

MINUTES
MARSHALL COUNTY COUNCIL MEETING
MONDAY JANUARY 11, 2010

BE IT REMEMBERED: That on Monday January 11, 2010, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; Ward Byers, Rex Gilliland, Fred Lintner, and Judy Stone, members; and Penny Lukenbill, Auditor. Council member Ralph Booker was absent. The meeting was opened with the Pledge to the Flag.

REORGANIZATION

Ward Byers, seconded by Don Morrison, nominated Matt Hassel as Council President. Motion carried 6-0.

Don Morrison moved, seconded by Ward Byers, to close the nominations for President. Motion carried 6-0.

Rex Gilliland, seconded by Fred Lintner, nominated Don Morrison as Vice President. Motion carried 6-0.

Fred Lintner moved, seconded by Ward Byers, to close the nominations for Vice President. Motion carried 6-0.

Judy Stone moved, seconded by Ward Byers, to elect Matt Hassel President and Don Morrison Vice President of the Marshall County Council for 2010. Motion carried 6-0.

Ward Byers moved, seconded by Don Morrison, to appoint Judy Stone as the Council representative to MACOG. Motion carried 6-0.

Don Morrison moved, seconded by Ward Byers, to appoint Fred Lintner and Judy Stone as Council representatives to the County Personnel Committee. Motion carried 6-0.

Ward Byers moved, seconded by Judy Stone, to approve the following liaison assignments for 2010:

Assessor	Gilliland	MACOG	Stone
Auditor	Hassel	Marshall Starke	Morrison
Building Inspector	Morrison	Merit Board	Hassel & Morrison
Bldgs & Grounds	Gilliland	Museum	Byers
Clerk	Morrison	Personnel	Lintner & Stone
Commissioners	Lintner & Byers	Plan Commiss./BZA	Morrison
Coroner	Gilliland	Probation	Booker
Court Services	Lintner	Prosecutor	Hassel
Circuit Court	Booker	Recorder	Lintner
Superior Court #1	Stone	Sheriff/ Jail	Hassel & Morrison
Superior Court #2	Stone	Solid Waste	Booker
EMA	Byers	Surveyor	Lintner

Extension	Morrison	Tech. Committee	Booker
Health	Stone	Treasurer	Gilliland
Highway	Lintner	Veteran Service	Gilliland
LEPC	Gilliland	Wts & Measures	Stone

Motion carried 6-0.

2010 SHERIFF CONTRACT

The 2010 contract with Sheriff Jon Van Vactor as prepared by the county attorney and approved by the Marshall County Commissioners, was presented to the Council for their approval. Terms of the contract remain the same as 2009, calling for a total compensation of \$76,721.18.

Don Morrison moved, seconded by Fred Lintner, to approve the 2010 Sheriff Contract with Sheriff Jon Van Vactor. Motion carried 6-0.

ADDITIONAL APPROPRIATIONS:

GENERAL FUND:

Veteran Service Office: Four items in the Veteran's Service Office were inadvertently omitted from the final budget adoption and were presented for approval: Office Supplies - \$400; Computer Supplies - \$250; Repair and Maintenance Supplies - \$450; and Other Capital Outlays - \$128. **Fred Lintner moved, seconded by Rex Gilliland, to approve the additional appropriation requests for the Veteran's Service Office. Motion carried 6-0.**

Buildings & Grounds: Don Morrison moved, seconded by Ward Byers, to approve the additional appropriation request for Buildings and Grounds for \$7,500 for Wages – Part Time Maintenance employee. **Motion carried 6-0.**

Pre-Trial Diversion: Rex Gilliland moved, seconded by Ward Byers, to approve the additional appropriation request for Pre-Trial Diversion of \$4,487 for Wages-Deputy Prosecutor, to pay 1/3 of the Deputy Prosecutor's pay increase. **Motion carried 6-0.**

Court Services: Judy Stone moved, seconded by Rex Gilliland, to approve the additional appropriation request for Court Services of \$5,000 for Unemployment Compensation. **Motion carried 6-0.**

WIC: During the 2010 budget adoption, Office Rent for WIC was inadvertently reduced by \$6036, and the correction was presented for approval. **Fred Lintner moved, seconded by Rex Gilliland, to approve the additional appropriation request for WIC of \$6,036 for Office Rent. Motion carried 6-0.**

AUDITOR'S REPORT

December 14, 2009 Minutes: Fred Lintner moved, seconded by Judy Stone, to approve the minutes of the December 14, 2009 meeting as presented. **Motion carried 6-0.**

December 31, 2009 Minutes: Don Morrison moved, seconded by Fred Lintner, to approve the minutes of the December 31, 2009 meeting as presented. **Motion carried 5-0-1. Mr. Byers abstained due to his absence from the December 31 meeting.**

Salary Ordinance Amendment – Part-time Maintenance position: An amendment to the 2010 salary ordinance was presented by the Auditor to provide for a part-time maintenance position in Building and Grounds budget. **Rex Gilliland moved, seconded by Ward Byers, to approve the Salary Ordinance Amendment for a part-time maintenance position in Buildings and Grounds. Motion carried 6-0.**

Salary Ordinance Amendment – Sheriff's pay: This amendment to the 2010 salary ordinance was presented to correct the bi-weekly amount of the sheriff's pay to agree with the contracted amount of \$76,721.18.

Fred Lintner moved, seconded by Judy Stone, to approve the Salary Ordinance Amendment to correct the sheriff's bi-weekly pay. Motion carried 6-0.

2009 Jail Commissary Report: Rex Gilliland moved, seconded by Fred Lintner, to accept the 2009 Jail Commissary Report as presented. Motion carried 6-0.

2009 Sheriff's Annual Jail Report: Ward Byers moved, seconded by Judy Stone, accept the 2009 Sheriff's Annual Jail Report. Motion carried 6-0.

Resolution 2010-01 – Resolution to Transfer Funds to the Rainy Day Fund: The Auditor reported that the General Fund actually closed the year on December 31, 2009 with a balance of a little over \$5.2 million, and recommended the transfer of \$500,000 to the Rainy Day Fund. She explained that the county is allowed to transfer up to 10% of the total of all county budgets to Rainy Day, and that the fund is subject to the appropriations process.

Judy Stone moved, seconded by Don Morrison, to approve Resolution 2010-01-Transfer of Funds to the Rainy Day Fund. Motion carried 6-0.

COUNCIL COMMENTS

Ms. Stone expressed her appreciation to department heads and elected officials for their efforts in preserving the General Fund balance and helping to keep the county on solid financial ground.

Mr. Hassel thanked council members for their professionalism and leadership in serving the county, and for their continuing faith in his leadership. He stated that Marshall County has an excellent government, and thanked department heads and elected officials for their roles in making it so.

Following the day's regular business, all documents and ordinances were signed.

ADJOURNMENT

With no further business to come before the council, **Judy Stone moved, seconded by Fred Lintner, to adjourn the meeting at 9:40. Motion carried 6-0.**

Matt Hassel, President

Don Morrison, Vice President

Ward Byers

Rex Gilliland

Fred Lintner

Judy Stone

Attest: _____
Penny Lukenbill, Auditor

MINUTES
MARSHALL COUNTY COUNCIL MEETING
MONDAY MARCH 8, 2010

BE IT REMEMBERED: That on Monday March 8, 2010, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; members Ralph Booker, Fred Lintner, and Judy Stone; and Auditor Penny Lukenbill. Absent were Ward Byers and Rex Gilliland. The meeting was opened with the Pledge to the Flag.

KEVIN OVERMYER, MARSHALL COUNTY COMMISSIONER
JOINT RESOLUTION #2010-0

Mr. Overmyer explained that upon completion of the US 31 freeway, the State will be relinquishing portions of the old highway to counties and towns along its route, and they will then be responsible for maintaining the road. If the county chooses not to accept the old highway, the State will designate it as a secondary road and maintain it accordingly. The state will be providing funds for future maintenance, but the exact amount is still being negotiated. The Commissioners would like to ensure that the relinquishment funds are dedicated to the Highway Fund, and the County Attorney has prepared Joint Resolution #2010-03 to formalize this request. The resolution has been approved by the Commissioners and was presented to the Council for their consideration.

Ralph Booker moved, seconded by Fred Lintner, to approve Joint Resolution #2010-03 to dedicate all funds received for relinquishing portions of old US 31 in Marshall County to the Highway Fund. Motion carried 5-0.

In Marshall County, that relinquished portion will be from 3rd Road north to LaPaz, and north of LaPaz to Tyler Road. The Commissioners anticipate assisting the Town of LaPaz with maintaining their portion of the highway, and will enter into an intergovernmental agreement with them at the proper time.

