation Officer Stipends.

**Matt Hassel moved and Bill Gee seconded the motion to approve the Reassessment additional appropriation requests of \$ 39,802 for Wages – Department Head, \$ 83,237 for Wages – Township Assessors, \$ 21,500 for Software Maintenance and \$ 17,300 for Computer Equipment. Motion carried 7-0.** The additional appropriations for the County Assessor salary and the Township Assessor salaries are necessary due to Council action during the 2005 Budget Adoption moving the funding of those positions from the General Fund to the Reassessment Fund.

**Bill Gee moved and Don Morrison seconded the motion to approve the Clerk's Document Storage Fee Fund additional appropriation request of \$ 17,800 for Office Equipment. Motion carried 7-0.** The additional appropriation is needed to purchase a records department camera as well as a copier and fax machine.

**Matt Hassel moved and Ralph Booker seconded the motion to approve the 9-1-1 additional appropriation requests of \$ 48,855 for Group Health Insurance, \$ 1,080 for Group Life Insurance and \$ 13,792 for Employer PERF. Motion carried 7-0.** The additional appropriations for 9-1-1 are necessary due to Council action during the 2005 Budget Adoption moving the funding of benefits for 9-1-1 employees from the General Fund to the 9-1-1 Fund.

**Bill Gee moved and Matt Hassel seconded the motion to approve the 9-1-1 additional appropriation request of \$ 72,295 for 9-1-1 Equipment Lease. Motion carried 7-0.**

### **2005 TRANSFER REQUEST**

#### **Transfers:**

<b><u>Fund</u></b>	<b><u>Department</u></b>	<b><u>Category From</u></b>	<b><u>Category To</u></b>	<b><u>Amount</u></b>
0101	Drainage Board 0063	01-412.200	01-412.020	\$ 22,350.00

**Bill Gee moved and Joanne VanDerWeele seconded the motion to approve the Drainage Board transfer request moving \$ 22,350 from Secretaries to Drainage Board Secretary/Deputy Auditor. Motion carried 7-0.** Position assumes same duties as retiring Deputy Auditor/Drainage Board Secretary, not as had formerly been proposed as Drainage Board Secretary only.

### **2005 COUNCIL APPOINTMENTS**

**Solid Waste Board – Don Morrison moved and Matt Hassel seconded the motion to appoint Councilwoman Joanne VanDerWeele to serve on the Solid Waste Board. Motion carried 7-0.**

**ABC Board – Rex Gilliland moved and Matt Hassel seconded the motion to reappoint Maria Keller of Bourbon to the Marshall County Alcoholic Beverage Commission (ABC) for 2005. Motion carried 7-0.**

**County Plan Commission – Bill Gee moved and Joanne VanDerWeele seconded the motion to appoint Ralph Booker to serve on the County Plan Commission. Motion carried 7-0.**

**BZA – Ralph Booker moved and Rex Gilliland seconded the motion to reappoint Don Ecker, Sr. to the Marshall County Board of Zoning Appeals. Motion carried 7-0.**

## **LLOYD ANDERSON–TOWNSHIP OFFICE RENT and PHONE EXPENSES**

West Township Trustee/Assessor states that the township pays for his office space and telephone expenses. He says 98 percent of his long distance phone calls are assessment related, and at least half of his in-office work is assessment related. He feels it would be fair for the townships to get reimbursed for a portion of those expenses that the townships are currently paying since assessment duties are a county function. His suggestion is one-half the rent, phone bill, etc. Matt Hassel and other Council members suggested that a breakdown of costs for assessing purposes be determined and included in his 2006 Township Assessor budget requests. It was stated that same scenario should apply to all Township Trustee/Assessors.

## **AUDITOR BUSINESS**

December 13, 2004 Regular Meeting Minutes – **Rex Gilliland moved and Bill Gee seconded the motion to approve the December 13, 2004 meeting minutes as presented. Motion carried 6-0.** Ralph Booker was not a Councilman in December 2004 and therefore abstained.

2005 Salary Ordinance Amendment – **Joanne VanDerWeele moved and Rex Gilliland seconded the motion to approve an amendment to the 2005 Salary Ordinance setting the Level 2 Appraiser Certification salary supplement for Union Township Trustee/Assessor Marlene Mahler at \$ 1,000 annually/ \$ 38.46 bi-weekly. Motion carried 7-0.**

Resolution 2005-01 - **Rex Gilliland moved and Bill Gee seconded the motion to adopt Resolution 2005 -01 authorizing the Auditor to borrow money from seven County funds in the total amount of \$ 1,625,000 and deposit those funds into the County General Fund to fund the operation of county government until such time as 2004 Settlement is complete and 2005 revenue is received. Motion carried 6-0 with Don Morrison abstaining.** The funds and amounts borrowed from them are as follows: Reassessment - \$ 700,000, Rainy Day Fund - \$ 400,000, Plat Mapping Fund - \$ 40,000, Local Road & Street Fund - \$ 100,000, County Riverboat Revenue Sharing Fund - \$ 160,000, Capital Project Enabling Fund - \$ 25,000 and the Adult Probation User Fee Fund - \$ 200,000. All loans are required by statute to be repaid by December 31, 2005. The Probation User Fee Fund will be repaid in two equal installments of \$ 100,000; one installment by June 30, 2005 and the other by December 31, 2005.

Document Signing – The December 13, 2004 meeting minutes, 2004 and 2005 additional appropriation and transfer ordinances, 2005 Salary Ordinance amendment and the Temporary Loan Resolution were circulated and signed by Council members.

## **TAX AWARENESS COMMITTEE**

Mike Bernero complimented the Council for asking the hard questions concerning operational costs of the new county correctional facility.

There being no further business **Bill Gee moved and Matt Hassel seconded the motion to adjourn. Motion carried 7-0.**

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**Fred Lintner, President**

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**Don Morrison, Vice President**

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**Joanne VanDerWeele**

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**Matt Hassel**

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**Rex Gilliland**

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**Ralph Booker**

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**Bill Gee**

**Attest:** \_\_\_\_\_  
**Jan A. Quivey, Auditor**