

MONDAY JANUARY 12, 2004 COUNCIL MEETING

BE IT REMEMBERED: That on Monday, January 12, 2004, 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, Peg Clevenger, Vice President, Don Morrison, Rex Gilliland, Matt Hassel and Bill Gee, members and Jan Quivey, Auditor. Joanne VanDerWeele was out of town and couldn't attend the meeting.

ADDITIONAL APPROPRIATIONS & TRANSFERS

Additional:

Probation: Bill Gee moved and Rex Gilliland seconded the motion to approve the Probation Department additional appropriation requests of \$4,000 for Stipends for Assistant Chief Probation Officers, \$15,793 for Probation Officer salaries, and \$6,044 for Chief Probation Officer Salary. Motion carried 6-0. This appropriation is from funds court ordered to the General Fund from Probation User Fees and Administrative Probation Fees.

Health Department Supplemental Local Health Maintenance: Peg Clevenger moved and Matt Hassel seconded the motion to approve the Local Health Maintenance additional appropriation requests of \$2,500 for Environmental Health Supplies for vector control, \$500 for Travel/Mileage, \$11,000 for Office Equipment for generator purchase, and \$2,626.75 for Professional Services. Motion carried 6-0.

Health Department Tobacco Cessation/Prevention: Don Morrison moved and Matt Hassel seconded the motion to approve the Tobacco Cessation/Prevention Fund additional appropriation request of \$5,000 for Local Grant Distribution. Motion carried 6-0.

Reassessment: Matt Hassel moved and Rex Gilliland seconded the motion to approve the Reassessment additional appropriation request of \$3,800 for Computer Equipment Motion carried 6-0. The equipment was purchased in 2003 but invoice was not received early enough to be paid in 2003.

Rex Gilliland moved and Bill Gee seconded the motion to approve the Reassessment additional appropriation request of \$14,000 for Consulting Services to pay the 2004 Indiana Assessment Services Contract. Motion carried 4-2 with Peg Clevenger and Don Morrison voting nay.

Peg Clevenger moved and Matt Hassel seconded the motion to approve the Reassessment additional appropriation request of \$18,933 for Wages – Clerical. Motion carried 6-0.

Transfers:

<u>Fund</u>	<u>Department</u>	<u>Category From</u>	<u>Category To</u>	<u>Amt Approved</u>
0105	Reassessment 0000	04-446.080	01-412.040	\$ 1,471.00
0105	Reassessment 0000	04-446.080	01-412.030	\$ 531.00

Bill Gee moved and Peg Clevenger seconded the motion to approve the above transfer requests in the Reassessment budget moving \$1,471 to Overtime and \$ 531 to Clerical from Soil Delineation. Motion carried 6-0.

Tabled Additional Requests:

Reassessment:

Mike Boys, Debbie Dunning appeared before the Council asking for 2 full-time employees to replace existing part-time personnel. HR consultant Ray Temple was also present to answer any questions. Mr. Temple recommended two new permanent staff positions to be phased in over a period of time. His recommendation is based on added duties given to the Assessor's office and because of the extra work involved with adhering to new state law requiring the verification of all sales disclosures and the yearly updates to the reassessment process.

Peg Clevenger suggested tabling the request to see if the state legislature is going to make any changes to the reassessment process and the sales disclosure verification process.

Fred Lintner stated the Assessor's office hasn't been run properly and efficiency could be improved within.

Mike Boys says he could get by with one new full-time employee, or be allowed to keep his current part-time help longer than the three months granted by Council.

Jan Quivey inquired of Mr. Temple if there were any federal regulations regarding the use of part-time help. He said there were none. A part-time person could be used for as many hours per week as necessary, even if it were for 10 consecutive years at 40 hours per week.

Peg Clevenger moved and Matt Hassel seconded the motion to table the Reassessment request for two new full-time positions until legislative action regarding reassessment is complete. Motion carried 6-0.

When asked if township assessors could assume more of the reassessment duties, First Deputy Assessor Debbie Dunning says legislation passed will require Level II Certification for all Township Assessors. She says this will likely cause a number of them not to run for office again.

AUDITOR REPORT

December 29, 2003 Minutes – **Rex Gilliland moved and Bill Gee seconded the motion to approve the December 29, 2003 meeting minutes. Motion carried 4-0.** Matt Hassel and Don Morrison were not in attendance at the December 29, 2003 special meeting, therefore could not vote to approve the minutes.

November 10, 2003 Minutes – **Bill Gee moved and Rex Gilliland seconded the motion to approve the November 10, 2003 meeting minutes. Motion carried 7-0.**

Rex Gilliland moved and Bill Gee seconded the motion to approve the following 2004 Salary Ordinance Amendments: Motion carried 6-0.

All Township Assessors and Trustee/Assessors – Bi-weekly wage adjustment due to 27 pay dates.
Two Assistant Chief Probation Officers annual stipend wage adjustment due to 27 pay dates.
Two Superior Court # 2 annual bilingual stipend wage adjustment due to 27 pay dates.
Four Level II annual stipend adjustments for Township and County Assessors due to 27 pay dates.
PC Helpdesk Part-time hourly pay rate of \$13.08 per hour.

All approved additional appropriation, transfer and salary amendment ordinances were signed.

A Council appointment is needed to replace Charles “Chop” Mayer on the ABC Board.
Tabled – Will appoint at the special called year-end Council meeting on December 29, 2003.

2004 SHERIFF’S CONTRACT

Rex Gilliland moved and Matt Hassel seconded the motion to approve the 2004 Sheriff Contract. 5-0. Don Morrison was unavailable to vote.

Peg Clevenger moved and Bill Gee seconded the motion to adjourn. Motion carried 5-0.

Fred Lintner, President

Peg Clevenger, Vice-President

Joanne VanDerWeele

Bill Gee

Rex Gilliland

Don Morrison

Matt Hassel

Attest: _____
Jan Quivey

MONDAY FEBRUARY 9, 2004 COUNCIL MEETING

BE IT REMEMBERED: That on Monday, February 9, 2004, 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, Peg Clevenger, Vice President, Don Morrison, Rex Gilliland, Matt Hassel and Joanne VanDerWeele, members and Jan Quivey, Auditor. Bill Gee was unavailable for the meeting.

The meeting was opened with the Pledge to the Flag.

2004 COUNCIL REORGANIZATION

Peg Clevenger moved and Don Morrison seconded the motion to nominate Fred Lintner as Council President for 2004. Motion carried 5-0. Matt Hassel was unavailable to cast a vote.

Rex Gilliland moved and Joanne VanDerWeele seconded the motion to close the nominations. Motion carried 5-0.

Joanne VanDerWeele moved and Peg Clevenger seconded the motion to nominate Don Morrison as Council Vice President for 2004. Motion carried 5-0.

Fred Lintner moved and Rex Gilliland seconded the motion to close the nominations. Motion carried 6-0.

ADDITIONAL APPROPRIATIONS & TRANSFERS

Additional:

Necessary additional appropriations necessary to meet 2004 payroll needs for all full-time county employees, Commissioners, Council members, Coroner, Service Officer, Weights and Measures Inspector and Township Assessors due to a 27th pay date in 2004.

Peg Clevenger moved and Joanne VanDerWeele seconded the motion to approve the necessary additional appropriations to fund the 27th pay day in 2004 on December 31, 2004 as follows. Motion carried 6-0. See Pages 2 and 3 of ordinance below for department and fund.

General Fund	-	\$ 159,111.65
9-1-1	-	\$ 10,197.00
Reassessment	-	\$ 805.00
Court Services	-	\$ 5,424.39
Highway	-	\$ 38,546.73
Cum Bridge	-	\$ 2,273.60
Health Dept	-	\$ 7,620.64
W.I.C.	-	\$ 1,278.90
Probation User Fees	-	\$ 247.12
Admin Probation Fees	-	\$ 592.77

ADDITIONAL APPROPRIATION ORDINANCE

WHEREAS, IT HAS BEEN DETERMINED THAT IT IS NOW NECESSARY TO APPROPRIATE MORE MONEY THAN WAS APPROPRIATED IN THE ANNUAL BUDGET, THEREFORE:

SEC. 1, BE IT ORDAINED BY THE COUNTY COUNCIL OF MARSHALL COUNTY, INDIANA, THAT FOR THE EXPENSES OF SAID MUNICIPAL CORPORATION THE FOLLOWING ADDITIONAL SUMS OF MONEY ARE HEREBY APPROPRIATED AND ORDERED SET APART OUT OF THE SEVERAL FUNDS HEREIN NAMED AND FOR THE PURPOSE HEREIN SPECIFIED, SUBJECT TO THE LAWS GOVERNING THE SAME:

			<u>APPROPRIATED</u>
<u>GENERAL FUND</u>			
Clerk	Personal Services	Wages - 2004 - 27th Pay	14,457.26
Auditor	Personal Services	Wages - 2004 - 27th Pay	9,372.60
Treasurer	Personal Services	Wages - 2004 - 27th Pay	3,319.56
Recorder	Personal Services	Wages - 2004 - 27th Pay	3,302.06
Sheriff	Personal Services	Wages - 2004 - 27th Pay	31,924.26
Surveyor	Personal Services	Wages - 2004 - 27th Pay	5,467.26
Coroner	Personal Services	Wages - 2004 - 27th Pay	873.09
Assessor	Personal Services	Wages - 2004 - 27th Pay	3,339.86
Prosecutor	Personal Services	Wages - 2004 - 27th Pay	6,140.40
Voter Registration	Personal Services	Wages - 2004 - 27th Pay	886.20
Extension Service	Personal Services	Wages - 2004 - 27th Pay	2,574.60
Service Officer	Personal Services	Wages - 2004 - 27th Pay	381.68
Bourbon Twp	Personal Services	Wages - 2004 - 27th Pay	263.00
Center Twp	Personal Services	Wages - 2004 - 27th Pay	1,211.00
German Twp	Personal Services	Wages - 2004 - 27th Pay	632.00
Green Twp	Personal Services	Wages - 2004 - 27th Pay	144.00
North Twp	Personal Services	Wages - 2004 - 27th Pay	153.00
Polk Twp	Personal Services	Wages - 2004 - 27th Pay	67.00
Tippecanoe Twp	Personal Services	Wages - 2004 - 27th Pay	66.00
Union Twp	Personal Services	Wages - 2004 - 27th Pay	139.00
Walnut Twp	Personal Services	Wages - 2004 - 27th Pay	242.00
Council	Personal Services	Wages - 2004 - 27th Pay	1,636.25
Commissioners	Personal Services	Wages - 2004 - 27th Pay	2,226.15
Plan Commission	Personal Services	Wages - 2004 - 27th Pay	2,398.98
Information Systems	Personal Services	Wages - 2004 - 27th Pay	3,128.87
Buildings & Grounds	Personal Services	Wages - 2004 - 27th Pay	4,254.49
Museum	Personal Services	Wages - 2004 - 27th Pay	2,851.43
Superior Court # 1	Personal Services	Wages - 2004 - 27th Pay	3,093.30
Superior Court # 2	Personal Services	Wages - 2004 - 27th Pay	7,431.20

Circuit Court	Personal Services	Wages - 2004 - 27th Pay	3,813.60
Probation	Personal Services	Wages - 2004 - 27th Pay	15,272.62
Weights & Measures	Personal Services	Wages - 2004 - 27th Pay	480.50
Victim Assistance	Personal Services	Wages - 2004 - 27th Pay	1,992.20
Building Inspector	Personal Services	Wages - 2004 - 27th Pay	1,481.69
EMA	Personal Services	Wages - 2004 - 27th Pay	1,097.59
County Jail	Personal Services	Wages - 2004 - 27th Pay	22,163.25
Soil & Water	Personal Services	Wages - 2004 - 27th Pay	833.70
TOTAL GENERAL FUND			159,111.65

EMERGENCY 9-1-1 FUND

Personal Services	Wages - 2004 - 27th Pay	10,197.00
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CURRENT REASSESSMENT FUND

Personal Services	Wages - 2004 - 27th Pay	805.00
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COURT SERVICES

Personal Services	Wages - 2004 - 27th Pay	5,424.39
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HIGHWAY

Administration	Personal Services	Wages - 2004 - 27th Pay	3,297.13
Maint & Repair	Personal Services	Wages - 2004 - 27th Pay	29,583.20
General & Undistrib	Personal Services	Wages - 2004 - 27th Pay	5,666.40
TOTAL HIGHWAY FUND			38,546.73

CUM BRIDGE

Personal Services	Wages - 2004 - 27th Pay	2,273.60
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HEALTH DEPARTMENT

Personal Services	Wages - 2004 - 27th Pay	7,620.64
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W.I.C.

Personal Services	Wages - 2004 - 27th Pay	1,278.90
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PROBATION USER FEES

Personal Services	Wages - 2004 - 27th Pay	247.12
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ADMIN PROBATION FEES

Personal Services	Wages - 2004 - 27th Pay	592.77
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Transfers:

<u>Fund</u>	<u>Department</u>	<u>Category From</u>	<u>Category To</u>	<u>Amt Approved</u>	
0101	Center Twp	0014	01-412.030	03-431.570	\$ 600.00
0101	North Twp	0017	01-412.030	03-431.570	\$ 1,000.00
0101	Union Twp	0020	01-412.030	03-431.570	\$ 1,500.00
0702	Highway	0531	02-422.310	01-412.040	\$ 15,000.00
0702	Highway	0533	03-439.250	01-412.040	\$ 4,000.00
0808	Tobac/Cess	0000	03-431.560	02-422.350	\$ 450.00

Rex Gilliland moved and Matt Hassel seconded the motion to approve the above township transfer requests moving funds from Clerical to Contracts – New Construction. Motion carried 6-0.