TOM TURNER, MARSHALL COUNTY ECONOMIC DEVELOPMENT
COMMISSION DIRECTOR

Mr. Turner reported that the MCEDC has recently activated a new enterprise development component to their business model of retention and expansion, and announced two additions to the staff who will assist with its implementation.

Jennifer Laurent is the new Assistant Director of Resource Development, and will assist communities with identifying and securing funding resources. An experienced grant writer, she is currently visiting each town in the county to identify projects that could utilize grant funds.

Dave Miller has been contracted to assist with enterprise development. He spent 16 years in Bloomington working with the Small Business Development Center, a business incubator, a venture which is anticipated in the county.

The MCEDC website has been updated, and now provides a link to the county's GIS system. Mr. Turner emphasized its importance as a resource, noting that they are receiving 8300 hits per month. He explained that prospective companies eliminate 80% of locations through websites, and by the time prospects contact the MCEDC, they have been placed on the "short list". The commission spent less than \$5,000, but one business with thirty employees has located here as a result.

The commission is now affiliated with the Indiana Economic Development Commission, and members will travel to Chicago, Dallas and Atlanta in the near future in an effort to attract companies to Marshall County. They are also partnering with several counties in Indiana and Michigan to increase regional marketing power, as businesses are drawn to Northern Indiana out of Chicago by less congestion and less expensive land.

They continue to focus on expansion and retention to bring jobs to the area, and Mr. Turner cited Madras Packaging's plans to consolidate their operations in Argos from Fulton County, Georgia.

Plymouth resident Ryan Ripley asked about the number of jobs that can be attributed to the county's investment of nearly \$500,000 over the past three years. Mr. Turner replied that MCEDC projects 277 jobs will have been created after four years, and resulting in over \$15 million in investment.

ADDITIONAL APPROPRIATIONS

Clerk IV-D Fund: Clerk Julie Fox discussed her request for \$23,000 to purchase filing cabinets and \$30,000 for part-time clerical from the Clerk IV-D Fund. By law, the Clerk is responsible for preserving and maintaining court documents, and she has been using the Clerk's Records Perpetuation Fund to pay two part-time employees to scan, microfilm and organize records.

She explained that a federal program will reimburse 66% of the expenses involved in organizing the IV-D records, but the monies have to be expended by September 30 to qualify for reimbursement. This portion of the records project involves imaging the documents and actually reducing the files from legal to letter size. Under the law, the Clerk's IV-D Fund does not need appropriation, but Ms. Fox wanted the council to be aware of how money is being spent. She explained that with the courts handling over 13,000 cases every year, the records department is running out of storage room, and the county should make every effort to reduce and organize these records as efficiently as possible.

Mr. Booker asked whether it would be more cost effective to purchase additional legal file cabinets, rather than cutting down files. Ms. Fox explained that the courts now use only letter-size documents and the storage room can accommodate more letter-sized cabinets than legal.

Mr. Lintner stated that IV-D monies are still tax dollars, and it appears that the clerk is requesting additional employees. County departments are under an employment freeze and he is concerned that after the reimbursement monies end in September, these part-time employees may become full-time employees paid out of the General Fund. He feels approving this appropriation would send the wrong message to other departments.

Mr. Hassel stated that this project must be done, and appreciated the Clerk finding alternate funding.

Judith Stone moved, seconded by Don Morrison, to approve the Clerk's request for additional appropriation of \$30,000 for Personal Services and \$23,000 for Capital Outlays. Motion carried 4-1, with Mr. Lintner opposed.

AUDITOR'S REPORT

Minutes January 11, 2010 meeting: Don Morrison moved, seconded by Judith Stone, to approve the minutes of the January 11, 2010 meeting as presented. Motion carried 5-0.

The Auditor reported that the DLGF has discovered that St. Joseph County had originally reported extremely low assessed values in the shared school districts of Union-North and John Glenn, and asked Marshall County to allow them to recalculate tax rates to reflect the actual certified values. The DLGF anticipates sending a revised budget order by March 12. The difference should reduce the tax rate for taxpayers in the two school districts.

PUBLIC INPUT

Ryan Ripley asked Mr. Lintner to explain his nay vote on the Clerk's IV-D request. Mr. Lintner replied he feels that approving payment for part-time help sends the wrong message to other departments, and he is concerned that the part-time employees could become full time. He feels this should be a time of reducing government and predicted more no votes in the next two or three years as a result of reduced revenues.

Mr. Ripley also asked Mr. Hassel to explain why he had been asked prior to the meeting to refrain from commenting during the meeting. Mr. Hassel replied he wanted to address the situation privately rather than publicly. Mr. Ripley stated it was unfair that council members have the opportunity to ask questions prior to a vote and he does not. Mr. Hassel replied that it is the council's job to question the issues and that the meeting is not a public hearing or debate. Council members have requested that the agenda be followed, and as President he wants to run meetings fairly but according to the agenda. He noted that the public still has the opportunity to comment at the end of the meeting.

ADJOURNMENT

Following the day's regular business, all documents and ordinances were signed. With no further business to come before the council, **Ralph Booker moved, seconded by Fred Lintner to adjourn the meeting at 10:15. Motion carried 5-0.**

Matt Hassel, President

Don Morrison, Vice President

Ralph Booker

Fred Lintner

Judith Stone

Attest: _____
Penny Lukenbill, Auditor

MINUTES
MARSHALL COUNTY COUNCIL MEETING
MONDAY APRIL 12, 2010

BE IT REMEMBERED: That on Monday April 12, 2010, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; members Ralph Booker, Ward Byers, Rex Gilliland and Judy Stone; and Auditor Penny Lukenbill. Council member Fred Lintner was absent. The meeting was opened with the Pledge to the Flag.

PUBLIC INPUT

Mr. Hassel noted that Public Input has been moved to the beginning of the meeting to allow the public to address agenda items before they are voted on by the council. Plymouth resident Ryan Ripley expressed dissatisfaction with the change, stating that the published agenda did not contain sufficient information about the additional appropriations to allow comment. Mr. Hassel and the auditor explained that additional appropriations are detailed in legal notices in the Plymouth and Bremen papers as required by law. Mr. Hassel explained that public comment is appropriate at three specific times: 1) During a public hearing; 2) when a council member asks for comments; 3) during the public comment portion of the agenda. He stated that the council welcomes public input, but recently the comments have turned into a debate, and it is his job to run an orderly meeting that follows the agenda.

ADDITIONAL APPROPRIATIONS

General Fund – Probation Department: Rex Gilliland moved, seconded by Ralph Booker, to approve the additional appropriation request of \$4,500, representing funds from the Drug Free Committee, for Urinalysis Supplies. Motion carried 6-0.

Health Department: Don Morrison moved, seconded by Judy Stone, to approve the additional appropriation request of \$10,000, representing grant monies from the CDC and the Indiana State Department of Health, for Office Equipment. Motion carried 6-0.

WIC: Rex Gilliland moved, seconded by Don Morrison, to approve the additional appropriation request of \$2,700 for Travel to conferences in Milwaukee and San Diego. Motion carried 6-0.

AUDITOR'S REPORT

Minutes March 8, 2010 meeting: Ralph Booker moved, seconded by Judith Stone, to approve the minutes of the March 8, 2010 meeting as presented. Motion carried 4-0, with Byers and Gilliland abstaining due to their absence from the previous meeting.

COMMISSIONERS' LIASION

Council members discussed a change in the liaison to the Commissioners, and Judy Stone agreed to replace Ward Byers in that capacity.

Ralph Booker moved, seconded by Don Morrison, to appoint Judy Stone as liaison to the Commissioners. Motion carried 6-0.

COUNCIL COMMENTS

Council members were invited to comment on issues of interest. Mr. Booker called attention to several economic development opportunities. The long-awaited construction of Pioneer Road has begun and it is hoped it will become an economic development corridor. Representatives from the Plan Commission, Council and Commissioners will visit White County to view the

wind towers project there on April 13, hoping to benefit from their experience with this endeavor. On April 22, the Plan Commission will consider an ordinance to address wind tower design and site standards, the cost of repairing infrastructure damaged during construction of the towers, and to require an economic development agreement.

ADJOURNMENT

Following the day's regular business, all documents and ordinances were signed. With no further business to come before the council, **Ralph Booker moved, seconded by Ward Byers to adjourn the meeting at 9:20. Motion carried 6-0.**

Matt Hassel, President

Don Morrison, Vice President

Ralph Booker

Ward Byers

Rex Gilliland

Judith Stone

Attest: _____
Penny Lukenbill, Auditor

MINUTES
MARSHALL COUNTY COUNCIL
MONDAY MAY 10, 2010

BE IT REMEMBERED: That on Monday May 10, 2010, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; members Ralph Booker, Ward Byers, Rex Gilliland, Fred Lintner and Judy Stone; and Auditor Penny Lukenbill. The meeting was opened with the Pledge to the Flag.

PUBLIC INPUT

There were no comments from the public.

RICH ULRICH-BUILDING AND GROUNDS
COURT ANNEX ROOF
COURTHOUSE BOILER SYSTEM

Rich Ulrich, accompanied by Commissioner Kevin Overmyer, was present to discuss replacing the court annex roof. Mr. Ulrich explained that the 22-year-old roof has been patched and repaired for the past five years, but recent leaks have caused interior damage. He recommended a complete replacement of the 5,400 sq ft single-membrane rubber roof as soon as possible. He has prepared specs and is in the process of securing three quotes. He estimates the replacement will cost between \$40,000 and \$60,000, but hopes to have firm figures by the May 17 commissioners meeting. Mr. Ulrich stated he could take one-half of the cost from his 2010 budget, with the remainder coming from the Rainy Day Fund.

He also advised that the five-boiler heating system in the court house is down to one boiler and the system must be replaced before winter. He offered to budget for the system replacement, estimated at between \$40,000 and \$50,000, in his 2011 budget rather than ask for an additional appropriation for 2010. However, several council members pointed out that the work then could not begin until after January 1, 2011. Mr. Overmyer recommended scheduling the project before the winter heating season begins. Mr. Lintner observed that although these projects are expensive, it is necessary to fund the upkeep and repair of the county buildings.

Rex Gilliland moved, seconded by Judy Stone, to allow Rich Ulrich to proceed with securing quotes for the replacement of the court annex roof. Motion carried 7-0.

ADDITIONAL APPROPRIATIONS

General Fund – Commissioners: Ralph Booker moved, seconded by Fred Lintner, to approve the General Fund additional appropriation request of \$1,541 representing the balance of an insurance reimbursement received in 2009 for damage to a sheriff's vehicle, for repairs invoiced in 2010. Motion carried 7-0.

AUDITOR'S REPORT

Minutes - April 12, 2010: **Don Morrison moved, seconded by Rex Gilliland, to approve the minutes of the April 12, 2010 meeting as presented. Motion carried 6-0, with Mr. Lintner abstaining due to his absence from that meeting.**

COUNCIL COMMENTS

Addressing the upcoming budget process, Ralph Booker stated that the pre-budget meeting with department heads has not yielded a great deal of participation in the past, and he suggested that

council liaisons discuss 2011 anticipated needs with their department heads. He requested that the commissioners provide their recommendations for compensation and hiring as soon as possible, and recommended that the county develop a strategic plan to assist in anticipating upcoming budget needs. He stated that the county seems to work from emergency to emergency, and it would be helpful to be able to anticipate needs rather than just react to emergencies. In order to develop a comprehensive strategic plan, each department head should outline upcoming projects and develop an overall plan for their department for the next 2 to 5 years. He reminded council members that the Assessor had advised them last year that the Reassessment Fund was being depleted and it would be necessary to move several employees back into the General Fund. In the next several years, it will also be necessary to develop a plan to move nine jail employees from CAGIT to the General Fund.

Matt Hassel expressed appreciation to the Assessor, Auditor and Treasurer and their staffs for their efforts in attaining a May 10 deadline, and stated it was good to be back on schedule. Then, responding to Mr. Booker's comments, he stated that many departments do have a plan, but those plans have not been coordinated into a comprehensive picture for the entire county. He suggested inviting department heads to the regular June 14 council meeting to discuss their 2011 budget needs and share any plans they may have for their department for the next 2-5 years.

Several council members plan to attend the AIC-sponsored forum on tax caps in Goshen on May 11.

ADJOURNMENT

Following the day's regular business, all documents and ordinances were signed. With no further business to come before the council, **Ralph Booker moved, seconded by Ward Byers to adjourn the meeting at 9:35. Motion carried 7-0.**

Matt Hassel, President

Don Morrison, Vice President

Ralph Booker

Ward Byers

Rex Gilliland

J. Frederick Lintner

Judith Stone

Attest: _____
Penny Lukenbill, Auditor

MINUTES
MARSHALL COUNTY COUNCIL
MONDAY JUNE 14, 2010

BE IT REMEMBERED: That on Monday June 14, 2010, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; members Ralph Booker, Ward Byers, Rex Gilliland, Fred Lintner and Judy Stone; and Auditor Penny Lukenbill. The meeting was opened with the Pledge to the Flag.

PUBLIC INPUT

There were no comments from the public.

ADDITIONAL APPROPRIATIONS

General Fund – Buildings and Grounds: Rich Ulrich reported that the actual cost of replacing the court annex roof was approximately \$2,000 less than the original bid of \$39,000, and that he was able to use \$20,000 from his own budget to help fund this project. As a result, only \$19,000 of the total additional appropriation request of \$85,000 will be needed for the roof project, leaving a balance of \$66,000 for boiler replacement in the courthouse. Mr. Ulrich reported he has hired an engineering consultant to review bids for the boiler, and will take the \$1,000 expense from his budget.

Judith Stone moved, seconded by Ward Byers, to approve the General Fund additional appropriation request of \$85,000 for Buildings and Grounds. Motion carried 7-0.

TRANSFER REQUEST

Don Morrison moved, seconded by Ralph Booker, to approve the request from Buildings and Grounds to transfer \$7,500 from Maintenance Wages to Part-time Maintenance Wages. Motion carried 7-0.

AUDITOR'S REPORT

Minutes – May 10, 2010: **Fred Lintner moved, seconded by Rex Gilliland, to approve the minutes of the May 10, 2010 meeting as presented. Motion carried 7-0.**

The Auditor requested that the Council consider setting a date for the non-binding reviews of Unit budgets. They agreed to review guidelines recently received from the DLGF and will set a date for the reviews at the July 12 meeting.

DEPARTMENTAL BUDGET PRESENTATIONS

Matt Hassel thanked Department Heads for attending the meeting and asked them to report major capital outlays, additional staff or substantial changes they anticipate in the next one to five years in order to help with the budget process. Several liaisons have already visited with their department heads.

Clerk:

- Replacing or upgrading all computers, printers and scanners
- New carpeting and tile
- Replacement of kitchenette unit
- Remodeling front counter to reconfigure traffic and for security
- Upgrade postage machine
- Remodeling records department, possibly using Perpetuation Fund.

Representing Clerk Julie Fox, Deputy Clerk Paula Babcock asked for direction on replacing two

retiring staff members. Council members advised that the requests should come before the Commissioners, who would then make a recommendation to the Council.

Building Inspector: Vehicle replacement within 3 years

Dennis Elliott stated that due to the decreased number of building inspections, his position could be reduced to part-time after January 1, 2011. He has also given this recommendation to the commissioners.

EMA: Equipment to meet FCC narrow-band requirements-\$2500
Replace 2004 Ford Explorer - 2012
MOB data terminal for jail CAD system-2013

Recorder: Betty Engel does not anticipate any major changes for her office, but was concerned about budgeting overtime. Mr. Hassel suggested she consider offering flex-time.

Probation: Replace two vehicles within 5 years
Replace copier
Replace bullet-proof vests – recommended every 5 years - \$900 each
Funding for JTAC computer program
Possible firearms purchase and training
State required probation officer training
Two additional officers – one in 2011; one in 2012
Additional part-time clerical
Increased cleaning supplies
Ongoing tenure increases
Possible reduction of \$100,000 in Care of Patients and Inmates

Reassessment:

The 2010 collection will be the last for the current reassessment fund, and a new fund will be established for the 2017 reassessment. For the past several years, the assessor and five staff have been paid out of Reassessment, and Council was advised in 2009 that Ms. Dunning would not have sufficient funds to continue this arrangement. However, after the balance of the 2010 reassessment contract is paid, she anticipates a remaining balance of \$337,000. She recommended continuing to pay either her salary and benefits or a portion of her staff's salaries out of Reassessment for 2011.