Joanne VanDerWeele moved and Matt Hassel seconded the motion to approve the above Highway transfer requests moving \$15,000 from Road Signs to Overtime and \$ 4,000 from Snow Emergency Expense to Overtime. Motion carried 6-0.

Joanne VanDerWeele moved and Don Morrison seconded the motion to approve the above Health Department transfer request moving \$ 450 from Local Grants to Other Operating Supplies in the Tobacco Cessation/Prevention Fund for WIC Educational Supplies. Motion carried 6-0.

BOB RUFF – MARSHALL COUNTY SHERIFF

Commissary Report – Sheriff Ruff presented the 2003 year-end Commissary Report. The main expenses for the year included the cost of sending Detective Ward Byers to Polygraph School and expenses incurred by hosting training for the National Sheriff's Association last fall.

Petition for Pre-approved Commissary Usage – Sheriff Ruff requested approval of a petition regarding pre-approval of selected Commissary expenses.

Joanne VanDerWeele moved and Rex Gilliland seconded the motion to approve the presented pre-approval list of selected Commissary Fund expenses. Motion carried 6-0.

New Patrolman – Sheriff Ruff announced that Tom Harley has been hired as the newest Sheriff's Department patrolman.

MICHAEL CARROLL – DFC ANNUAL REPORT

DFC Director Michael Carroll presented the 2003 Annual Report. In summary, 2003 ended within budget with no additional appropriations needed during the year. He states that the \$1,243,969 borrowed from the Indiana Bond Bank was paid back before year end; a \$982,135.34 balance in appropriated monies was returned to the DFC fund, and the year ended with a DFC fund balance of \$903,000. He further states that all outstanding 2003 invoices were paid in 2003. Nothing was carried over into 2004. He says it was a very good year for the DFC.

ABC BOARD APPOINTMENT

Due to Mr. David Becknell announcing that he would be unable to serve his appointment to the Marshall County Alcoholic Beverage Commission, a new Council appointee is needed. Peg Clevenger introduced Maria Keller, 1101 N. Lincoln St. Bourbon, as a potential appointee. Ms. Keller stated she would be interested in serving on the board and fulfilling the 1-year term.

Rex Gilliland moved and Peg Clevenger seconded the motion to appoint Maria Keller to the ABC Board for the remainder of 2004. Motion carried 6-0.

STEVE PIFER – CASE WORKER 2 POSITION

Court Services Administrator Steve Pifer stated that he had a caseworker position open up in his office that had formerly been paid at the Caseworker 1 rate. The person he is bringing in to fill that position meets the educational and experience criteria of the Caseworker 2 rate. Even though there is an established rate for the Caseworker 2 position in the Salary Ordinance, only enough money was budgeted to fund the Caseworker 1 wage. He says an additional \$6,400 will need to be appropriated, pending Council approval, to pay the higher wage.

The Council by consensus gave the okay for Steve to do a formal additional appropriation request following County policy, and present his request at the April meeting. The Council gave Steve the go-ahead to fill the position at the Caseworker 2 pay rate, and noted that the funds would be made available to do so.

MARSHALL COUNTY COMPREHENSIVE PLAN COMMITTEE

Plan Commission Director Troy Kiefer gave the Council an update on the status of the new Comprehensive Plan being drafted. He says the Plan has been approved by the Plan Commission and the County Commissioners have adopted most of the Plan. He states that a couple of technical issues have been sent back to the Plan Commission to be addressed, to be followed by final approval of the County Commissioners.

Following adoption of the Comprehensive Plan the next step will be to pass a new zoning ordinance amendment. Troy says this will be done in-house saving the county considerable money and a committee of county residents is being established to provide input into the ordinance drafting process. The committee will consist of 9 members: 1 Commissioner appointee, 1 Council appointee, 1 BZA appointee, Troy Kiefer, and 5 citizen members appointed by the Plan Commission. The committee will make recommendations that would eventually be presented to the Commissioners for final approval. The committee will meet once a month with a target timeframe of one year to draft the ordinance.

Rex Gilliland says he would serve as the Council appointee if no one else on the current tentative list would agree to serve. Those on the list will be contacted first, however, by Council members.

AUDITOR REPORT

January 12, 2004 Minutes – Don Morrison moved and Rex Gilliland seconded the motion to **approve the January 12, 2004 meeting minutes. Motion carried 5-0.** Joanne VanDerWeele was not in attendance at the January meeting.

All approved additional appropriation and transfer ordinances were signed as well as the 2004 salary ordinance.

TEMPORARY LOAN RESOLUTION 2004-1

Do to a temporary shortfall in the General Fund cash balance, Jan Quivey presented Resolution 2004-1 allowing for the temporary borrowing of money from other county funds to be placed into the General Fund, with a maximum payback deadline of December 31, 2004.

Peg Clevenger moved and Rex Gilliland seconded the motion to pass Resolution 2004-1, Transfer of Funds, allowing for the temporary transfer of \$800,000 from the Reassessment Fund, \$250,000 from the General Drain Improvement Fund, \$150,000 from the Local Road and Street Fund, and \$800,000 from the Cum Bridge Fund into the General Fund to be paid back by December 31, 2004. Motion carried 6-0.

RAINY DAY FUND ESTABLISHMENT ORDINANCE 2004-2

Jan Quivey stated the County has received a reimbursement of \$403,262.75 from surplus CAGIT funds that previously was maintained in a Marshall County account by the state to provide a cushion in times of economic downturn during which expected revenue was not realized. The state is now attempting to be more realistic in their projection of county and state employment and the resulting CAGIT revenue produced for each county. Therefore they are no longer requiring that a county reserve be maintained by the state.

This refunded CAGIT surplus is to be placed into a Rainy Day Fund, established by ordinance by the County Council. Other sources of revenue to be placed in the Fund, as well as how the funds are to be used, is also to be determined by the Council through an ordinance. The primary purpose of a rainy day fund is to provide a source of funds during a period of revenue shortfall, or if an emergency funding situation is required.

Joanne VanDerWeele moved and Matt Hassel seconded the motion to pass Ordinance 2004-2, Establishing a Rainy Day Fund for Marshall County government. Motion carried 6-0.

ESTABLISHING OTHER NEW FUNDS

Joanne VanDerWeele moved and Matt Hassel seconded the motion to approve the establishment of two new funds, the Rainy Day Distribution Fund, and the Supplemental Technology Fund. Motion carried 6-0.

The Supplemental Technology fund will initially be used to receipt DoxPop fees into. Eventually other sources of revenue could be placed into the fund with the intention of providing some source of funding for technology upgrades and purchases.

Joanne VanDerWeele moved and Rex Gilliland seconded the motion to adjourn. Motion carried 6-0.

Fred Lintner, President

Peg Clevenger, Vice-President

Joanne VanDerWeele

Bill Gee

Rex Gilliland

Don Morrison

Matt Hassel

Attest: _____
Jan Quivey

MONDAY APRIL 12, 2004 COUNCIL MEETING

BE IT REMEMBERED: That on Monday April 12, 2004, 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, Peg Clevenger, Joanne VanDerWeele, Rex Gilliland, Matt Hassel and Bill Gee, members and Jan Quivey, Auditor.

The meeting was opened with the Pledge to the Flag.

BOB RUFF – VEHICLE PURCHASE

Sheriff Bob Ruff stated that on March 13, 2004 a county police officer was involved in an accident which resulted in his patrol car being totaled. Two options were considered at the April 5 Commissioner meeting: 1) buy back a vehicle that was recently traded in on a new vehicle purchase, said vehicle having 140,000 miles on it; 2) purchase a new vehicle using proceeds from the insurance claim, funds remaining in the Sheriff's Vehicle Purchase line item and some additionally appropriated funds. The Commissioner recommendation was to purchase a new vehicle.

The new vehicle cost from Bloomington Ford is \$ 22,406.25. Insurance reimbursement is \$10,000+. \$ 5,520 remains in the Vehicle Purchase line item leaving an additional appropriation need of \$ 6,886.20 maximum.

Rex Gilliland moved and Joanne VanDerWeele seconded the motion to approve the additional appropriation request, pending submission of the necessary additional appropriation request and proper advertising. Motion carried 7-0. The request will be acted upon at the May 10 Council meeting.

Sheriff Ruff also presented the January and February 2004 Commissary reports for Council review.

RICH ULRICH – PART TIME MAINTENANCE PAY RATE

Building and Grounds Director Rich Ulrich thanked the Council for funding the much needed part-time maintenance position. He states a qualified candidate was found. The additional help will allow a maintenance person on 15 hours each day. It will also allow more maintenance work to be done in-house rather than out-sourced.

Upon recommendation of the County Commissioners: **Peg Clevenger moved and Don Morrison seconded the motion to set a pay range for the part-time maintenance position at \$10-12 per hour with Rich to determine the starting pay rate and the timing of any increase within the range. Motion carried 7-0.** The Auditor will prepare a salary ordinance amendment regarding such and present for signing at the May Council meeting.

ADDITIONAL APPROPRIATIONS & TRANSFERS

Additional:

Matt Hassel moved and Joanne VanDerWeele seconded the motion to approve the Victim Assistance additional appropriation requests of \$ 3,200 for Direct Services. Motion carried 7-0. This money comes as a grant from the Drug-free Indiana fund and was receipted into the General Fund.

Matt Hassel moved and Peg Clevenger seconded the motion to deny the German Township Assessor additional appropriation requests of \$ 1,600 for Computer Equipment and \$ 750 for Computer Software with the stipulation that a claim for said purchases be submitted to the Auditor's office to be paid from the Technology line in the Cum Cap Development Fund. Motion carried 7-0.

Peg Clevenger moved and Rex Gilliland seconded the motion to deny the Circuit Court additional appropriation request of \$ 4,754.72 for CASA cash match as this was resolved during the March meeting through a transfer. Motion carried 7-0.

Rex Gilliland moved and Bill Gee seconded the motion to approve a Cum Bridge additional appropriation request of \$ 750,000 for Bridge Construction in reference to the Baker Street bridge replacement. Motion carried 7-0.

Transfers:

<u>Fund</u>	<u>Department</u>	<u>Category From</u>	<u>Category To</u>	<u>Amt Approved</u>
0101	Plan Commission 0079	01-412.200	01-412.030	\$ 3,000.00

Matt Hassel moved and Don Morrison seconded the motion to approve the Plan Commission transfer requests moving \$ 3,000 from Secretaries to Clerical due to a person on maternity leave. Motion carried 7-0.

AUDITOR REPORT

February 9, 2004 Minutes – **Matt Hassel moved and Rex Gilliland seconded the motion to approve the February 9, 2004 meeting minutes. Motion carried 7-0.**

All approved additional appropriation and transfer ordinances were signed as well as the 2005 Solid Waste CAGIT Resolution.

March 16, 2004 Minutes – **Matt Hassel moved and Rex Gilliland seconded the motion to approve the March 16, 2004 meeting minutes. Motion carried 5-0.** Two members were unable to attend the March meeting.

The Council asked the Auditor to prepare a resolution stating that emergency called meetings contain only the emergency items on the agenda.

The State required Declaration of County Tax Rates form for July 1, 2004 – June 30, 2005 at a rate of 1.25 percent was submitted and signed by President Fred Lintner.

Matt Hassel moved and Rex Gilliland seconded the motion to approve the Temporary Resolution 2004-1 Amendment. Motion carried 7-0.

The Auditor asked the Council to consider making salary recommendations at the May meeting as budget forms go out to the department heads the first of June.

EMA INTERIM DIRECTOR CONTRACT

Following the resignation of Cherie Wallis as EMA Director Kent Borggren was appointed as interim director by the Commissioners. Jim Clevenger prepared a contract which was presented to the Council by the Auditor for their approval. The contract is the same as the one prepared a year ago with a \$ 15.00 per hour pay rate.

Matt Hassel moved and Bill Gee seconded the motion to approve and sign the Interim EMA Director contract. Motion carried 7-0.

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

Fred Lintner, President

Don Morrison, Vice-President

Joanne VanDerWeele

Bill Gee

Rex Gilliland

Peg Clevenger

Matt Hassel

Attest: _____
Jan Quivey

TUESDAY APRIL 27, 2004

EMERGENCY COUNCIL MEETING

BE IT REMEMBERED: That on Tuesday April 27, 2004, 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, Peg Clevenger, Joanne VanDerWeele, Rex Gilliland, and Bill Gee, members and Jan Quivey, Auditor. Councilman Matt Hassel was unable to attend due to a work conflict.

The meeting was opened with the Pledge to the Flag.

PROVISIONAL TAX BILLING RESOLUTION

Treasurer Penny Lukenbill appeared before the Council with a request to do a provisional tax billing for the Spring Installment of property taxes due in 2004. Needed by the Department of Local Government Finance in granting a provisional billing is a resolution adopted by the County Council supporting both the provisional billing and agreeing to financially support the extra cost involved with a second billing.

Penny says the intent is to send out provisional property tax bills in late May with a collection deadline of June 23 or 25. The plan would then be for the Auditor to distribute property tax revenues to the various taxing units by the first of August. She notes that adjoining counties via cross county school districts will delay the certification of tax rates for Marshall County even though Marshall County is nearly ready to certify AVs, and if we were to wait until we have tax rates, distribution could be delayed until fall causing a financial hardship for all taxing units including the schools and Marshall County government. There is currently a 30 day turnaround from the time AVs are certified to the DLGF and tax rates are approved.

Low Associates, our new tax billing software vendor, has designed a method to allow provisional May tax bills to be sent. A provisional bill is similar to the normal tax billing process, except that 2003 tax rates will be used. Penalties will still be in force for delinquent payment of taxes. The Treasurer's office will now be able to print, sort and fold the tax bills, saving considerable money normally spent on outsourcing the process. Penny states the extra cost to the county will be \$ 17,000 or less, with postage being the major expense. 35,000 tax statements at \$.37 each would be almost \$ 13,000, although the cost could likely be less with presorting into carrier order. An additional \$ 4,000 is estimated for statement stock and envelopes.