Other anticipated needs:

Personal property and sales disclosure software
Using personal vehicles and paying mileage vs. county-owned vehicle
(Meeting recessed 10:10-10:20)

Auditor: Late 2010 or early 2011 - Replacement of financial system software – estimated at \$50,000; suggested using Rainy Day Fund
No replacement of retiring staff member

Health Department: Replace two vehicles 1999 and 2001 in next 2-5 years
Replace carpeting
New software to interface with building and planning departments
Converting reception area to immunization room

IT Department: Replace phone system
Replace 220 PCs and laptops; Replacement is on a five-year rotation at \$45,000 per year
Replace Stratus servers at the jail in 2013 - \$35,000 each
Expand/Replace SAN & ESC Hosts
Aerial orthophotography will need to be re-flown in 2015
Replace older switches;
Add Technician/Helpdesk operator position

<u>Soil and Water:</u>	Replace copier within 5 years
<u>Extension:</u>	Salary adjustments – two increases of 3% over next 5 years Paper folding machine – soon - \$1,200 2 InFocus Projectors – soon- \$1,200 each Replace copier within 5 years - \$6,000
<u>Treasurer:</u>	Stainless steel cabinet for drop box \$1,700 Ms. VanDeMark has funds available in her 2010 budget
<u>Surveyor:</u>	Replace 2002 Explorer within next few years
<u>Museum:</u>	Replace reader-printer within 5 years Additional part-time staff to accommodate 6 days per week schedule
<u>Superior Court #2:</u>	Repair hearing-impaired equipment - \$3,000 Replace kitchenette unit
<u>Jail:</u>	2 additional jailers – 2010 Vehicles are on 5-year rotation, purchasing 5 vehicles per year Within 5 years, it will be necessary for county to begin planning an additional pod at the jail due to increasing inmate population
<u>911 funds:</u>	Declining number of land lines results in reduced 911 collections Anticipates State collecting and distributing 911 collections
<u>Cum Bridge:</u>	Pierce Street Bridge replacement – to be bid in 2011 Hickory Road Bridge replacement in 5 years
<u>Highway:</u>	7 th Road – Pine to US 31 – Plan will lay out route for the entire corridor, construction will be completed in phases. First phase is Michigan Road to US 31 at a cost of approximately \$5 million. Truck replacements Two vacant positions – no plan to replace at this time
<u>Prosecutor:</u>	Additional Deputy Prosecutor
<u>Circuit Court:</u>	New copier New carpet for court room Law Library maintenance and upgrades Handicapped accessibility At some point in the future, consider adding a Magistrate and appropriate staff
<u>Plan Commission:</u>	Possibly combining Building and Planning Departments, and combining with planning departments in surrounding towns Replace computers through IT Third floor copier Small copier in Plan Commission office GPS Trimble unit Camera Software upgrades Building permit software for online permit applications
<u>Superior Court #1:</u>	Possible purchase of laptops
<u>Coroner:</u>	Vehicle replacement 800 mhz radio

COMMISSIONER RECOMMENDATIONS

The commissioners expressed appreciation for the Council's fiscal responsibility, noting that our financial situation is much better than many other counties, and we have not been faced with staff reductions or severe budget cuts as a result. They stated that State agencies have been

directed to cut an additional 15% from their budgets, and will be reducing staff, cutting operating costs, eliminating state-issued cell phones and cutting mileage reimbursements.

General recommendations: The kitchenette units in the clerk's office and the courts should be replaced by Buildings and Grounds. The IT Department should continue to evaluate and recommend all computer replacements and upgrades. Department are encouraged to use any special funds they might have available to assist with their budgets.

Energy issues: It will be necessary to replace the windows and doors in the County Building within the next five years at an estimated cost of \$135,000. Mr. Roose noted that the county had been unsuccessful in securing energy grants to assist with the costs.

Rich Ulrich explained that the County Building's two separate air-handling are not compatible, and it will be necessary to either convert or replace them within five years at an estimated cost of \$175,000 to \$200,000. He has been delaying this project due to decreased county revenues, but noted it will have to be done eventually. The Commissioners recommended replacing the windows and doors prior to finishing the HVAC system work.

Phone system: The estimated cost of a new phone system is at least \$200,000. Mr. Hassel noted the cost is based on the number of phones in the system, and recommended re-evaluating the number of necessary phones.

Personnel: The commissioners made the following personnel recommendations:

- 1) No pay increases.
- 2) Fund no new positions
- 3) Reduce the number of employees by attrition by not replacing vacant positions
- 4) Consider combining Plan Commission and Building Department with City of Plymouth

Miscellaneous: The Commissioners will recommend to the Election Board that they consider moving a polling site from the County Building to provide the option of removing two election days from the number of paid holidays.

Mr. Chamberlin stated the county should continue to investigate ways to consolidate services with other communities in order to improve the delivery of services and save taxpayer dollars. Dennis Elliott was commended for his offer to reduce his position to three days a week.

Council members and commissioners agreed that the difficult economic times will make budgeting difficult for the next few years and the county must look for ways to become more efficient since they are accountable to 45,000 residents

COUNCIL DISCUSSION

Mr. Booker asked whether department heads should be directed to include a wage increase in their proposed budgets in case the council was able to grant them; if they could not, the budgets would then be reduced accordingly. Council members were concerned that including raises at this time sends the message that the council will definitely approve them. After discussion, the majority agreed that raises should not be included in proposed budgets; however, if raises are subsequently approved, the council could approve an additional appropriation for them after the first of the year.

Rex Gilliland stated that departmental budgets have been cut as much as possible, and Council must now consider reducing personal services. He feels it is important to retain current employees, and he would rather see staff reduced through attrition than by lay-offs. He feels the

council should try to maintain the current level of employee benefits, while continuing to provide the level of services taxpayers expect.

Mr. Lintner stated he noticed the presentations included primarily two types of requests – new computers and automobiles and additional personnel. He felt that many of the requests are wants rather than needs, and the continuing decreased revenues are the reality. Mr. Hassel stated that the local economy has not yet recovered, affecting the miscellaneous revenues of the Building Department, Plan Commission and Recorder. He suggested that the county again consider the jail booking fee.

Mr. Hassel then asked for the Council's recommendations on personnel matters.

Fred Lintner moved, seconded by Don Morrison, to recommend that department heads not request any new employees in their 2011 budgets. Motion passed 7-0.

Judith Stone moved, seconded by Don Morrison, to recommend that Department Heads not include wage increases in their budget requests.

Mr. Booker stated he does not have sufficient information on estimated revenues and proposed budgets at this time to definitely decide that no raises will be given. He would prefer to have the flexibility to grant raises, and felt that the philosophy of not including them in the proposed budgets is wrong. Council members agreed they would like to give raises if possible, and that the subject can be revisited after the entire budget is considered.

Mr. Hassel then called for the vote.

Motion carried 6-1, with Mr. Booker voting no.

Judy Stone asked the Auditor if it was possible to “flat line” the 2010 budget of \$10,303,000. The Auditor explained that in 2011, it will be necessary for the General Fund to absorb approximately \$260,000 for five Assessor employees and benefits. In addition, the PERF rate will increase from 6% to 6.5%; health insurance premiums will increase by 9%, or nearly \$78,000, and longevity will increase by \$17,300. She explained that although miscellaneous revenues are down, the healthy balances in General Fund and Rainy Day Fund can be used to cover the difference between the levy and miscellaneous revenues, and that a budget of approximately \$10,500,000 million will be sustainable.

Mr. Gilliland noted that private industry is reducing jobs and benefits because of the faltering economy. We have good employees who may be asked to do more. However, we are not likely to change back to easier times in the near future.

Matt: Have to consider the total budget and all the necessary increases.

Council members agreed that department heads should keep their total budget at the 2010 approved levels, and suggested that any increases be offset by reducing another line item.

Ralph Booker moved, seconded by Rex Gilliland, to recommend that department heads keep their 2011 budgets the same as their 2010 approved budgets. Motion carried 7-0.

COUNCIL COMMENTS

Mr. Gilliland stated that employees at the jail and sheriff's department have expressed their appreciation for the health insurance coverage.

Mr. Hassel felt today's format was preferable to the evening meetings in the past, citing better attendance and more participation. He also appreciated hearing the 1-5 year plans, and suggested that in the future department heads attach a dollar amount to their requests to aid planning. He does anticipate a challenge in the upcoming budget hearings and knows the process will be difficult. However, he looks forward to the other members' input, wisdom, common sense and hard work during the budget process;

Mr. Booker offered to organize the information presented by the department heads to show when items and amounts are anticipated to impact the General Fund and will distribute it to council members.

ADJOURNMENT

Following the day's regular business, all documents and ordinances were signed. With no further business to come before the council, **Ralph Booker moved, seconded by Ward Byers to adjourn the meeting at 11:45. Motion carried 7-0.**

Matt Hassel, President

Don Morrison, Vice President

Ward Byers

Ralph Booker

Rex Gilliland

J. Frederick Lintner

Judith Stone

Attest: _____
Penny Lukenbill, Auditor

MINUTES
MARSHALL COUNTY COUNCIL
MONDAY JULY 12, 2010

BE IT REMEMBERED: That on Monday July 12, 2010, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; members Ralph Booker, Ward Byers, Rex Gilliland, Fred Lintner and Judy Stone; and Auditor Penny Lukenbill. The meeting was opened with the Pledge to the Flag.

PUBLIC INPUT

There were no comments from the public.

BILLIE TREBER – BOYS & GIRLS CLUB
UPDATE

Ms. Treber appeared before the Council to provide an update on the Marshall County Boys and Girls Clubs, and introduced Jill Hassel, director of the Bremen program. Ms. Treber reported that this program enrolled 100 members in the first thirty days, and that there are now 149 enrolled, with an average daily attendance of 54. She reported that the school provides the facilities and assists with the programming, and they are working to obtain support from the business community. She explained that the programming at the Plymouth site relies heavily on input from the schools, with a particular focus on reading and math.

JULIE FOX – CLERK
PERSONNEL REPLACEMENT

Clerk Julie Fox appeared before the Council to request approval to replace Small Claims Deputy Mary Northam, who is retiring July 31. The Commissioners previously recommended that the position not be replaced. Ms. Fox explained that the Small Claims Deputy processes judgments and tax warrants. Judgments processed in 2009 totaled \$404,287 and generated \$40,000 in revenue for the General Fund; as of June 30, 2010, judgments processed totaled \$191,357. This deputy also processes tax warrants, with a \$3.00 fee for each going to the General Fund. In 2009, 2,311 warrants were processed, resulting in General Fund revenue of \$6,933; through June 21, 2010, 3,853 warrants have been processed, generating \$11,559 in revenue.

Ms. Fox stated that the duties of the her office are vital to county government, and the Clerk is mandated by law to maintain the records of the courts to state standards. She pointed out that her office generates annual revenues of approximately \$300,000, and it would be difficult to maintain the current level of services without replacing this position. She stated that her staff is cross-trained for coverage during vacations and illness, but feels they cannot absorb any additional duties; therefore she asked that the Council consider allowing her to replace the retiring employee.

Matt Hassel stated that it is not the Council's intention to control day-to-day operations of county offices, but rather to try to reduce the number of personnel by not replacing retiring employees. He said that the matter will be discussed further at budget hearings in August, and Council will decide at that time whether the position will be funded for 2011, but he felt that the Council should follow the Commissioners' recommendation at this time.

Don Morrison reported he has researched the number of staff in clerks' offices in similar-sized counties, and found none had more than nine employees, while Marshall County has 13. Ms. Fox replied that they may not be offering the same level of services or that their records department may not be up to state standards. She added that she does use the Clerk's IVD and Records Perpetuation funds to supplement part-time clerical and some capital outlays for her records department.

Ms. Fox indicated that as a consequence of redistributing tasks and reducing personnel, it may be necessary to eliminate some services that have been traditionally associated with the Clerk's office but not required by law. Her office performs 10-15 marriages per week, and although marriage license applications generate about \$1,400 in fees, the office cannot charge for performing the ceremony. They also process passport applications, which generate annual revenues of approximately \$22,500, and issue hunting and fishing licenses, which can now be obtained on line. In addition, they monitor support docket fees, and when the office sends collection letters, the county retains a share of the collections. Also, they must research each of the probation judgment liens before they are turned over to the collection agency, and this would have to be eliminated if staff were reduced. Ms. Fox stated she realizes these are difficult decisions, but cautioned the Council to think carefully about cutting services that generate dollars.

During discussion, several Council members observed that decreased revenues and staff reductions may result in reduced services, and suggested that the Clerk meet with her staff to discuss reorganizing duties and the possibility of eliminating some services. Judith Stone said she does understand the Clerk's position, but the Council is obligated to do what it can to reduce costs, and agreed that the decisions are difficult. She reiterated that no other counties our size have more than nine employees in their Clerk's office, and recommended that the Clerk seriously consider restructuring her office to accommodate the loss of this employee.

Mr. Hassel emphasized the importance of continuing to attempt to collect juvenile and adult judgments.

Ward Byers noted that another employee in the Clerk's office will be retiring next year, and asked whether that position will be replaced. Ms. Fox replied that there are actually four staff members who will be eligible for retirement in the near future.

Mr. Booker suggested that the Council accept the Commissioners' recommendation not to replace the employee at this time, but continue to research the matter and discuss it further at the budget hearings. He also felt that each vacancy should be considered individually. Mr. Byers agreed, adding there should be criteria and a process in place to consider the replacement of each vacancy.

Ward Byers moved, seconded by Ralph Booker, to abide by the Commissioners' recommendation not to replace one employee in the Clerk's office for the remainder of 2010, with the final determination for 2011 to be made at the budget hearings. Motion carried 7-0.

Ms. Fox thanked the Council for their time, and acknowledged the difficulty of the decisions the Council is facing.

DAVID HOLMES – PROSECUTOR

DIGITAL RECORDER PURCHASE

Mr. Holmes appeared before the council to request an additional appropriation from the General Fund to purchase a digital recorder. He explained that the Courts have mandated the audio and video recording of statements made by suspects when they are questioned. He has secured several quotes for a digital recorder, and recommended purchasing the equipment from Esco, who installed the video arraignment systems in the courts. The unit includes a lap top computer, and is compatible with the courts' system. It can also be used to replay security videos and take depositions, which could result in a significant savings over typewritten depositions. The unit comes with a one-year warranty, and he has sufficient funds in his budget to cover the service agreement.

ADDITIONAL APPROPRIATIONS

General Fund – Rex Gilliland moved, seconded by Ralph Booker, to approve the additional appropriation request by the Prosecutor for \$4,770 for Capital Outlays to enable the purchase of a digital recorder. Motion carried 7-0.

TRANSFER REQUEST

Ward Byers moved, seconded by Don Morrison, to approve the request from WIC to transfer \$3610 from part-time nurse to Breast Feeding Counselor. Motion carried 7-0.

AUDITOR'S REPORT

Minutes – June 14, 2010: After noting two typographical errors for correction, **Fred Lintner moved, seconded by Rex Gilliland, to approve the minutes of the June 14, 2010 meeting as corrected. Motion carried 7-0.**

The Auditor reminded members that the non-binding reviews of unit budgets will take place on September 13.

In connection with the upcoming budget process, the Auditor reported that preliminary figures indicate that the 2010 General Fund budget requests total approximately \$10.8 million, down from the \$11.1 submitted for 2010. She also asked if the Council preferred to change the manner in which circuit breaker losses are accounted for in the budget process. She explained that a few counties include the losses in the Council's budget as an actual budgeted item, while others show them as a negative in the revenue estimates. For the past two years, the Auditor has advised the Council of the estimated losses for the ensuing year, and they have been taken into consideration when arriving at the final budget numbers. After a brief discussion, members agreed they would rather continue to account for the losses as they have in the past.

COUNCIL COMMENTS

Ralph Booker, Judy Stone, Don Morrison, Rex Gilliland and Auditor Penny Lukenbill attended the recent County Councils Association meeting in Noblesville. Mr. Booker reported that the presentations included discussions on vote centers, tax caps and decreased revenues. He has downloaded the power point presentations from that meeting and will make them available to other members.

Mr. Hassel thanked department heads and elected officials for turning in proposed budgets that were less than last year's initial requests. He stated he was pleased with their cooperation in reducing budgets as much as possible, while continuing to provide necessary services.

ADJOURNMENT

Following the day's regular business, all documents and ordinances were signed. With no further business to come before the council, **Ralph Booker moved, seconded by Ward Byers, to adjourn the meeting at 10:15 am. Motion carried 7-0.**

Matt Hassel, President

Don Morrison, Vice President

Ward Byers

Ralph Booker

Rex Gilliland

J. Frederick Lintner

Judith Stone

Attest: _____
Penny Lukenbill, Auditor

MINUTES
MARSHALL COUNTY COUNCIL
MONDAY AUGUST 9, 2010

BE IT REMEMBERED: That on Monday August 9, 2010, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; Members Ward Byers, Rex Gilliland, Fred Lintner and Judy Stone; and Auditor Penny Lukenbill. Council member Ralph Booker was absent. The meeting was opened with the Pledge to the Flag.

PUBLIC INPUT

Plymouth resident Ryan Ripley had several questions about budget issues. He asked if the Council has established a strategy for the attrition policy regarding how many positions would be reduced. Matt Hassel stated that the Council is attempting to reduce larger departments by small numbers rather than eliminate entire smaller departments in order to maintain quality services.