Penny says it is important to get the public back on track when it comes to tax payment dates.

Auditor Jan Quivey presented Resolution 2004-04 for Council approval.

Joanne VanDerWeele moved and Peg Clevenger seconded the motion to adopt Resolution 2004-04 approving a provisional Spring 2004 tax bill and agreeing to fund the extra costs involved. Motion carried 6-0.

APPROPRIATION TRANSFER

<u>Fund</u>	<u>Department</u>	<u>Category From</u>	<u>Category To</u>	<u>Amt Approved</u>
0101 EMA	0361	01-412.010	03-431.300	\$ 2,000.00

Don Morrison moved and Rex Gilliland seconded the motion to approve the Emergency Management Agency transfer request moving \$ 2,000 from Wages – Department Head to Contractual Services. Motion carried 6-0. This transfer is necessary to cover the contractual costs of Interim EMA Director Kent Borggren pending the hiring of a new EMA Director.

AUDITOR REPORT

The Auditor asked the Council to be prepared to make salary recommendations for 2005 at the May meeting as budget forms go out to the department heads the first of June and guidance is needed in making salary requests.

There being no further business the meeting was adjourned.

Fred Lintner, President

Don Morrison, Vice-President

Joanne VanDerWeele

Bill Gee

Rex Gilliland

Peg Clevenger

Attest: _____
Jan Quivey

MONDAY MAY 10, 2004 COUNCIL MEETING

BE IT REMEMBERED: That on Monday May 10, 2004, 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, Peg Clevenger, Joanne VanDerWeele, Rex Gilliland, Matt Hassel and Bill Gee, members and Jan Quivey, Auditor.

The meeting was opened with the Pledge to the Flag.

ADDITIONAL APPROPRIATIONS & TRANSFERS

Additional:

Matt Hassel moved and Bill Gee seconded the motion to approve the Probation Department additional appropriation request of \$ 4,000 for Urinalysis Supplies. Motion carried 7-0. This money comes as a grant from the Drug-free Indiana fund and was receipted into the General Fund for appropriation into the Probation budget.

Transfers:

<u>Fund</u>	<u>Department</u>	<u>Category From</u>	<u>Category To</u>	<u>Amt Approved</u>
0101	Center Township 0014	01-412.260	03-431.570	\$ 2,000.00
0101	Probation 0273	01-412.610	01-412.030	\$ 2,153.20

Peg Clevenger moved and Don Morrison seconded the motion to approve the Center Township transfer request moving \$ 2,000 from Wages – Deputies to Contract – New Construction. Motion carried 7-0.

Joanne VanDerWeele moved and Rex Gilliland seconded the motion to approve the Probation Department transfer request moving \$ 2,153.20 from Wages – Probation Officers to Wages - Clerical. Motion carried 7-0.

DEAN BYERS – HEMMINGER HOUSE PURCHASE

In regards to the grant received from the Federal Government via the State of Indiana for the purchase and renovation of the Hemminger House property to be used for a women's shelter, Dean Byers noted the grant was for \$ 350,000. The purchase price of the property is \$ 126,500, with Turning Point Housing putting up \$ 26,500 and the County responsible for the remaining \$ 100,000 up front which will be reimbursed to the County following closing on the property and receipt of the deed by the State. Dean stated the turn-around time for reimbursement to the County would be 30 days. At a recent Commissioner meeting it was recommended that a temporary loan of \$ 100,000 be made from the Capital Project Enabling Fund to the Hemminger House Fund, with reimbursement to the to occur in 30 days. A resolution, 2004-06, was drafted by the Auditor

allowing for the temporary loan to take place and presented to the Council for adoption and signing.

Rex Gilliland moved and Bill Gee seconded the motion to approve a temporary loan of \$ 100,000 from the Capital Project Enabling Fund to the Hemminger House Fund to be repaid upon receipt of grant fund reimbursement from the State of Indiana following closing on the property. Motion carried 7-0.

ROBERT ALOI – KOONTZ LAKE SEWER ADVISORY COMMITTEE

Robert Aloï, with the Koontz Lake Sewer Advisory Committee, stated they are attempting to form a Regional Sewer District at Koontz Lake. The Committee sent out a questionnaire and survey to all Koontz Lake residents asking for input. Because of the response they decided to move forward.

Mr. Aloï says step one in the process involves submitting a petition to IDEM. To do this they need support from both Marshall County and Starke County. Starke County has verbally supported the project but has not yet signed a resolution. It is being reviewed by the Starke County Attorney, just as Jim Clevenger is reviewing the resolution for Marshall County.

Step two in the process involves the establishment of a 7–9 member board, mostly from eligible entities from both Counties; ie. Commissioners, Council and Sanitarians.

Mr. Aloï's intent today is to gain Marshall County Council support in the petition. Rochelle K. Owen with Indiana Rural Community Assistance Program is assisting the Koontz Lake Committee in their petition. She says six project petitions are already being reviewed by the State so time is of the essence. The Council wishes a review of the petition by Jim Clevenger before they are willing to endorse the application. Commissioner John Zentz says they will have a decision at their next meeting, May 17, on whether they support the request. John says Jim will have completed his review of the petition and resolution at that time.

Mr. Aloï says Koontz Lake is not looking to treat their own waste water, but instead are looking to use Walkerton or Hamlet waste treatment facilities.

AUDITOR REPORT

April 12, 2004 Minutes – **Matt Hassel moved and Don Morrison seconded the motion to approve the April 12, 2004 meeting minutes as presented. Motion carried 7-0.**

April 27, 2004 Special Meeting Minutes – **Don Morrison moved and Peg Clevenger seconded the motion to approve the April 27, 2004 meeting minutes as presented. Motion carried 6-0.**

Resolution 2004-05 Emergency Meeting Agenda Limitations – **Matt Hassel moved and Bill Gee seconded the motion to adopt Resolution 2004-05 limiting topics to be discussed during emergency called Council meetings to only those agenda items for which the emergency meetings is called. Motion carried 7-0.**

Resolution 2004-06 Hemminger House Fund Temporary Loan – **Rex Gilliland moved and Matt Hassel seconded the motion to adopt Resolution 2004-06 allowing for a temporary loan of \$ 100,000 from the Capital Project Enabling Fund to the Hemminger House Fund to be used for the purchase of the Hemminger House property, and to be reimbursed by the State to the Capital Project Enabling Fund following closing and receipt of the deed by the State. Motion carried 7-0.**

Salary Ordinance Amendment – Part time Maintenance Personnel – **Peg Clevenger moved and Joanne VanDerWeele seconded the motion to approve an amendment to the 2004 Salary Ordinance allowing for a part time maintenance position at a pay range of \$ 10-12 per hour. Motion carried 7-0.**

Current Financial Reports for all funds and ledger and budget status reports for the Cum Cap Development Fund were distributed to the Council for their review.

Matt Hassel suggested the County look into a ‘Plan B’ for funding the General Fund should a shortfall occur before tax distribution occurs.

Handbook Review – Jan Quivey noted that department heads are currently reviewing a draft of the new handbook. Any suggestions or feedback regarding such should be submitted to the Commissioners or the Auditor’s office as soon as possible so a document can be produced that best meets the needs of Marshall County and its employees.

SALARY AND WAGE REQUESTS – 2005 BUDGET

Bill Gee moved and Don Morrison seconded the motion that Department Heads should request a maximum of a 3 percent wage increase for personal services in preparing their 2005 budget request forms. Motion carried 7-0. The Council also recommended that discretionary funds be used whenever possible for expenditures other than Personal Services in order for more funds to be available for pay raises.

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

Fred Lintner, President

Don Morrison, Vice-President

Joanne VanDerWeele

Bill Gee

Rex Gilliland

Peg Clevenger

Matt Hassel

Attest: _____
Jan Quivey, Auditor

MONDAY JUNE 14, 2004
COUNCIL MEETING

BE IT REMEMBERED: That on Monday June 14, 2004, 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, Peg Clevenger, Joanne VanDerWeele, Rex Gilliland, Matt Hassel and Bill Gee, members, and Jan Quivey, Auditor.

The meeting was opened with the Pledge to the Flag.

ADDITIONAL APPROPRIATIONS & TRANSFERS

Additional:

Peg Clevenger moved and Matt Hassel seconded the motion to approve the Sheriff Department additional appropriation request of \$17,198.44 for Vehicle Purchase. Motion carried 7-0. \$10,412.19 of this amount is from an insurance reimbursement for a patrol car that was totaled in an accident.

Matt Hassel moved and Bill Gee seconded the motion to approve the L.E.P.C. Fund additional appropriation request of \$5,000.00 for Special SERC Approved Projects. Motion carried 7-0.

Joanne VanDerWeele moved and Rex Gilliland seconded the motion to approve the Cum Cap Development additional appropriation requests by Michael Marshall of \$9,660.00 for Technology/GIS and \$3,020.00 for Software Maintenance. Motion carried 7-0. The Software Maintenance amount is a reimbursement from Manatron for unused services.

Transfers:

<u>Fund</u>	<u>Department</u>	<u>Category From</u>	<u>Category To</u>	<u>Amt Approved</u>
0101	Auditor 0002	03-433.010	01-412.040	\$ 2,000.00
0101	Veteran's Office 0012	03-439.010	02-421.000	\$ 100.00
0101	Veteran's Office 0012	03-439.030	02-421.000	\$ 58.19
0101	German Twp 0015	01-412.030	03-431.570	\$ 500.00
0101	Union Twp 0020	01-412.260	03-431.570	\$ 1,000.00
0101	Walnut Twp 0021	01-412.030	03-431.570	\$ 300.00
0101	Walnut Twp 0021	01-412.260	03-431.570	\$ 500.00
0123	Reassessment 0000	04-446.070	01-412.030	\$ 5,000.00
0123	Reassessment 0000	04-446.080	01-412.030	\$ 340.00
0123	Reassessment 0000	04-446.080	01-412.040	\$ 2,560.00
0123	Reassessment 0000	01-412.880	01-412.040	\$ 240.00
0123	Reassessment 0000	01-412.880	01-413.030	\$ 760.00
4226	W.I.C. 0000	02-422.440	03-439.360	\$ 24.00

Peg Clevenger moved and Bill Gee seconded the motion to approve the Auditor transfer request moving \$ 1,200 from Printed Forms to Overtime. Motion carried 7-0.

Bill Gee moved and Don Morrison seconded the motion to approve the Veteran's Service Office transfer requests moving \$ 100.00 from Training and \$ 58.19 from Postage to Office Supplies. Motion carried 7-0.

Matt Hassel moved and Joanne VanDerWeele seconded the motion to approve the German Township transfer request moving \$ 500.00 from Wages – Clerical to Contract – New Construction. Motion carried 7-0.

Don Morrison moved and Peg Clevenger seconded the motion to approve the Union Township transfer request moving \$ 1,000.00 from Wages – Deputy Township Assessor to Contract – New Construction. Motion carried 7-0.

Don Morrison moved and Joanne VanDerWeele seconded the motion to approve the Walnut Township transfer requests moving \$ 500.00 from Wages – Deputy Township Assessor and \$ 300.00 from Wages – Clerical to Contract – New Construction. Motion carried 7-0.

Rex Gilliland moved and Bill Gee seconded the motion to approve the Reassessment transfer requests moving \$ 5,000.00 from Plat Mapping, \$ 2,900.00 from Soil Delineation and \$ 1,000.00 from Township Assessors and transferring as follows: \$ 2,800.00 to Overtime, \$ 5,340.00 to Wages – Clerical and \$ 760 to Social Security. Motion carried 7-0.

Don Morrison moved and Matt Hassel seconded the motion to approve the W.I.C. transfer request moving \$ 24.00 from Nutrition Supplies to Breastfeeding Promotion. Motion carried 7-0.

ASSESSOR'S OFFICE – 04 PAY 05 ASSESSMENT UPDATE

Assessor Mike Boys and First Deputy Debbie Dunning gave a status report of work being done in the Assessor's Office trying to get caught up and back on schedule with work needing to be done in order to interface Assessed Values to the Auditor by late August or early September. Work still needed to compete are: Splits, Form 130 Petitions (Non verifiable issues), New Construction, and Forms 133 (Petition for Correction of Error), 135 (Affidavit of Destroyed or Removed Property) and 136 (Application for Real and Personal Property Exemption).

Mike Boys requests to keep part-time personnel until 2004 pay 2005 work is complete (late August or early September) and would like to keep Traci O'Brien on staff because of her extensive training (Level II Certified Appraiser) and her value to the office.

ROCHELLE OWEN – RE: PROPOSED KOONTZ LAKE SEWER DISTRICT

Rochelle Owen, Indiana Rural Community Assistance Program, working with the Koontz Lake Sewer Advisory Committee, appeared before the Council requesting approval and signatures on the Petition to Establish a Regional Sewer District. She stated that a resolution had to be adopted

by the Marshall County Commissioners, Marshall County Council, Starke County Commissioners and Starke County Council for the petition process to move forward to IDEM for consideration. The Marshall County Council is the lone remaining entity yet to sign a resolution.

Joanne VanDerWeele moved and Rex Gilliland seconded the motion to pass and sign Resolution 2004-08 approving the petition to establish a Koontz Lake Regional Sewer District. Motion carried 7-0.

If the petition is approved by IDEM, the Council will be asked to appoint a member to the Sewer District Board.

AUDITOR REPORT

May 10, 2004 Minutes – **Rex Gilliland moved and Matt Hassel seconded the motion to approve the May 10, 2004 meeting minutes as presented. Motion carried 7-0.**

Establishment of a Property Tax Sale Redemption Petty Cash Fund – **Peg Clevenger moved and Matt Hassel seconded the motion to allow the establishment of a Property Tax Sale Redemption Petty Cash Fund in the Auditor's office in the amount of \$100. Motion carried 7-0.** Said funds to be obtained by claim to the General Fund.