Mr. Ripley then asked if the comparison with other Clerk's offices had included an analysis of technology usage. Mr. Hassel stated that an in-depth comparison had not been performed, but it was the Clerk's opinion that others may not be providing the same services or may be limiting the days when those services are provided.

Mr. Ripley observed that the City of Plymouth had proposed 3% raises for its employees, and asked why the county felt they could not afford to do the same. Mr. Hassel stated that the city might be cutting budgets in other places to provide for the raises. Rex Gilliland noted that the raises were only proposed and had not yet been acted on by Council.

ADDITIONAL APPROPRIATIONS

Health Department— Fred Lintner moved, seconded by Don Morrison, to approve the **additional appropriation request by the Health Department for \$3,000 for Medical Supplies to appropriate vaccine fees received. Motion carried 6-0.**

TRANSFER REQUEST

Voter Registration: Rex Gilliland moved, seconded by Fred Lintner, to approve the request **from Voter Registration to transfer \$750 from Supplies to Capital Outlays to purchase a used copier. Motion carried 6-0.**

Probation Department: Mary Jane Walsworth explained that due to increased clerical staff utilization, she is seeking a transfer from Counselor and Overtime wages. There are sufficient funds available in the Counselor line for the transfer.

Ward Byers moved, seconded by Judith Stone, to approve the request from the Probation Department to transfer \$3,500 from Counselor wages and \$500 from Overtime to Clerical wages to cover increased clerical needs. Motion carried 6-0.

AUDITOR'S REPORT

Minutes – July 12, 2010: Judith Stone moved, seconded by Ward Byers, to approve the **minutes of the July 12, 2010 meeting as presented. Motion carried 6-0.**

Bremen Library Board of Trustees appointment: Mr. Hassel has received a letter of recommendation from Marsha Patterson, Director of the Bremen Public Library, to reappoint Deanna Beall to a fourth and final term on the board. The term will run from July 1, 2010 through June 30, 2014.

Don Morrison moved, seconded by Ward Byers, to appoint Deanna Beall to the Bremen Public Library Board of Trustees for a four-year term to run from July 1, 2010 through June 30, 2014. Motion carried 6-0.

Salary Ordinance Amendment – Tobacco Cessation Fund: The Auditor presented an amendment to the salary ordinance establishing wages for Assistant Nurse at \$15.45-\$20.29 per hour, and for part-time Clerical at \$8.24-\$10.82 per hour in the Tobacco Cessation Fund.

Rex Gilliland moved, seconded by Fred Lintner, to approve the amendment to the salary ordinance for Section 0808, establishing wages for Assistant Nurse at \$15.45-\$20.29 per hour, and part-time clerical at \$8.24-\$10.82 per hour. Motion carried 6-0.

Southwest Lake Maxinkuckee Conservancy District budget: The Auditor has been contacted by representatives of the Southwest Lake Maxinkuckee Conservancy District, who are preparing to establish a tax rate for the conservancy for 2011. The unit has been advised that since that board is appointed, the conservancy budget must be adopted by the Council. Due to advertising deadlines, the budget hearing for the conservancy district will be September 13, with budget adoption set for October 12.

CAGIT Distributions for 2011: The Auditor has received the amounts for the 2011 CAGIT distributions, and reported that they are 22% below the 2010 distributions. The certified distribution for Certified Shares and PTRC will be \$6,695,350, compared to \$8,564,100 for 2010, and the special jail CAGIT distribution will be \$1,673,840, compared to \$2,141,025 this year. She reported that this will have an effect on the miscellaneous revenues supporting the budget, and that it may be two or three years before we see an upturn in the numbers. The special jail CAGIT budget has been prepared on a conservative revenue estimate for the past three years, and there is some reserve in the CAGIT fund to support the budget requirements.

COUNCIL COMMENTS

Matt Hassel noted that a comparison of anticipated revenues with budget requests shows that the General Fund budget will need to be reduced at least \$383,000, and pledged to develop a responsible budget, with a goal of continuing to provide quality services. Mr. Hassel also felt that the Rainy Day Fund should not be used to provide pay raises, but rather to sustain annual operating costs.

ADJOURNMENT

Following the day's regular business, all documents and ordinances were signed. With no further business to come before the council, **Ward Byers moved, seconded by Judith Stone, to adjourn the meeting at 10:15 am. Motion carried 6-0.**

Matt Hassel, President

Don Morrison, Vice President

Ward Byers

Ralph Booker

Rex Gilliland

J. Frederick Lintner

Judith Stone

Attest: _____
Penny Lukenbill, Auditor

MARSHALL COUNTY COUNCIL
2011 BUDGET HEARINGS
FIRST READING - AUGUST 23 and 24, 2010

The budget hearing was called to order by Council President, Matt Hassel. Also present were Vice President Don Morrison, members Ralph Booker, Ward Byers, Rex Gilliland, Fred Lintner, and Judith Stone; Auditor Penny Lukenbill and First Deputy Auditor Jan Quivey. The meeting was opened with the Pledge of Allegiance.

Council President Matt Hassel explained that the Council would examine each budget closely, focusing on areas of increase, and department heads would have the opportunity to justify their requests. He emphasized that the main purpose of these hearings was to collect information and clarify budget issues. Council will make no reductions at this time, but take the budget under advisement until the September 13 adoption.

Outlining the procedure for public input, Mr. Hassel stated there would be the usual five-minute period for Public Comment at the beginning of each day's meeting, with an additional period of two minutes per speaker at the end of each day. He requested that those wishing to comment on the budget should place their names on the sign-up sheet at the back of the room. Speakers could comment on budget-related issues, but should avoid a question-and-answer format.

PUBLIC COMMENT

Plymouth resident Ryan Ripley stated that the council's comparison of the Marshall County Clerk's office with others in similar-sized counties was based on incorrect information. He stated that the 2010 Fact Book issued by the Association of Indiana Counties indicated that three other counties have 12 employees in their Clerk's offices and one has 13, compared to the 14 in Marshall County. Council members clarified they had cited the 2009 Farm Bureau fact book, which was the most recent edition available.

He also asked if the Council planned to request a 10% across-the-board cut, the consensus was that members were not in favor of the across-the-board cut at this time

He then asked whether the Council was considering a reduction in the number of holidays, and recommended no further reductions. Council member Ralph Booker pointed out that the Commissioners set the holiday schedule.

SOLID WASTE BUDGET

(Auditor's note: The Solid Waste budget was advertised for hearing on Tuesday, August 24 and was officially presented by Mike Good on that date). Solid Waste Board member Ralph Booker presented the agency's budget for informal discussion. He noted that the 2011 budget total is the same as 2010, and includes 3% raises. He explained that many line items were reduced and that the organization is working hard to find different ways to save money. Copies of the budget were distributed to Council for their review prior to Mr. Good's official presentation on August 24.

BUDGET DISCUSSIONS

Clerk of the Circuit Court - Council noted that Office Supplies, Training and Travel had been increased although expenditures to June 30 were not increased over the previous year. Clerk Julie Fox explained that most of the conferences and training do not occur until later in the fall, and that she was trying to be frugal in office purchases. She initially included \$6,000 in Capital Outlays to purchase a new copier, but has since purchased a used machine for much less. Increased Clerical is

to assist with the records department project.

Council noted that the Small Claims Deputy position remained in the clerk's budget, although neither the Commissioners nor the Council had recommended replacement. Mr. Booker asked if services had been reduced as a result of not replacing the retired employee in her office. Ms. Fox explained that marriage licenses and passports are now being processed on limited days, and the office is no longer issuing hunting and fishing licenses or performing wedding during work hours. Mr. Hassel noted that according to the AIC Fact Book, the Clerk's office has the second-highest appropriation of similar-sized counties. Ms. Fox explained that other counties may have fewer courts and cases, or may not have a records department.

Voter Registration –Council members questioned increases in Overtime, Office Supplies and Travel/Mileage, noting that the 2011 municipal elections should not be more expensive than the 2010 general election. Ms. Fox stated that she wants to be prepared since it will be her first municipal election and she faces declining financial support from the state.

Election Board - New card readers will be needed for the voting machines, as well as a software upgrade to support them. In response to a question from Mr. Lintner, Ms. Fox stated she was in favor of the proposed election centers, and urged council members to contact legislators to support authorizing legislation.

Clerk's Records Perpetuation Fund - Includes \$20,000 for clerical help in the records department and \$10,000 in Capital Outlays for filing cabinets. Travel/Mileage is a new line item and will be used to send the department archivist to meetings. Ms. Fox explained she is using every means possible to organize the records department and that it is a costly project. She recently received an estimate of \$31,000 just to microfilm estate records. She anticipates that the fund balance of approximately \$50,000 will soon be depleted. Mr. Lintner was concerned that the requested budget exceeds annual revenues for this fund.

Commissioner Recommendations:

The Commissioners reiterated their recommendations from the June 14 Council meeting:

- (1) Fund no new positions
- (2) No wage increases
- (3) Reduce staff by attrition by not replacing vacant positions. They noted that the Auditor and Clerk's offices have one employee retiring and the Highway Department now has two vacant positions
- (4) Continue to investigate combining the County and City of Plymouth Building Departments and Plan Commissions
- (5) Maintain the number of paid holidays at twelve. They will make a recommendation to the election board to consider moving the current county building polling place to another location, enabling them to eliminate the two election days as holidays.
- (6) Building and Grounds will replace the kitchenette units in court house and annex, and Rich Ulrich will continue to monitor remodeling requests.
- (7) IT Department should continue to evaluate and recommend all computer replacements and upgrades.
- (8) Windows and doors in the County Building should be replaced prior to completing HVAC system work there.
- (9) Reduce Building Inspector position to part-time
- (10) Departments are encouraged to use other funds to supplement their budgets where possible.

(11) Recommended that Council not reduce 2011 budget below the current \$10.3 million in order to preserve the maximum levy, which will be needed to compensate for reduced CAGIT revenues.

Replacement of the windows and doors in the county building was then discussed. The cost of an extensive energy audit would be prohibitive, but an infrared-heat loss test had been conducted showing substantial leakage around the windows. It was suggested that consideration be given to replacing the windows a few at a time, but there was a concern that the chosen style may not be available over a period of several years. Jack Roose will continue to investigate energy grants.

Mr. Booker asked for clarification of the attrition policy, and whether there is a strategy to analyze vacated positions to decide whether they should be replaced. He stated that it has been suggested that there is no strategic approach, and that positions are being eliminated in an arbitrary manner. He feels each position should be analyzed, in order to anticipate any resulting reduction in services. Commissioner Tom Chamberlin stated that department heads who have retiring employees should consider redistributing duties to maintain services, or even reducing some services. Kevin Overmyer stated that county leadership cannot continue to run government the same as in the past and that everyone has to be willing to make an effort to change and find ways to reduce costs. He pointed out that most department heads had responded by cutting their budgets or holding them at last year's level.

Mr. Roose noted that the council has been frugal over the years, anticipating the effect of reduced revenues on county government. He felt that department heads who have employees retiring should consider whether they can get by with fewer employees who would pick up more responsibilities. The Highway Department has not replaced nine positions over the past 10 years, but there was a general consensus that the county has to be careful not to reduce that department below effective levels.

Commissioners' Budget: - The Healey Group, which manages the county's health care plan, anticipates that the cost of coverage should be limited to a 9% increase for 2011, but final figures will not be known until after budget adoption. According to their recent service report, claims are down but they are concerned about what effects the recent health care reform legislation will have on costs. Many aspects of the county's existing health care coverage are "grandfathered", but that status could change if any part of our plan is changed.

The Commissioners commitments to the Bowen Center, Marshall Starke Development Center, Boys & Girls Clubs, Senior Centers and 4-H were included in both the Commissioners' budget and Rainy Day Fund to provide flexibility in determining from which fund they will be paid. Mr. Hassel would prefer to keep them in the General Fund and preserve the Rainy Day Fund for large capital needs.

CCD – Software Maintenance of \$290,000 should be sufficient to cover most of the county's programs. Computer Replacement was increased to \$50,000, \$20,000 of which was also included in the IT budget to provide the option of reducing the General Fund budget by that amount if needed. Council inquired about the anticipated purchase of a new phone system, and the Commissioners felt that IT Director Michael Marshall might address it during his budget discussion. Mr. Chamberlin emphasized that the number of phones should be evaluated very carefully to minimize costs of a new system.

RAINY DAY FUND – The Rainy Day Fund includes \$105,000 for the purchase of five vehicles for the Sheriff's Department, \$150,000 for Economic Development, \$65,000 for the new financial

software system, and \$200,560, which is one-half of the commissioners' support for Bowen Center, Marshall Starke, Boys & Girls Clubs, Senior Centers and 4-H. While the Rainy Day Fund balance is healthy at \$4.6 million, the Council was concerned about how it should be spent. It was Mr. Hassel's opinion that it should not be used for ordinary annual expenses, and Mr. Booker questioned whether the commissioner's support of various organizations should be funded from Rainy Day. Mr. Byers stated that the fund should not be used to purchase vehicles, and suggested that they either be removed entirely from this budget or that the number should be reduced. Mr. Linter stated that the Sheriff's Department should consider a six-year rotation rather than five, and give serious consideration to reducing the number of vehicles replaced each year. He suggested that the Sheriff provide a report of the vehicle mileage and condition to provide sufficient information on which to base a decision about the vehicle replacement.

CAGIT – The CAGIT budget was discussed in greater detail during the Sheriff's presentation, but Mr. Hassel cautioned about increasing this budget, stating that the jail operating expenses must be transferred eventually to the General Fund.

Highway – Neal Haeck distributed a summary of road and bridge construction projects currently underway or anticipated. He explained that the various construction and project engineers are being paid out of his various funds, and that he is managing the project finances. While most of these expenses will be reimbursed at 80%, they must be paid up-front and await the reimbursement process. The Pine Road match was paid last year, the Project Engineer has been paid, and the Construction Engineering costs of \$465,000 are being paid now out of Cum Bridge and Highway, \$95,000 of which will be reimbursed. There were also extra costs involved with the relocation of utilities and muck removal.

The 13th Road Bridge replacement is a \$1.6 million project, which is 80% reimbursable. Due to federal credits for low construction bids, the county's 20% match was reduced to 10%. Construction Engineering costs of \$218,800 will be paid through June, 2011.

The \$1.4 million Pierce Street Bridge project has not yet been bid, but the Project Engineering contract of \$255,868 has a remaining balance of \$117,000. It is anticipated that this project will be bid late summer or fall, 2011.

The 7th Road project is in the initial planning stages, and environmental and alignment plans have cost \$45,600 so far. The cost of the Project Engineer is estimated at \$715,000.

Mr. Lintner suggested reducing Bituminous out of Highway and leaving it in the Local Roads and Streets budget to assist with the Highway budgets in light of decreased revenues, and Mr. Haeck agreed. Mr. Byers noted that two positions were not requested in the 2011 budget, and expressed concern about the reduced number of drivers. He asked whether Mr. Haeck would consider utilizing trained part-time drivers during the winter. Mr. Haeck stated that they did utilize part-time drivers several years ago, and agreed that this might be a possibility.

Responding to questions about the Highway truck fleet, Mr. Haeck explained that he used to replace trucks on a rotation basis, but now replaced them on an as-needed basis. Mileage on the twelve trucks ranges from 150,000 to 300,000 miles. He also reported that every vehicle has the capability of plowing snow, and that he could have up to twenty trucks on the road in a snowstorm, but there are no spare employees to man them.

Information Systems - Michael Marshall reported that he has attempted to schedule replacement

of the county's 220 computers on a five-year rotation, but cannot maintain the goal of replacing 44 each year. He is now replacing them on an as-needed basis, rather than on their age. He included \$20,000 for upgrades in both his General Fund Budget and the CCD budget to give Council flexibility in reducing the General Fund budget if needed. He explained that several years ago the commissioners directed all computer purchases to be made through his department to provide centralized purchasing and uniformity. However some departments continue to purchase computers with special funds, and he reiterated the necessity for uniformity and consistency.

He briefly addressed the replacement of the telephone system, stating that the IT Department may need to install switches and other equipment to handle a new system.

Coroner - In response to questions from the Council, Bill Cleavenger reported there is no joint county morgue facility in the foreseeable future, but he continues to pursue obtaining space at the hospital. Several years ago, a cooler was purchased in anticipation of a new forensic facility, and he suggested donating the unit to the hospital in exchange for space.

Building and Grounds – Rich Ulrich thanked the Council for their support during the past year when his department was short two employees. When he prepared his budget as of June 30, he was uncertain when they would be able to return to work, and had included an additional \$7500 in his 2011 budget for part-time maintenance. Both employees have now returned, and this amount could be reduced.