Assessor's Office Salary Ordinance Amendment – **Rex Gilliland moved and Matt Hassel seconded the motion adopting a change in the Assessor portion of the Salary Ordinance, changing the title of GIS Deputy to 2nd Deputy. Motion carried 7-0.** The change was necessitated by personnel changes within the office.

Abatement Compliance Forms – North Central Pallets and Indiana Tool & Mfg.

Peg Clevenger moved and Don Morrison seconded the motion to approve the Abatement Compliance Forms completed and submitted by North Central Pallets. Motion carried 7-0.

Don Morrison moved and Bill Gee seconded the motion to approve the Abatement Compliance Forms completed and submitted by Indiana Tool & Mfg. Motion carried 7-0.

Monthly Fund Financial Reports were distributed for review.

2005 COUNCIL BUDGET REQUESTS

Bill Gee moved and Rex Gilliland seconded the motion to leave the 2005 Council budget requests the same as 2004 with the exception of a 3 percent increase in Council Salaries. Motion carried 7-0.

BUDGET WORKSHOPS

Fred Lintner brought up the idea of having budget workshops with Department Heads prior to the Budget Hearings. Rex Gilliland stated he thought that concept worked well the last time it was tried. The Auditor suggested this might be good to work out a lot of the budget prior to the

hearings, therefore making the Budget Adoption just a formality. He noted he had received complaints in prior years that additional department cuts were made at the Adoption without the department heads being aware. The Council said they would try to make the necessary cuts during the Hearings this year, and noted that Department Heads generally knew if additional cuts might be necessary following the Hearings. The overall consensus was to continue as we have the past few years with just the Budget Hearings in August and the Adoption in September.

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

Fred Lintner, President

Don Morrison, Vice-President

Joanne VanDerWeele

Bill Gee

Rex Gilliland

Peg Clevenger

Matt Hassel

Attest: _____

Jan Quivey, Auditor

MONDAY JULY 12, 2004
COUNCIL MEETING

BE IT REMEMBERED: That on Monday July 12, 2004, 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: Don Morrison, Vice President, Peg Clevenger, Joanne VanDerWeele, Rex Gilliland, Matt Hassel and Bill Gee, members, and Jan Quivey, Auditor. Council President Fred Lintner was out of town and unable to attend.

The meeting was opened with the Pledge to the Flag.

ADDITIONAL APPROPRIATIONS & TRANSFERS

Additional:

Peg Clevenger moved and Matt Hassel seconded the motion to approve the Probation Department additional appropriation request of \$6,251.89 for Probation Officer Salaries. Motion carried 6-0. This is money court ordered to the General Fund from the Administrative Probation Fee Fund to cover the cost of state mandated salary increases for Probation Officers, and from the Probation User Fee Fund to cover a portion of one probation officer's wages as a result of a 27th payday in 2004.

Joanne VanDerWeele moved and Bill Gee seconded the motion to approve the Drainage Board additional appropriation request of \$3,000.00 for Legal Fees. Motion carried 6-0.

Transfers:

<u>Fund</u>	<u>Department</u>	<u>Category From</u>	<u>Category To</u>	<u>Amount</u>
0101 West Twp	0015	01-412.030	03-431.570	\$ 500.00
0101 Center Twp	0014	04-444.010	02-421.120	\$ 150.00

Rex Gilliland moved and Joanne VanDerWeele seconded the motion to approve the West Twp transfer request moving \$ 500.00 from Clerical to Contract – New Construction. Motion carried 6-0.

Peg Clevenger moved and Bill Gee seconded the motion to approve the Center Twp transfer request moving \$ 150.00 from Office Furniture to Office Machine Supplies. Motion carried 6-0.

NICK MOLCHAN – PUBLIC HEALTH PREPAREDNESS GRANT

Health Department Administrator, Nick Molchan appeared before the Council to state that Marshall County is eligible for a Federal Public Health Preparedness Grant as are all Indiana Counties. The purpose of the grant is to fund the hiring of a Public Health Preparedness

Coordinator in each county. Responsibilities will include developing an emergency plan for items such as mass vaccinations, and to develop a list of resources that can deal with a public health emergency. The state feels a full time person is required to get the job done.

Nick says the clinic records room in the Health Department will be used as office space for the new person. The State Health Department will provide funds for a computer purchase. The position will require a B.S. degree in Nursing, Psychology, Law Enforcement, Public Health or a related field.

The grant is a reimbursable grant, meaning initial funding must be derived locally and reimbursement will follow the submission of claims to the State. The reimbursement timeframe will be approximately 2 weeks following submission of a claim. Nick says there are now on hand a \$9,900 grant reimbursement for bio-terrorism work and a \$4,200 grant reimbursement for mass vaccination work. There is an additional \$10,200 from another grant on hand with another \$10,600 to be received shortly. All is available to act as seed money to start the hiring process and get the grant application moving forward.

The grant is for one year, with a second year at a reduced rate. It is possible for the grant to extend for another 2 cycles, or 6 years total, although not guaranteed. Grant funding the first year will be as follows:

- Salary and Benefits – up to \$50,000
- Travel Expenses - 5,500
- Communication Equipment - 1,260
- Office Supplies - 1,600
- Misc. Expense - 5,100 for rent, subscriptions, printing, etc.

TOTAL AVAILABLE 1st YEAR \$ 63,460 maximum
TOTAL AVAILABLE 2nd YEAR \$ 62,360 maximum

Rex Gilliland moved and Matt Hassel seconded the motion to allow the position of Public Health Preparedness Coordinator be established and the grant application completed with the stipulation that when the grant funding runs out, the position will be eliminated. Motion carried 6-0.

AUDITOR REPORT

June 14, 2004 Minutes – Bill Gee moved and Rex Gilliland seconded the motion to approve the June 14, 2004 meeting minutes as presented. Motion carried 6-0.

Temporary Loan Resolution – Matt Hassel moved and Rex Gilliland seconded the motion to adopt Resolution 2004-10 allowing for a temporary loan transfer of \$100,000 from the General Drain Improvement Fund to the General Fund to cover expenses until Tax Distribution from the Spring tax collection is completed. Motion carried 6-0. Distribution is expected in late July.

New Fund and Petty Cash Ordinances – Jan Quivey informed the Council that the State Board of Accounts has requested that ordinances be drafted and passed by the Council listing all new funds and Petty Cash drawers within the County.

ARGOS PUBLIC LIBRARY BOARD APPOINTMENT

Peg Clevenger moved and Joanne VanDerWeele seconded the motion to reappoint Mr. William Voreis to the Argos Public Library Board for a term of 4 years beginning July 1, 2004 and running through June 30, 2008, as requested by Argos Library Director, Jane Hall. Motion carried 6-0.

There being no further business: **Matt Hassel moved and Bill Gee seconded the motion to adjourn. Motion carried 6-0.**

Fred Lintner, President

Don Morrison, Vice-President

Joanne VanDerWeele

Bill Gee

Rex Gilliland

Peg Clevenger

Matt Hassel

Attest: _____

Jan Quivey, Auditor

MONDAY AUGUST 9, 2004 COUNCIL MEETING

BE IT REMEMBERED: That on Monday August 9, 2004, 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, Peg Clevenger, Joanne VanDerWeele, Rex Gilliland, Matt Hassel and Bill Gee, members, and Jan Quivey, Auditor.

The meeting was opened with the Pledge to the Flag.

ADDITIONAL APPROPRIATIONS & TRANSFERS

Additional:

Peg Clevenger moved and Rex Gilliland seconded the motion to approve the Superior Court #2 additional appropriation request of \$6,000 for Consulting Interpreter. Motion carried 7-0. This is money receipted into the General Fund from a grant received from the State of Indiana for this purpose.

Transfers:

<u>Fund</u>	<u>Department</u>	<u>Category From</u>	<u>Category To</u>	<u>Amount</u>
0101 Auditor	0002	03-433.010	02-421.000	\$ 500.00
0101 Prosecutor	0009	01-412.240	01-412.230	\$ 204.24
0101 Center Twp	0014	02-422.030	04-444.010	\$ 100.00
4226 WIC	0000	01-413.040	01-413.050	\$ 17.00

Joanne VanDerWeele moved and Matt Hassel seconded the motion to approve the Auditor transfer request moving \$ 500 from Printed Forms to Office Supplies. Motion carried 7-0.

Bill Gee moved and Peg Clevenger seconded the motion to approve the Prosecutor transfer request moving \$ 204.24 from State Witness Fees to Law Clerk. Motion carried 7-0.

Don Morrison moved and Rex Gilliland seconded the motion to approve the Center Twp transfer request moving \$ 100 from Repair & Maintenance Supplies to Office Furniture. Motion carried 7-0.

Joanne VanDerWeele moved and Matt Hassel seconded the motion to approve the WIC transfer request moving \$ 17 from Health Insurance to Life Insurance. Motion carried 7-0.

**JAY BAUMGARTNER – BOWEN CENTER ADDITIONAL
MENTAL HEALTH FUNDING REQUEST**

Jay Baumgartner, representing Bowen Center, gave a presentation regarding changes in the Indiana Code as to funding of mental health facilities in Indiana. He states that as a result of the funding formula changes caused by increases in a county's assessed valuation, facilities such as Bowen Center are eligible for more funding from the counties. The new formula and ensuing legislation actually caps the allowable funding increases in some cases, but in Marshall County they cause an increase in the County's obligation.

The county funding initially requested by Bowen Center at budget time last year and approved by the Council for 2004 was \$184,000. The formula changes actually make that amount rise to \$199,560, an increase of \$15,560. The legislation changes allow for that \$15,560 difference to be included in the 2005 budget. Bowen Center had already requested an increase for 2005 to \$208,940, as allowed by law. This additional amount would make the 2005 total obligation to Bowen Center \$224,500.

Jan Quivey stated that since 2005 budget requests have already been submitted to the newspapers for advertisement, this additional amount would likely have to be dealt with after January 1, 2005, unless an alternative can be agreed to by the Department of Local Government Finance. The problem with not having it a part of the initial 2005 budget is that the \$15,560 would need to come from an additional appropriation in 2005. If it could be included in the initial 2005 budget it would help the General Fund as payments for mental health care and mental retardation fall outside the maximum property tax levy the county is allowed to raise by law.

Mr. Baumgartner also presented the 2003 annual report showing services provided to Marshall County by Bowen Center.

JOHN ZENTZ –MARSHALL COUNTY JAIL SITE RESOLUTION 2004-11

Commissioner John Zentz presented Resolution 2004-11 for consideration which concerned a real property purchase for construction of a new county correctional facility. John stated the Commissioners have decided to choose a site on the SE corner of the intersection of Jim Neu Drive and Pine Road, approximately 2.6 miles from the intersection of Center and Jefferson Streets, for the construction of a new county jail.

Appraisals have been completed, and the \$300,000 offered by the County for the 35 acre site and accepted by the Roush family falls beneath the appraised value, thus allowing the purchase process to move forward. The only pending activities are the results of soil borings and obtaining necessary permits. A February bid letting for the project is the goal, with a project completion date of November 2006

Commissioner Zentz says there are eventual plans for a new Pine Road from US 30 to SR 17; and at some time in the future, a connecting route all the way to the proposed US 31 Corridor. This would essentially provide a loop around Plymouth to the south and east.

Joanne VanDerWeele moved and Bill Gee seconded the motion to pass Resolution 2004-11 Concerning Real Estate Purchase for Construction of a New Correctional Facility on the Roush property at the SE corner of Pine Road and Jim Neu Drive at a cost of \$300,000. Motion carried 7-0.

When questioned, Commissioner Zentz says there is a 4 acre parcel in the NE corner bordering the site being purchased that the County may consider trying to obtain at a later date to square off the entire property. He says that parcel is not being considered right now.

John also noted there is potential legislation forthcoming that may allow for relief to counties for funding jail operation, since all counties are suffering financially with jail operation, personnel and vehicles, etc.

Commissioner Zentz requested that a Council member be chosen to sit on the Committee to meet with the architect during the facility design process. The Council tabled this committee selection allowing for further consideration.

AUDITOR REPORT

July 12, 2004 Minutes – **Bill Gee moved and Joanne VanDerWeele seconded the motion to approve the July 12, 2004 meeting minutes as presented. Motion carried 7-0.**

Sheriff Monthly Jail Commissary Report – On behalf of the Sheriff, Jan Quivey presented the monthly jail commissary report for the Council to review.

Additional Appropriation Ordinance for April, 2004 Insurance Reimbursements – Jan Quivey informed the Council that the DLGF has requested that an ordinance be approved by the Council regarding insurance reimbursements received by the County for damage to the Courthouse roof and the totaling out of a patrol vehicle. Normally insurance reimbursements don't need Council approval to be re-appropriated but because the amount was significant, \$31,654.32, it is necessary to show this appropriation to make the 2005 budget projections more accurate.

Rex Gilliland moved and Peg Clevenger seconded the motion to approve the additional appropriation ordinance re-appropriating \$31,654.32 into the various line items in the Sheriff's and Building and Grounds budgets. Motion carried 7-0.

All minutes and additional appropriation and transfer ordinances were signed, as well as Resolution 2004-11 regarding the new jail site.

Jan Quivey presented a recommendation from HR Consultant Ray Temple that would delay any reclassifications or implementation of any reclassifications pending review of pay ranges and doing another salary survey. He recommended this review and new survey take place in 2005 for 2006 at the earliest, depending on whether any raises are given for 2005.

TAX AWARENESS COMMITTEE

Mike Bernero presented a flyer from the Indiana Farm Bureau regarding property tax facts, and spoke of the poor financial condition of the State of Indiana.

There being no further business: **Joanne VanDerWeele moved and Don Morrison seconded the motion to adjourn. Motion carried 7-0.**

Fred Lintner, President

Don Morrison, Vice-President

Joanne VanDerWeele

Bill Gee

Rex Gilliland

Peg Clevenger

Matt Hassel

Attest: _____

Jan Quivey, Auditor

2005 COUNCIL BUDGET HEARINGS

FIRST READING - AUGUST 23, 2004

The hearing is called to order by Council President, Fred Lintner. Also present are Vice President Don Morrison, members Joanne VanDerWeele, Bill Gee, Matt Hassel, Peg Clevenger, Rex Gilliland, and Auditor, Jan Quivey.

Fred Lintner led those in attendance in The Pledge of Allegiance.

2005 BUDGET HEARINGS

Following opening remarks by Fred Lintner regarding the task before the Council today and Tuesday it was stated that approximately \$875,000 will need to be cut from the original budget requests of \$9,995,205 in the General Fund and \$301,116 in the County Health Fund. It was noted that even though Department Heads had for the most part done a good job of presenting minimum need budget requests, there is still considerable work to be done. Due to the continued state of the economy of Indiana and Marshall County, to low investment interest rates and to reductions in CAGIT revenue to the County, a budget similar to that which was approved for 2004 will need to be achieved. This is necessary to prevent even further erosion in the County's reserves than that which we have already seen.

The Hearings began with 2005 budget recommendations from the Board of Commissioners presented by Board President Kevin Overmyer, Vice President Cliff Allen and member John Zentz.

Recommendations:

- 1) Take all vehicle requests out of the General Fund, and instead funding allowed vehicle requests from the Cum Cap Development Fund.
- 2) Allowing the purchase of only one new truck by the Highway Department.
- 3) Eliminate the Deputy Auditor/Drainage Board Secretary position from the Auditor's office and instead establish a Drainage Board Secretary position under the umbrella of the County Commissioners.
- 4) Remove the HAVA required voting machine purchase request from the Election Board portion of the General Fund. (It was noted by Councilman Fred Lintner that Federal reimbursement for the purchase of these machines would go into the Election Board account, to be used for Election Board expenses, rather than into the General Fund). The Commissioners also noted that HAVA regulations will result in more expenditures by the County to update voting sites to meet handicap accessibility requirements.
- 5) Reduce the group health insurance budget request by \$60,000 in the hopes that health insurance premiums will rise by less than the 20 percent suggested by K&L Benefits.
- 6) It was stated by Commissioner Overmyer that an additional \$10,000 has been requested in the Professional Services line item in their budget to help fund the newly established Marshall County Economic Development Committee.
- 7) Recommended that Travel/Mileage and Training in the Court Services budget be looked at.

- 8) Recommended that the Probation Department vehicle purchase requests be removed from the General Fund and instead be purchased with Probation User Fees.
- 9) Recommended that the Plan Commissioner request for a used vehicle purchase be eliminated.
- 10) Commissioner Zentz questioned the need for Contractual Services – New Construction by several of the Township Assessors. He feels they should be doing the work themselves.
- 11) Recommend a 3 percent raise for all County employees.
- 12) Recommend that any Probation Officer raises be funded from Probation Administrative Fees and Probation User Fees, as salary levels for Probation Officers are state mandated.

Salary Discussion – Matt Hassel stated that a wage increase for County employees is a priority for 2005 as no raises were given in 2004 other than the minimum wage adjustment for several employees, and the average increase in 2003 was 1½ percent. The general consensus of the Council was the same; that giving a raise for next year was very important if at all possible.

Commissioners, Drainage Board, CCD – Kevin Overmyer, Clifford Allen & John Zentz

The following preliminary reductions were made:

Commissioners

- Group Health Insurance - \$ 60,000
- Insurance- Bldgs, Vehicle, Liability - \$ 20,000
- Care – Patients and Inmates - \$ 500
- Dues & Subscriptions - \$ 500
- Training - \$ 500
- Bowen Center - \$ 15,560 Add-back
- NET REDUCTIONS - \$ 65,940**

CCD

- Highway Equipment - \$ 100,000
- Railroad Upgrades - \$ 10,000
- NET REDUCTIONS - \$ 110,000**

Drainage Board

- Per Diem - \$ 2,000
- NET REDUCTIONS - \$ 2,000**

Assessor

- Overtime - \$ 500
- NET REDUCTIONS - \$ 500**

Reassessment

No reductions at this time

Treasurer

- Equipment Rental Lease - \$ 7,000
- NET REDUCTIONS - \$ 7,000**

Recorder

- Clerical - \$ 1,000
 - Office Machine Supplies - \$ 1,000
- NET REDUCTIONS - \$ 2,000**

Surveyor

No reductions at this time

Clerk

No reductions at this time

Voter Registration

No reductions at this time

Election Board

To meet HAVA requirements, Marshall County will have to buy 27 handicap accessible voting machines at a cost of \$ 155,000 for the machines and \$ 7,900 for related computer software. In return the Federal government will reimburse the County \$ 3,000 - \$ 4,000 for each of our 28 precincts; a total of \$ 84,000 - \$ 112,000. This would result in a net cost to the County of \$ 50,900 - \$ 78,900. Jan Fisher says some counties are borrowing the money to make the purchase while waiting for the reimbursement. Jan states that the reimbursement doesn't go into the General Fund, but instead into a special account for Election Board expenses only. Current Election Board expenses could be paid from this account in the future. The Council suggests appropriating funding in some manner when the machines are delivered, perhaps one-half in 2004 and one-half in 2005. The machines must be installed by December 31, 2005 to be available for the 2006 elections.

- Voting Machines - \$ 155,300
 - Computer Equipment - \$ 7,900
- NET REDUCTIONS - \$ 163,200**

Highway

The Council asked that the 5 percent wage increase requested by the Highway Department for all County Highway employees for 2005 be reduced to the 3 percent maximum increase as

directed by the Council at their May 10, 2004 meeting.

Highway Administration

- Training - \$ 1,000

Highway Repair & Maintenance

- Road Signs - \$ 15,000

Highway General & Undistributed

No reductions at this time

NET REDUCTIONS (HIGHWAY) - \$ 16,000

Cum Bridge

Neal Haeck says the Randolph Street Bridge in Plymouth may need repair in 2005. Following receipt of the bridge inspection report, a determination will be made on whether to repair it or the Garro Street Bridge, also in Plymouth. No reductions at this time.

Local Road and Streets

No reductions at this time

Coroner

- Emergency Deputies - \$ 500
- Office Equipment - \$ 1,000

NET REDUCTIONS - \$ 1,500

Coroner's Substance Abuse Education

- Dues & Subscriptions - \$ 100
- Education Materials - \$ 50

NET REDUCTIONS - \$ 150

Auditor

- Deputy Auditor - \$ 24,297

NET REDUCTIONS - \$ 24,297

Plat Mapping

No reductions at this time

Sheriff

- Emergency Deputies/Matrons - \$ 5,000
- Equipment Maintenance Contracts - \$ 2,900
- Deputy Supplies - \$ 4,000
- Travel/Mileage - \$ 500
- Repair Furniture & Equipment - \$ 1,500
- Video Cams - \$ 2,000
- Vehicle Purchase - \$ 130,000

NET REDUCTIONS - \$ 145,900

Jail

- Clerical - \$ 500
- Overtime - \$ 1,000
- Prisoner Meals - \$ 5,000
- PT Turnkey/Dispatchers - \$ 5,000
- Office Supplies - \$ 1,000
- Live Scan - \$ 4,000
- Travel/Mileage - \$ 500
- Radio Accessories - \$ 1,000
- Furniture & Fixtures - \$ 2,000
- Weather Lease - \$ 200
- Jail Equipment - \$ 5,000
- Repair Furniture & Equipment - \$ 1,000
- Training - \$ 1,000
- Office Equipment - \$ 1,000

NET REDUCTIONS - \$ 28,200

9-1-1

A new Turnkey/Dispatcher position was requested to provide overlap coverage between the 2nd and 3rd 9-1-1 shifts. The Council asks the Auditor to research paying all 9-1-1 employee benefits out of the 9-1-1 Fund. Currently only the employer share of Social Security is paid from the 9-1-1 Fund. Other benefits are paid from the General Fund.

No reductions at this time

Extradition

No reductions at this time

County Corrections

No reductions at this time

Sheriff's Pre-trial Diversion

No reductions at this time

DTF # 1

No reductions at this time

EMA

- Building Material & Supplies - \$ 500
- Other Operating Supplies - \$ 500
- Vehicle Repair - \$ 500
- License - \$ 200
- Repair Bldgs & Structures - \$ 500

NET REDUCTIONS - \$ 2,200

EMA Grant Fund

No reductions at this time

Hoosier Safe-T Grant Fund

No reductions at this time

LEPC

No reductions at this time

Victim Assistance

- Overtime - \$ 500

NET REDUCTIONS - \$ 500

Prosecutor

- Department Head - \$ 2,700
- Deputy Prosecutor - \$ 1,800

NET REDUCTIONS - \$ 4,500

Curt Palmer stated he will need to come back to the Council later in 2005 for an additional \$ 2,500 in Toxicology costs. The Sheriff Department will need to do the same. Costs went up following submission of budget requests.

Extension Service

- Postage - \$ 1,000

NET REDUCTIONS - \$ 1,000

County Drug Free Community

No reductions at this time

County Council

- Travel/Mileage - \$ 500

NET REDUCTIONS - \$ 500

Bourbon Township

No reductions at this time

Center Township

- Clerical - \$ 2,000
- Office Supplies - \$ 100
- Contract – New Construction - \$ 1,500

NET REDUCTIONS - \$ 3,600

German Township

- Clerical - \$ 1,000
- NET REDUCTIONS - \$ 1,000**

Green Township

No reductions at this time

North Township

- Contract – New Construction - \$ 1,000
 - Postage - \$ 200
 - Travel/Mileage - \$ 500
 - Office Supplies - \$ 800
- NET REDUCTIONS - \$ 2,500**

Polk Township

- Contract – New Construction - \$ 1,500
- NET REDUCTIONS - \$ 1,500**

Tippecanoe Township

No reductions at this time

Union Township

- Contract – New Construction - \$ 400
- NET REDUCTIONS - \$ 400**

Walnut Township

- Contract – New Construction - \$ 500
 - Deputy Township Assessor - \$ 500
- NET REDUCTIONS - \$ 1,000**

West Township

- Computer Software - \$ 350
- NET REDUCTIONS - \$ 350**

At 4:50 pm the 2005 Budget Hearings are recessed until 9:00 am Tuesday, August 24, 2004.

2005 COUNCIL BUDGET HEARINGS CONTINUED

FIRST READING – AUGUST 24, 2004

The hearing is called to order by Council President, Fred Lintner. Also present are Vice President Don Morrison, members Joanne VanDerWeele, Bill Gee, Matt Hassel, Peg Clevenger, Rex Gilliland, and Auditor, Jan Quivey.

Fred Lintner led those in attendance in The Pledge of Allegiance.

W.I.C.

No reductions at this time.

Health

- Clerical - \$ 100
- Overtime - \$ 200
- Nurse/Sanitarian Assistant - \$ 300
- Office Supplies - \$ 500
- Vehicle Maintenance Supplies - \$ 400
- Personal Health Supplies - \$ 200
- Environmental Health Supplies - \$ 400
- Other Operating Supplies - \$ 500
- Insurance-Bldg, Liability, Vehicle - \$ 300
- Unsafe Buildings - \$ 3,000
- Other Repairs - \$ 1,000
- Office Equipment - \$ 500
- Office Furniture - \$ 500
- NET REDUCTIONS - \$ 7,900**

Health Maintenance

No reductions at this time.

Plan Commission

- Vehicle Purchase - \$ 5,000
- Vehicle Maintenance Supplies - \$ 700
- Intern - \$ 2,000
- Vehicle Repair - \$ 500
- Travel/Mileage - \$ 1,000 Add-back
- NET REDUCTIONS - \$ 7,200**

BZA

- Legal Services - \$ 3,000
- Postage - \$ 100
- NET REDUCTIONS - \$ 3,100**

Building Department

- Vehicle Purchase - \$ 27,000
- Office Supplies - \$ 300
- NET REDUCTIONS - \$ 27,300**

Veteran Service Officer

No reductions at this time

Buildings and Grounds

Rich Ulrich requests that his part-time maintenance person be made full-time. He says the additional person allows for more maintenance and repair work to be done in-house, eliminating a lot of the cost to the county for outsourcing of maintenance work.

- Part-time Maintenance - \$ 10,560
- Overtime - \$ 500
- Office Machine Supplies - \$ 2,000
- Equipment Maintenance Contracts - \$ 9,500
- Telephone - \$ 2,000
- Water & Sewage - \$ 2,000
- Repair Furniture & Equipment - \$ 1,000
- NET REDUCTIONS - \$ 27,560**

County Museum

- Printed Forms - \$ 600
- Office Equipment - \$ 300
- NET REDUCTIONS - \$ 900**

Information Systems

- Travel/Mileage - \$ 1,000
- Training - \$ 1,000
- NET REDUCTIONS - \$ 2,000**

Probation

Chief Probation Officer Mary Jane Walsworth requests a transfer of funds this year from Juvenile Placement to allow for the purchase of 2 vehicles and a copy machine. She says if allowed, the 2005 budget requests for these items could be scratched. Mary Jane also says by state guidelines Marshall County should have three additional probation officers; however, she didn't feel she was in a position to ask for them at this time.

Mary Jane also requested that the Probation Officers receive the same 3 percent raise as all other county employees up to the state mandated salary levels for Probation Officers, and that this 3 percent increase come from the General Fund. If the 3 percent county raise doesn't bring an officer up to the mandated level, the balance would be paid from the Administrative Probation Fee Fund. She also noted that per the agreement with the Council 3 years ago, the seventh Probation Officer added at that time is to be funded entirely from the General Fund in 2005. Initially, in 2002, the officer's entire salary and benefits were paid from Probation User Fees. In 2003, 50 percent was funded from Probation User Fees and 50 percent from the General Fund. In

2004, 25 percent was from User Fees and 75 percent from the General Fund.

Matt Hassel moved and Joanne VanDerWeele seconded the motion to allow a transfer of \$ 51,000 from the 2004 Care of Patients and Inmates line item to Vehicle Purchase (\$ 40,000) and Office Equipment (\$ 11,000 to buy a copier), and to delete these items from the 2005 Probation budget requests. Motion carried 7-0.

- Community Restitution Supplies - \$ 300
- Consulting Services - \$ 2,000
- Office Equipment - \$ 11,000
- Vehicle Purchase - \$ 40,000
- Travel/Mileage - \$ 1,000
- Repair Furniture & Equipment - \$ 1,000
- Training - \$ 1,000
- Postage - \$ 500
- Care – Patients & Inmates - \$ 75,000
- Community Service Machines - \$ 500

NET REDUCTIONS - \$ 132,300

Adult Probation User Fees

No reductions at this time

Administrative Probation Fees

No reductions at this time

Circuit Court

Judge Cook requested the Court Administrator and Court Bailiff receive the reclassification increases recommended by HR Consultant Ray Temple in 2002. He states this had been delayed pending all County employees reaching the established minimum pay level, which was achieved in 2004. It was noted by the Council that Mr. Temple had since recommended that all reclassifications and implementation of reclassifications be delayed until a new salary survey could be completed. His recommendation was to do this survey update in 2005 at the earliest.

Judge Cook noted that the CASA state match request for 2005 needed to be increased \$ 157.04 above the original \$ 5,000 requested. He stated that the increased amount needed wasn't available until after budget requests had been submitted. The \$ 5,157.04 is in addition to the \$ 30,000 requested for the CASA Program. Judge Cook says there is currently no CASA director, but there are 14-17 trained volunteers available if the program can be restarted.

Regarding the use of Adult Probation User Fees, Judge offered to meet with the other judges and a Council member regarding how to develop a proper usage of the User Fees to best benefit the County.

Circuit Court Continued

- Department Head - \$ 5,000
- Grand & Petit Jurors - \$ 2,000

- Clerical - \$ 4,000
- Court Administrator - \$ 1,656
- Court Bailiff - \$ 1,511
- Office Supplies - \$ 500
- Jury Meals - \$ 500
- Travel/Mileage - \$ 500
- Repair Furniture & Equipment - \$ 500
- Office Equipment - \$ 3,500
- Unified Law Library - \$ 5,000
- CASA Cash Match - **\$158 Add-back**
- NET REDUCTIONS - \$ 24,509**

Superior Court # 1

- Department Head - \$ 2,700
- Clerical - \$ 500
- Court Administrator - \$ 1,656
- Court Bailiff - \$ 1,511
- Overtime - \$ 1,000
- Office Supplies - \$ 2,000
- Computer Supplies - \$ 500
- Office Machine Supplies - \$ 500
- Repair Furniture & Equipment - \$ 1,000
- Office Equipment - \$ 1,000
- NET REDUCTIONS - \$ 12,367**

Superior Court # 2

- Department Head - \$ 5,000
- Court Administrator - \$ 1,656
- Assistant Court Administrator - \$ 1,656
- Director Intracourt Services/Bailiff - \$ 1,511
- Overtime - \$ 500
- Law Clerk - \$ 2,000
- Grand & Petit Jurors - \$ 1,500
- Office Supplies - \$ 180
- Jury Meals - \$ 100
- Jury Supplies - \$ 100
- Computer Programming - \$ 1,000
- Equipment Contracts - \$ 1,000
- Postage - \$ 200
- Furniture & Fixtures - \$ 500
- NET REDUCTIONS - \$ 16,903**

Court Services

- Clerical - \$ 2,000
- Overtime - \$ 1,500
- Office Supplies - \$ 1,000

- Vehicle Maintenance Supplies - \$ 4,000
- Repair & Maintenance Supplies - \$ 1,500
- Vehicle Insurance - \$ 1,000
- Vehicle Purchase - \$ 18,000

NET REDUCTIONS - \$ 29,000

Soil & Water Conservation District

No reductions at this time

D.A.R.E.

No reductions at this time

Weights & Measures

- Field Instruments - \$ 300

NET REDUCTIONS - \$ 300

DFC

DFC Director Michael Carroll says 92 children are currently in treatment. That is the highest number ever.

- Care of Wards in Institutions - \$ 18,000

NET REDUCTIONS - \$ 18,000

Convention and Tourism Bureau

Fred Lintner reported that the 2005 budget requests are down \$ 9,000 from 2004 due to the Director now being under the County's Group Health Insurance Plan.

Total Preliminary Reductions by Fund

General Fund - \$ 714,026

Health Department - \$ 7,900

\$ 721,926 affects allowable maximum levy.

CCD - \$ 110,000

Highway - \$ 16,000

Coroner's Substance

Abuse Education - \$ 150

Court Services - \$ 29,000

DFC - \$ 18,000

To reach the desired budget reduction amount of \$ 875,00, at least an additional \$ 153,074 in reductions between the General Fund and the Health Department budgets must be achieved.

Discussion followed the hearing on how to come up with a budget that will work, but no further

reductions were made at this time.

There being no further business or discussion, the first reading of the 2005 budget was adjourned. Council will meet on **WEDNESDAY, SEPTEMBER 8, 2004** to adopt the 2005 budget.

Fred Lintner

Don Morrison

Bill Gee

Joanne VanDerWeele

Matt Hassel

Peg Clevenger

Rex Gilliland

ATTEST:

Jan Allen Quivey, Auditor

TUESDAY OCTOBER 12, 2004
COUNCIL MEETING

BE IT REMEMBERED: That on Tuesday October 12, 2004, 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, Peg Clevenger, Joanne VanDerWeele, Rex Gilliland, Matt Hassel, members, and Jan Quivey, Auditor. Councilman Bill Gee was unable to attend.

The meeting was opened with the Pledge to the Flag.

TRANSFER REQUESTS

Transfers:

<u>Fund</u>		<u>Department</u>	<u>Category From</u>	<u>Category To</u>	<u>Amount</u>
0101	Auditor	0002	03-433.010	01-412.040	\$ 900.00
0101	Auditor	0002	03-436.020	01-412.030	\$ 250.00
0101	Auditor	0002	03-436.010	01-412.030	\$ 250.00
0101	Walnut Twp	0021	01-412.260	03-431.570	\$ 246.00
0101	Commissioners	0068	03-439.170	04-446.020	\$ 3,500.00
0101	Commissioners	0068	03-434.010	04-446.020	\$ 1,500.00
0101	Bldg Inspector	0312	02-421.000	03-439.020	\$ 75.00
0123	Reassessment	0000	01-412.910	01-413.030	\$ 3,009.00
0123	Reassessment	0000	01-412.910	01-412.030	\$ 5,180.00
0790	Cum Bridge	0000	01-413.040	01-413.030	\$ 2,275.00
0790	Cum Bridge	0000	01-413.060	01-413.030	\$ 925.00
4226	WIC	0000	01-412.840	02-422.440	\$ 6,000.00
4226	WIC	0000	01-412.840	01-413.060	\$ 24.00
4226	WIC	0000	01-412.840	01-412.050	\$ 100.00

Rex Gilliland moved and Peg Clevenger seconded the motion to approve the Walnut Twp transfer request moving \$ 246 from Township Deputies to Contract – New Construction. Motion carried 6-0.

Joanne VanDerWeele moved and Don Morrison seconded the motion to approve the Commissioner transfer requests moving \$ 3,500 from Care of Patients and Inmates and \$ 1,500 from Insurance – Bldgs, Vehicles, and Liability to Right-of-Way Purchase. Motion carried 6-0.

Peg Clevenger moved and Matt Hassel seconded the motion to approve the Building Inspector transfer request moving \$ 75 from Office Supplies to Dues and Subscriptions. Motion carried 6-0.

Rex Gilliland moved and Peg Clevenger seconded the motion to approve the Cum Bridge transfer requests moving \$ 2,275 from Group Health Insurance and \$ 925 from PERF to Employer Social Security. Motion carried 6-0.

Joanne VanDerWeele moved and Matt Hassel seconded the motion to approve the WIC transfer request moving \$ 6,000 from Wages-Nurse to Nutrition Supplies. Motion carried 6-0.

Peg Clevenger moved and Don Morrison seconded the motion to approve the WIC transfer requests moving \$ 100 from Wages-Nurse to Longevity and \$ 24 from Wages-Nurse to PERF. Motion carried 6-0.

Matt Hassel moved and Rex Gilliland seconded the motion to approve the Auditor transfer request moving \$ 900 from Printed Forms to Overtime. Motion carried 6-0.

Joanne VanDerWeele moved and Rex Gilliland seconded the motion to approve the Auditor transfer requests moving \$ 250 from Rebinding Records and \$ 250 from Repair Furniture & Equipment to Clerical. Motion carried 6-0.

Rex Gilliland moved and Joanne VanDerWeele seconded the motion to approve the Reassessment transfer requests moving \$ 3,009 from PTABOA Compensation to Employer Social Security and \$ 5,180 from PTABOA Compensation to Clerical. Motion carried 6-0.

NORTH CENTRAL PALLETS ABATEMENT REQUEST

Attorney Ron Gifford, representing North Central Pallets, Inc., appeared before the Council to request a tax abatement for planned improvements and additional employees at the North Central Pallet facility. He stated the improvements include construction of a 60' x 210' structure for pallet production with a cost of \$ 253,000. Also being purchased is a grinder and other personal property equipment with a cost of \$ 265,000. Mr. Gifford stated that 8-10 new jobs will be created with an increased payroll of \$ 208,000-\$260,000. Currently there are 32 employees at the facility, and North Central has no abatements currently in effect.

Mr. Gifford says a property tax abatement for both real and personal property can be granted anywhere from 1 to 10 years depending on the scope of the plan, and that based on the City of Plymouth's guidelines this project would justify a 3-6 year abatement. The first of two resolutions (a Declaratory Resolution) needs to be passed today to start the abatement process. A public hearing would then be held during which the second and final resolution would be considered.

Rex Gilliland moved and Joanne VanDerWeele seconded the motion to put a 5-year abatement on both the real and personal property for the purposes of this Declaratory Resolution, and to pass and sign it as presented. Motion carried 6-0. Mr. Gifford stated the length of the abatement could be changed prior to passage of the final resolution, as could the decision to allow it at all.

JAIL SITE BOND ORDINANCE AND APPROPRIATION ORDINANCE

County Attorney Jim Clevenger appeared before the Council to present two ordinances regarding the purchase of the Roush property on Pine Road for the purpose of constructing a new County Jail. The Roush's request the \$ 300,000 purchase price be paid in two installments, a \$150,000 payment in 2004 and the other \$ 150,000 the first of 2005. Two ordinances are required by law. One, an appropriation ordinance allowing for the appropriation of \$ 150,000 cash from the Special CAGIT fund to be paid to the Roush's in 2004 with the remaining \$ 150,000 to be paid in January 2005 as a bond with monies coming from the same Special CAGIT fund. The second ordinance is the bond ordinance itself which allows for the second \$ 150,000 installment to be set up as a bond in escrow until after January 2005 for the purpose of land purchase. This is done to meet statutory requirements and to expedite the second and final transaction.

Both of these ordinances require a public hearing. Mr. Clevenger suggests setting up a special public hearing meeting in late October.

Jim also suggested a 1st reading of both ordinances today with further readings to take place following the public hearing.

Following discussion, the Council chose to set the public hearing date for Monday October 25, 2004 at 9:15 a.m. On this date the public hearing on the North Central Pallets abatement request would also be held, at 9:00 a.m.

Matt Hassel moved and Rex Gilliland seconded the motion pass both the Appropriation Ordinance and the Bond Ordinance regarding the purchase of land for the construction of a new jail facility on first reading. Motion carried 6-0.

AUDITOR REPORT

September 8, 2004 Budget Adoption Minutes – Rex Gilliland moved and Joanne VanDerWeele seconded the motion to approve the September 8, 2004 Budget Adoption meeting minutes as presented. Motion carried 6-0.

Lightning Damage to Radio and 9-1-1 System – At the request of Sheriff Bob Ruff, Jan Quivey stated there is a \$ 2,500 deductible on the county's insurance for damage caused to the radio and 9-1-1 system during August 2004 lightning storms. Sheriff Ruff doesn't have the deductible amount in his budget and requested the Council's advice on where the money should come from. He says vendors, including Sprint, are waiting on their money. The Council requests that the deductible amount come from the 9-1-1 fund as an additional appropriation to be considered at the October 25, 2004 special Council meeting.

Document Signing – The budget adoption minutes, transfer ordinance, 2005 Salary ordinance, and the Declaratory Resolution for the North Central Pallets abatement request were circulated and signed by all Council members present.

TAX AWARENESS COMMITTEE

Regarding Tax Abatements, Mike Bernero says TAC is not opposed to them, but feels they really haven't worked as well as they were supposed too in keeping jobs in Indiana, particularly high tech jobs. He also noted that Indiana Farm Bureau is lobbying the legislature to end all tax abatements. Some other comments were that actual tax dollars lost because of abatement should be detailed, and that compliance to a business's abatement plan should be enforced.

There being no further business: **Rex Gilliland moved and Don Morrison seconded the motion to adjourn. Motion carried 6-0.**

Fred Lintner, President

Don Morrison, Vice-President

Joanne VanDerWeele

Bill Gee

Rex Gilliland

Peg Clevenger

Matt Hassel

Attest: _____

Jan Quivey, Auditor

MONDAY OCTOBER 25, 2004 SPECIAL COUNCIL MEETING

BE IT REMEMBERED: That on Monday October 25, 2004, the Marshall County Council met in a special 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, Bill Gee, Peg Clevenger, Joanne VanDerWeele, Rex Gilliland, Matt Hassel, members, and Jan Quivey, Auditor.

The meeting was opened with the Pledge to the Flag.

PUBLIC HEARING - NORTH CENTRAL PALLETS ABATEMENT REQUEST

Peg Clevenger moved and Matt Hassel seconded the motion to open the public hearing regarding the North Central Pallets property tax abatement request. Motion carried 7-0.

Attorney Ron Gifford, representing North Central Pallets, Inc. restated that the abatement request was for both real and personal property. The real property is the construction of a pallet production building at a cost of \$ 253,000. The personal property is a grinder and other equipment with a cost of \$ 265,000. The abatement request granted in the Declaratory Resolution passed on First Reading, October 12, 2004 was for 5 years on both the real and personal property. With a 5-year abatement the first year is 100% abated, second year 80%, third year 60%, fourth year 40 % and the fifth year 20%.

Doug Anspaugh, Plymouth Economic Development Commission spoke in favor of granting the abatement request. He says in the last few years 2,100 manufacturing jobs have been lost in Marshall County with a resulting lost payroll of \$60,000,000. He says the actual loss to the county is \$240,000,000 as payroll money as a rule changes hands 4 times. He says because of the lost manufacturing jobs, most of the current job growth in the county comes from small businesses such as North Central Pallets.

There being no other public comment, **Matt Hassel moved and Joanne VanDerWeele seconded the motion to close the public hearing. Motion carried 7-0.**

Matt Hassel moved and Don Morrison seconded the motion to approve the North Central Pallets, Inc. abatement request for a period of 5 years on second and third reading, and to pass the Confirming Resolution. Motion carried 7-0 by a roll call vote.

JAIL SITE BOND ORDINANCE AND APPROPRIATION ORDINANCE PUBLIC HEARING

County Attorney Jim Clevenger presented Ordinance 2004-6, which if passed on second and third readings, would permit the County to appropriate \$300,000 from the Marshall County Correctional Facility CAGIT Fund for the purpose of land acquisition for construction of a new county jail facility. This ordinance was passed on first reading during the October 12, 2004 County Council meeting. Also presented was Ordinance 2004-7, which if passed on second and

third readings, would allow the \$300,000 payment to the Roush family for the purchase of the new jail site to be split into two installments; one-half (\$150,000) to be distributed at Closing, and the remaining one-half (\$150,000) to be distributed in early 2005. To do this requires the issuance of a bond at Closing with redemption of the bond in 2005 when the final installment is made. This ordinance was also passed on first reading during the October 12, 2004 County Council meeting.

Don Morrison moved and Bill Gee seconded the motion to open the public hearing. Motion carried 7-0.

There being no public comment, **Peg Clevenger moved and Joanne VanDerWeele seconded the motion to close the public hearing. Motion carried 7-0.**

Joanne VanDerWeele moved and Bill Gee seconded the motion to suspend normal rules and act on both second and third readings on the ordinances presented. Motion carried 7-0.

Rex Gilliland moved and Matt Hassel seconded the motion to approve Ordinance 2004-6 and Ordinance 2004-7 on second and third readings. Motion carried 7-0 by a roll call vote.

ADDITIONAL APPROPRIATIONS AND TRANSFERS

As today was a special called meeting for the purpose of two public hearings, **Matt Hassel moved and Bill Gee seconded the motion to table additional appropriation and transfer requests, as well as board appointment and salary ordinance amendment agenda items until the next regularly scheduled Council meeting on November 8, 2004. Motion carried 7-0.**

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

Fred Lintner, President

Don Morrison, Vice-President

Joanne VanDerWeele

Bill Gee

Rex Gilliland

Peg Clevenger

Matt Hassel

Attest: _____

Jan Quivey, Auditor

MONDAY NOVEMBER 8, 2004 COUNCIL MEETING

BE IT REMEMBERED: That on Monday November 8, 2004, 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: Don Morrison, Vice President; Peg Clevenger, Joanne VanDerWeele, Rex Gilliland, Matt Hassel, Bill Gee members; and Jan Quivey, Auditor. Council President Fred Lintner was unable to attend.

The meeting was opened with the Pledge to the Flag.

Additional Appropriations and Transfers Tabled From October 25, 2004

ADDITIONAL APPROPRIATION REQUESTS

Matt Hassel moved and Bill Gee seconded the motion to approve the 9-1-1 additional appropriation request of \$ 2,500 to pay the insurance deductible for damage to the radio and 9-1-1 equipment caused by lightning in August of 2004. Motion carried 6-0.

TRANSFER REQUESTS

Transfers:

<u>Fund</u>		<u>Department</u>	<u>Category From</u>	<u>Category To</u>	<u>Amount</u>
0101	Probation	0273	03-439.170	04-445.010	\$ 29,400.00
0101	Probation	0273	03-439.170	04-441.010	\$ 13,235.00
4226	W.I.C.	0000	01-413.040	01-413.060	\$ 32.00
0101	Voter Reg	0010	02-421.000	01-412.040	\$ 500.00
0101	Voter Reg	0010	03-439.280	01-412.040	\$ 100.00

Matt Hassel moved and Bill Gee seconded the motion to approve the Probation Department transfer requests moving \$ 29,400 from Care of Patients and Inmates to Vehicle Purchase, and \$ 13,235 from Care of Patients and Inmates to Office Equipment. Motion carried 6-0.

Joanne VanDerWeele moved and Peg Clevenger seconded the motion to approve the WIC transfer request moving \$ 32 from Group Health Insurance to Employer PERF. Motion carried 6-0.

Peg Clevenger moved and Matt Hassel seconded the motion to approve the Voter Registration transfer requests moving \$ 500 from Office Supplies and \$ 100 from Publications (\$ 600 total) to Overtime. Motion carried 6-0.

Additional Appropriations and Transfers Presented New Today

ADDITIONAL APPROPRIATION REQUESTS

Matt Hassel moved and Rex Gilliland seconded the motion to approve the Highway Department additional appropriation request of \$ 65,000 for Vehicle Maintenance to re-appropriate monies paid to the Highway from other county departments for fuel and vehicle service. Motion carried 6-0.

Bill Gee moved and Rex Gilliland seconded the motion to approve the Superior Court # 1 additional appropriation request of \$ 10,000 for Pauper Counsel. Motion carried 6-0.

TRANSFER REQUESTS

Transfers:

<u>Fund</u>		<u>Department</u>	<u>Category From</u>	<u>Category To</u>	<u>Amount</u>
0101	Auditor	0002	03-439.010	01-412.030	\$ 100.00
0101	Auditor	0002	03-432.010	01-412.030	\$ 400.00
0101	Auditor	0002	02-421.000	01-412.030	\$ 200.00
0101	Auditor	0002	03-436.010	01-412.030	\$ 100.00
0101	Union Twp	0020	03-431.570	01-412.260	\$ 736.00
0101	Commissioners	0068	03-434.010	01-413.080	\$ 2,900.00
0101	Commissioners	0068	03-439.170	04-441.010	\$ 500.00
0101	Commissioners	0068	03-439.150	04-441.010	\$ 1,000.00
0101	Commissioners	0068	03-436.100	04-441.010	\$ 500.00
0101	Commissioners	0068	03-434.020	04-441.010	\$ 500.00
0101	Commissioners	0068	03-436.040	04-441.010	\$ 800.00
0101	Commissioners	0068	03-433.020	04-441.010	\$ 600.00
0101	Commissioners	0068	03-434.010	04-441.010	\$ 5,500.00
0101	Superior Crt #1	0201	01-412.230	01-412.040	\$ 500.00
0101	Circuit Court	0232	01-412.030	01-412.040	\$ 2,000.00
0101	Center Twp	0014	02-421.120	04-444.010	\$ 150.00
4225	WIC	0000	03-439.360	01-412.845	\$ 3,353.00

Bill Gee moved and Rex Gilliland seconded the motion to approve the Auditor transfer requests moving \$ 100 from Training, \$ 400 from Travel/Mileage, \$ 200 from Office Supplies and \$ 100 from Repair Furniture & Equipment (\$ 800 total) to Clerical. Motion carried 6-0.

Peg Clevenger moved and Joanne VanDerWeele seconded the motion to approve the Union Township Assessor transfer request moving \$ 736 from Contract – New Construction to Wages – Deputy Township Assessor. Motion carried 6-0.

Bill Gee moved and Matt Hassel seconded the motion to approve the Commissioner transfer request moving \$ 2,900 from Insurance – Building, Vehicle and Liability to Disability Insurance. Motion carried 6-0.

Rex Gilliland moved and Bill Gee seconded the motion to approve the Commissioner transfer requests moving \$ 500 from Care of Patients and Inmates, \$ 1,000 from Burial of

Soldiers, \$ 500 from Park Maintenance, \$ 500 from Bonds, \$ 800 from Vehicle Repair, \$ 600 from Printing & Advertising and \$ 5,500 from Insurance – Building, Vehicle and Liability (\$9,400 total) to Office Equipment to pay-off copier in Extension Office. Motion carried 6-0.

Peg Clevenger moved and Matt Hassel seconded the motion to approve the Superior Court # 1 transfer request moving \$ 500 from Law Clerk to Overtime. Motion carried 6-0.

Matt Hassel moved and Joanne VanDerWeele seconded the motion to approve the Circuit Court transfer request moving \$ 2,000 from Clerical to Overtime. Motion carried 6-0.

Joanne VanDerWeele moved and Rex Gilliland seconded the motion to approve the Center Township Assessor transfer request moving \$ 150 from Office Machine Supplies to Office Furniture. Motion carried 6-0.

Peg Clevenger moved and Bill Gee seconded the motion to approve the WIC (Fund 4225) transfer request moving \$ 3,353 from Breastfeeding Promotion to Wages - Breastfeeding. Motion carried 6-0.

BOB ALOI – KOONTZ LAKE SEWER ADVISORY COMMITTEE

Mr. Aloï did not show at his scheduled time.

MIKE BOYS – PTABOA APPOINTMENTS

County Assessor Mike Boys made a recommendation to the Council that Lyle Samuelson and William Cleavenger be reappointed to the PTABOA board for 2005.

Joanne VanDerWeele moved and Matt Hassel seconded the motion to reappoint Lyle Samuelson and William Cleavenger to the 2005 PTABOA board for a term of one year. Motion carried 6-0.

AUDITOR REPORT

October 12, 2004 Regular Meeting Minutes – **Peg Clevenger moved and Rex Gilliland seconded the motion to approve the October 12, 2004 meeting minutes as presented. Motion carried 6-0.**

October 25, 2004 Special Meeting Minutes – **Joanne VanDerWeele moved and Bill Gee seconded the motion to approve the October 25, 2004 meeting minutes as presented. Motion carried 6-0.**

2004 Salary Ordinance Amendment – 2004 Probation Officer Wages (0-1 year of experience).

Peg Clevenger moved and Joanne VanDerWeele seconded the motion to adopt a salary ordinance amendment establishing the hourly pay rate for 2004 new probation officers with

0 to 1 year experience at \$ 14.28 per hour. Motion carried 6-0. This is just a formality to get the 2004 Salary Ordinance current.

Ordinance 2004-08 – Establishment of new county funds since 2000 – per request of SBOA

Bill Gee moved and Joanne VanDerWeele seconded the motion to adopt Ordinance 2004-08, Establishment of new County Funds (since 2000). Motion carried 6-0. Thirty-one new funds have been created since 2000.

Ordinance 2004-09 – Identifying and Establishing County Department Petty Cash Drawers – per request of SBOA

Matt Hassel moved and Bill Gee seconded the motion to adopt Ordinance 2004-09, Identification and Establishment of County Department Petty Cash Drawers. Motion carried 6-0. There are 10 petty cash drawers in 9 county departments.

Nominee – Bourbon Economic Development Commission

Bill Gee moved and Matt Hassel seconded the motion to nominate Donald Rettinger for reappointment to the Bourbon Economic Development Commission for another 4-year term to begin February 1, 2005 and to run through January 31, 2009. Motion carried 6-0.

Document Signing – The October 12 and 25, 2004 meeting minutes, October 25 tabled additional appropriation and transfer ordinances, November 8 additional appropriation and transfer ordinances, 2004 Salary Ordinance amendment, Ordinances 2004-08 and 2004-09, and forms SB -1/PP and SB -1/RE regarding the abatement previously granted for North Central Pallets, Inc. were circulated and signed by Council members as necessary.

There being no further business: **Bill Gee moved and Matt Hassel seconded the motion to adjourn. Motion carried 6-0.**

Don Morrison, Vice President

Bill Gee

Joanne VanDerWeele

Matt Hassel

Rex Gilliland

Peg Clevenger

Attest: _____
Jan A. Quivey, Auditor

MONDAY DECEMBER 13, 2004 COUNCIL MEETING

BE IT REMEMBERED: That on Monday December 13, 2004, 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; Peg Clevenger, Joanne VanDerWeele, Rex Gilliland, Matt Hassel, Bill Gee members; and Jan Quivey, Auditor.

The meeting was opened with the Pledge to the Flag

ADDITIONAL APPROPRIATION REQUESTS

Joanne VanDerWeele moved and Don Morrison seconded the motion to approve the Treasurer additional appropriation requests of \$ 5,500 for Overtime and \$ 3,000 for Clerical. Motion carried 7-0.

Peg Clevenger moved and Bill Gee seconded the motion to approve the Treasurer additional appropriation request of \$ 7,250 for Tax Statements. Motion carried 7-0.

Matt Hassel moved and Rex Gilliland seconded the motion to approve the Treasurer additional appropriation request of \$ 4,071 for Postage. Motion carried 7-0.

Rex Gilliland moved and Bill Gee seconded the motion to approve the Coroner additional appropriation requests of \$ 1,000 for Vehicle Repair, \$ 3,000 for Autopsy Expense and \$ 1,400 for Toxicology. Motion carried 7-0.

Peg Clevenger moved and Don Morrison seconded the motion to approve the Health Department additional appropriation request of \$ 3,334.39 for Wages – Department Head. Motion carried 7-0.

Bill Gee moved and Joanne VanDerWeele seconded the motion to approve the Prosecutor additional appropriation request of \$ 65.08 for Insurance-Building, Vehicle, Liability. Motion carried 7-0. It was unclear if this request should have been a transfer request rather than an additional appropriation request, so the Council chose to approve both situations.

TRANSFER REQUESTS

Transfers:

<u>Fund</u>	<u>Department</u>	<u>Category From</u>	<u>Category To</u>	<u>Amount</u>
0101 Prosecutor	0009	03-434.010	03-436.010	\$ 65.08
0101 Treasurer	0003	04-444.010	02-421.010	\$ 500.00
0101 Treasurer	0003	03-433.020	02-421.010	\$ 129.50

0101	Treasurer	0003	03-436-010	02-421.010	\$ 268.60
0101	Treasurer	0003	03-431.030	02-421.000	\$ 250.00
0101	Superior Crt # 1	0201	01-412.230	01-412.040	\$ 500.00
0101	Sheriff	0005	01-412.150	01-412.040	\$ 4,000.00
0101	Sheriff	0005	01-412.150	01-412.080	\$ 200.00
1156	9-1-1	1156	01-412.440	01-412.150	\$ 2,000.00
0101	Jail	0380	01-412.440	01-412.040	\$ 3,000.00
0101	German Twp	0015	01-412.030	01-412.250	\$ 5.00
0101	Circuit Court	0232	02-422.120	03-436.060	\$ 2,100.00
0123	Reassessment	0000	01-412.910	03-431.230	\$ 1,318.00
0101	Assessor	0008	01-412.050	01-412.030	\$ 1,200.00
0101	Assessor	0008	03-433.020	01-412.030	\$ 600.00
0123	Reassessment	0000	01-412.030	01-413.060	\$ 200.00
0123	Reassessment	0000	01-412.030	01-412.020	\$ 1,363.28
0101	Auditor	0002	02-421.000	01-412.030	\$ 52.44
0101	Auditor	0002	03-431.010	01-412.030	\$ 70.00
0101	Auditor	0002	03-436.010	01-412.030	\$ 35.87
0101	Auditor	0002	01-412.050	01-412.030	\$ 100.00
0101	Auditor	0002	01-412.020	01-412.030	\$ 200.00
0101	Auditor	0002	01-412.020	01-412.040	\$ 400.00
0101	Extension	0011	03-432.010	02-421.000	\$ 460.00
0101	Polk Twp	0018	01-412.260	04-441.020	\$ 546.51 *
0101	Polk Twp	0018	02-421.000	04-441.020	\$ 233.07 *
0101	Polk Twp	0018	03-431.020	04-441.020	\$ 19.00 *
0101	Polk Twp	0018	03-439.030	04-441.020	\$ 201.00 *
0101	Polk Twp	0018	03-431.570	04-441.020	\$ 1,468.00 *
0101	Polk Twp	0018	03-432.010	04-441.020	\$ 10.00 *
0101	West Twp	0022	03-436.030	01-412.030	\$ 175.00
0101	Plan Comm	0079	01-412.030	01-412.350	\$.43
0101	Bldgs & Grounds	0172	01-412.015	01-412.040	\$ 75.00
0101	Superior Crt # 1	0201	01-412.520	01-412.500	\$.04
0101	Probation	0273	01-412.610	01-412.030	\$ 250.00
0101	EMA	0361	01-412.010	04-441.120	\$ 1,500.00
4226	W.I.C.	0000	01-412.845	03-439.360	\$ 645.00

* Denied by Council. The Council asked if this Township computer and software purchase could be made with Reassessment Funds. The Auditor was asked to check with Mike Boys as to the feasibility of using 2005 Reassessment funds for the purchase. An additional appropriation in that fund would probably be necessary.

Matt Hassel moved and Joanne VanDerWeele seconded the motion to approve the Prosecutor transfer request moving \$ 65.08 from Insurance-Bldg, Vehicle and Liability to Repair Furniture & Equipment. Motion carried 7-0.

Matt Hassel moved and Bill Gee seconded the motion to approve the Treasurer transfer requests moving \$ 500 from Office Furniture, \$ 129.50 from Printing & Advertising and \$ 268.60 from Repair Furniture & Equipment to Tax Statements. Motion carried 7-0.

Peg Clevenger moved and Matt Hassel seconded the motion to approve the Treasurer transfer request moving \$ 250 from Legal Services to Office Supplies. Motion carried 7-0.

Matt Hassel moved and Don Morrison seconded the motion to approve the Superior Court # 1 transfer request moving \$ 500 from Law Clerk to Overtime. Motion carried 7-0.

Joanne VanDerWeele moved and Bill Gee seconded the motion to approve the Sheriff transfer request moving \$ 4,000 from Holiday Pay to Overtime. Motion carried 7-0.

Matt Hassel moved and Peg Clevenger seconded the motion to approve the Sheriff transfer request moving \$ 200 from Holiday Pay to Wages – Detective Sergeant. Motion carried 7-0.

Bill Gee moved and Matt Hassel seconded the motion to approve the 9-1-1 transfer request moving \$ 2,000 from Wages – Turnkey/Dispatcher to Holiday Pay. Motion carried 7-0.

Matt Hassel moved and Rex Gilliland seconded the motion to approve the Jail transfer request moving \$ 3,000 from Turnkey/Dispatcher to Overtime. Motion carried 7-0.

Peg Clevenger moved and Matt Hassel seconded the motion to approve the German Township transfer request moving \$ 5 from Clerical to Wages – Township Assessor. Motion carried 7-0.

Bill Gee moved and Joanne VanDerWeele seconded the motion to approve the Circuit Court transfer request moving \$ 2,100 from Jury Meals to Equipment & Maintenance. Motion carried 7-0.

Matt Hassel moved and Bill Gee seconded the motion to approve the Reassessment transfer request moving \$ 1,318 from PTABOA Compensation to Software Maintenance. Motion carried 7-0.

Matt Hassel moved and Joanne VanDerWeele seconded the motion to approve the Assessor transfer requests moving \$ 1,200 from Longevity and \$ 600 from Printing & Advertising to Clerical. Motion carried 7-0.

Matt Hassel moved and Peg Clevenger seconded the motion to approve the Reassessment transfer requests moving \$ 200 from Clerical to PERF and \$ 1,363.28 from Clerical to Wages – Deputies. Motion carried 7-0.

Bill Gee moved and Peg Clevenger seconded the motion to approve the Auditor transfer requests moving \$ 52.44 from Office Supplies, \$ 70 from Professional Services, \$ 35.87 from Repair Furniture & Equipment and \$ 100 from Longevity to Clerical; and to move \$ 400 from Wages – Deputies to Overtime and \$ 200 from Wages – Deputies to Clerical. Motion carried 7-0.

Joanne VanDerWeele moved and Bill Gee seconded the motion to approve the Extension Service transfer request moving \$ 460 from Travel/Mileage to Office Supplies. Motion carried 7-0.

Peg Clevenger moved and Matt Hassel seconded the motion to deny the Polk Township transfer requests, and to determine if the Polk Township computer and software could instead be purchased from the Reassessment Fund. Motion carried 7-0. It was stated that if this was not doable then the request should be resubmitted in January 2005.

Joanne VanDerWeele moved and Matt Hassel seconded the motion to approve the West Township transfer request moving \$ 175 from Computer Maintenance to Clerical. Motion carried 7-0.

Matt Hassel moved and Joanne VanDerWeele seconded the motion to approve the Plan Commissioner transfer request moving \$.43 from Clerical to Intern. Motion carried 7-0.

Don Morrison moved and Bill Gee seconded the motion to approve the Buildings and Grounds transfer request moving \$ 75 from Part-time Maintenance to Overtime. Motion carried 7-0.

Joanne VanDerWeele moved and Matt Hassel seconded the motion to approve the Superior Court # 1 transfer request moving \$.04 from Court Bailiff to Court Administrator. Motion carried 7-0.

Peg Clevenger moved and Don Morrison seconded the motion to approve the Probation transfer request moving \$ 250 from Wages – Probation Officers to Clerical. Motion carried 7-0.

Rex Gilliland moved and Joanne VanDerWeele seconded the motion to approve the EMA transfer request moving \$ 1,500 from Wages – Department Head to Machinery & Equipment. Motion carried 7-0.

Rex Gilliland moved and Matt Hassel seconded the motion to approve the WIC transfer request moving \$ 645 from Breastfeeding Wages to Breastfeeding Promotion. Motion carried 7-0.

HAVA VOTING MACHINE FEDERAL REIMBURSEMENT

Clerk Jan Fisher and Election Board member Steve Harper presented a check to Marshall County in the amount of \$ 149,300. Said check was the result of an application for federal reimbursement for voting machines required to be purchased for each precinct to meet federally mandated disability requirements. The money will be receipted into a special HAVA – Title 3 Fund.

AUDITOR REPORT

November 8, 2004 Regular Meeting Minutes – Rex Gilliland moved and Bill Gee seconded the motion to approve the November 8, 2004 meeting minutes as presented. Motion carried 6-0.

Marshall County Housing Authority 2004 Annual Report – Jan Quivey presented the 2004 report to the Council on behalf of Housing Authority Director Dean Byers.

Council Appointment to Marshall County Housing Authority Board of Directors - **Matt Hassel moved and Joanne VanDerWeele seconded the motion to re-appoint William Fortin to the Marshall County Housing Authority Board of Directors for a term to expire December 31, 2007. Motion carried 7-0.**

Council Appointment to the Lake-of-the Woods District Sewer Board of Directors – **Joanne VanDerWeele moved and Matt Hassel seconded the motion to appoint Paul O. Rowe to the Lake-of-the Woods District Sewer Board to fill a vacancy caused by the resignation of Gerald Hall, with said term to end December 31, 2007. Motion carried 7-0.**

2005 Marshall County Sheriff Contract - **Matt Hassel moved and Don Morrison seconded the motion to approve the 2005 contract for Sheriff Bob Ruff at a bi-weekly salary of \$ 2,708.45 (\$ 70,419.70 annually based on 26 pays). Motion carried 7-0.**

Encumbrances - **Matt Hassel moved and Bill Gee seconded the motion to not allow any encumbrance of 2004 funds into 2005. Motion carried 7-0.**

2005 Salary Ordinance Amendment – **Bill Gee moved and Rex Gilliland seconded the motion to approve an amendment to the 2005 Salary Ordinance setting the pay rate for the Drainage Board Secretary/Deputy Auditor position at \$ 13.35 per hour. Motion carried 7-0.** This is the 2004 rate for the position plus the 3 percent raise given by the Council for 2005.

Resolution 2004 -16 to Reduce the Current Appropriation for the Treasurer for 2004 – Jan Quivey presented Resolution 2004 -16 for consideration authorizing the Auditor to reduce the current appropriation in the Treasurer Equipment Lease line item by \$ 4,717. Penny Lukenbill explained that the purpose is to get out of a lease with Pitney Bowes for a tax statement folding, envelope stuffing machine which didn't function as promoted. **Matt Hassel moved and Peg Clevenger seconded the motion to pass Resolution 2004 -16. Motion carried 7-0.**

Document Signing – The November 8, 2004 meeting minutes, additional appropriation and transfer ordinances, 2005 Salary Ordinance amendment, 2005 Sheriff Contract and Resolution 2004 16 were circulated and signed by Council members.

2005 Council Meeting Schedule – was discussed with final schedule to be presented at the January 10, 2005 organizational meeting. All meetings will fall on the second Monday of the month, except for October when the meeting will be on Tuesday October 11, and March when there will be no scheduled meeting. The 2006 budget hearings will be held on August 22 and 23, with budget adoption to occur on Monday September 12.

OTHER COUNCIL ITEMS

2005 Council Appointee to the County Plan Commission – Fred Lintner recommends that new Councilman Ralph Booker be appointed to serve on the Plan Commission in 2005 and will make a motion regarding such during the January 10, 2005 Council meeting.

Operating budget for the new County Jail – Fred Lintner stated that the Council needs to become more aggressive this next budget year in dealing with operating the new County Jail once it is constructed in late 2006. Budget items that have to be dealt will include the number of additional employees needed and other increased costs involved with operating a larger facility. He feels the Council needs to be more involved with the consultants in charge of the project in trying to come up with hard budget needs once the facility becomes operational. He feels if these questions are not dealt with now it will become very difficult to fund the operation of the jail when the time comes. To initiate this process of becoming more involved: **Fred Lintner moved and Don Morrison seconded the motion to appoint Bill Gee to serve as the Council representative on the Jail Committee. Motion carried 6-0 with Bill Gee abstaining.**

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

Following the meeting retiring Councilwoman Peg Clevenger was recognized for her many years of service to Marshall County government, and was presented a plaque honoring her. Council members and various attendees in the audience, including family members, also made comments thanking her for her efforts and dedication to Marshall County.

Fred Lintner, President

Don Morrison, Vice President

Joanne VanDerWeele

Matt Hassel

Rex Gilliland

Peg Clevenger

Bill Gee

Attest: _____
Jan A. Quivey, Auditor