He has located new vendors for parts for the old air handlers, and anticipates substantial savings in Machinery and Equipment for repairs. He does anticipate some extra issues at the museum, and continues to transfer funds from other line items to cover them as they arise. The Communications Equipment line item covers 35 surveillance cameras purchased a few years ago with grant monies, and Mr. Ulrich reported that there will be another round of grants available to replace them.

Treasurer – Ms. VanDeMark reported that postage will increase by 2 cents on January 1, resulting in postage costs of \$13,000 to mail tax statement. She anticipates returning \$2,000 to the General Fund in unexpended Part Time Clerical, and continues to work with the Commissioners to install a drop box for tax payments.

(Recessed for lunch at 11:50 am)
(Reconvened at 1:15)

Veterans Service Office - Included \$400 in Capital Outlays to purchase needed filing cabinets.

Auditor - A retiring employee will not be replaced, and the personal services budget has been reduced accordingly. The only other increase to the budget was in Training, to reflect the required continuing education credits for the human resources deputy. The \$1,000 in Capital Outlays reflected possible computer needs, but the Auditor was willing to reduce or eliminate the request.

Superior Court # 2 – Judge Colvin explained that the increased caseload in his court has led to proposed increases in several areas of his budget. He had included a request for a receptionist position, and explained that for the past several years, a receptionist paid from the Court Services budget had been assisting with clerical duties in Superior 2. However, the person in that position now serves as the full-time Hispanic Coordinator in Court Services, and is no longer available to assist with clerical duties in the court. He explained that Superior 2 case load places a substantial burden on his staff, and he would like to have the position restored to his budget to assist with receptionist/clerical duties.

The \$2,000 request in Capital Outlays will be used to purchase a new ADA-required hearing impaired device.

Judge Colvin pointed out that he has implemented several cost-saving measures, including video conferencing and coordinating inmate transports with the Sheriff's Department to combine trips. However, he does anticipate that requests for public defenders will increase substantially in the future, and will require an increase in pauper counsel line items in the court budgets. Noting the \$2,000 increase in the Law Clerk line, Mr. Lintner asked about the law clerk's duties. The judge explained that the clerk manages his personal case load, researches issues, and is also made available to Superior Court 1.

Mr. Booker inquired about the status of the Unified Law Library, and Judge Colvin explained that the library still has hard copies of the Indiana Code and trial reference books, but they are not being maintained due to the expense. He does have a few books in his court for reference purposes, but most attorneys utilize electronic research.

Circuit Court - Judge Palmer explained that there were no major changes in his budget, and he had included a 3% raise in case Council granted raises. The CASA grant, which is based on the number of CHINS cases, has been increased, resulting in an increase in the local match. He explained that 85% of the match can be financial support, and the remaining 15% can be funded through in-kind contributions, such as office space.

He also explained that the majority of the law library is provided through Circuit Court, but is no longer updated due to the expense involved. The public is encouraged to utilize the public library, and attorneys use their own resources.

Capital Outlays included \$5,000 for the replacement of chairs, although he does not anticipate using the entire amount. .

Sheriff - The purchase of five new vehicles totaling \$105,000 was included both in the Sheriff and Rainy Day budgets. Sheriff Van Vactor explained that the department's thirteen patrol vehicles are on a five-year rotation, and each one scheduled for rotation has in excess of 100,000 miles. Mr. Lintner reiterated his proposal to place the vehicles on a six-year rotation, rather than five. Sheriff Van Vactor replied that as emergency response vehicles, their timely replacement becomes a safety issue, and that it is his responsibility as a department head to define the needs of his department.

Mr. Lintner then asked why the incoming sheriff's salary had been reduced by over \$4,000. Sheriff Van Vactor explained he had reduced it to the amount it was when he came into office, and felt that it was up to the next sheriff to negotiate his own contract. Discussion followed on whether previous contracts had provided for a return to the departing sheriff's original salary. Mr. Byers stated that the \$72,000 proposed salary was fair for the current economy, and supported the reduction.

E911- The Auditor stated the E911 Fund was suffering from declining land-line revenues and that at the present budgeting levels the fund will be depleted by 2012. As a result, she suggested that the Council continue transferring more of the E911 budget expenses to the Wireless 911 Fund budget.

County Corrections - Prisoner supplies was increased by \$2,000.

CAGIT - Sheriff Van Vactor requested two additional turnkey/dispatcher positions, increasing personal services by \$82,456, including benefits. In addition, Prisoner Meals had increased by \$5,000 and Janitorial Supplies by \$3,000. All the increases were attributed to an increased jail population. Council members suggested using County Corrections and other funds to assume some of the expenses to reduce the CAGIT budget.

Mr. Booker pointed out that the Commissioners had recommended not funding additional employees, and asked how the Council could justify hiring new employees at the jail. Sheriff Van Vactor stated that he has an obligation to present the needs of his department, and he felt that the additional personnel are necessary to maintain the safety of both the staff and the public. Mr. Booker then asked whether there are efficiencies that can be implemented in the face of a rising jail population. The Sheriff reminded council members that when the new jail opened, he said that nine employees would be sufficient for the current population, but as the population increased it would be necessary to add personnel. He noted that when it becomes necessary to add another pod to the jail, an additional five employees will be needed to staff the facility.

EMA – Capital Outlays totaled \$5,731, and included \$1,500 to purchase and install a modem for the Emergency Operations Center, \$2,431 to purchase radio equipment for narrowband compatibility required by 2013, and \$1,800 for maintenance of the current VHF equipment. The maintenance may need to be transferred to Other Services.

PUBLIC COMMENT

Ryan Ripley stated that CAGIT monies should not be used for jail operations, but should be preserved to retire the jail bonds several years early, and that it was a mistake to fund personnel from the Reassessment Fund, since it could not longer support the expenses. He also stated that the Rainy Day Fund should not be used for regular annual expenses. He stated that for the past several years, the same discussions had taken place at the budget hearings, and suggested that the Council needs to find alternate ways to budget.

ADJOURNMENT

Having considered the day's agenda, and with no further business to come before the Council, **Ward Byers moved, seconded by Fred Lintner, to adjourn until August 24, 2010 at 9:00 am. Motion carried 7-0.**

AUGUST 24, 2010

Mr. Hassel again outlined the procedure for public participation. A five-minute period for Public Comment will be provided at the beginning of the meeting, and two minutes per speaker at the end of the day. The intention is to provide the public an opportunity to comment on budget-related issues, and not to engage in debate.

PUBLIC COMMENT

Ryan Ripley stated that he felt that the proposed attrition strategy was “uneducated” and that the Council was using outdated data. He cautioned against reducing the number of highway employees below current levels, and stated that the average number of employees in similar-sized counties was 230, while Marshall County employs 203. He also stated that the Council should look for other areas which could be reduced, and pointed out that the Marshall County Sheriff's Department has 80 employees, while the average of similar-sized counties is 68. He also stated that the Commissioners and Council should have discussed the attrition policy with department

heads.

SOLID WASTE BUDGET – FIRST READING

Executive Director Mike Good presented the Solid Waste budget, and explained that at \$321,980, the 2011 budget was flat-lined except for a 3% raise. However, he stated that the Solid Waste Board does try to adhere to the county's suggested pay increases. Mr. Lintner noted that the budget reflected an insurance increase of only 6%, rather than the anticipated 9%, and reminded Mr. Good that he may need to reconcile the amount. Following state statute, Council will adopt the Solid Waste budget on September 13.

Prosecutor – Citing an increased caseload, Prosecutor David Holmes requested an additional Deputy Prosecutor. He distributed a comparison of Prosecutor's offices in counties of similar size, showing the number of staff and cases handled. In discussing reasons for some of the differences, he noted that other counties may assign cause numbers to each count, which could skew the actual number of cases. He explained that his office is severely understaffed to handle the 1,012 cases, and as a result they are forced to enter into more plea bargains, which he feels is not a deterrent to crime. Because of rising crime rates within the county, he anticipates the need for not only another deputy prosecutor, but also an investigator. He commended his staff, and thanked Council member Judy Stone for visiting his office.

Mr. Lintner noted from Mr. Holmes' report that other counties hire part-time deputies, and asked whether it would be possible to do something similar in this county. Mr. Holmes felt that those part-time deputies may be working on child support and traffic counts, rather than on more serious cases.

Pre-Trial Diversion – Mr. Holmes stated that this fund is used to significantly supplement his clerical budget, and to assist local police departments with needed purchases, such as accident reconstruction equipment.

Victim Assistance -Jaime Sharpe reminded Council that the majority of this budget is funded by a grant, supplemented by financial and in-kind support from the county. She pointed out that any reductions would reduce the grant.

WIC -Annette Osborn explained that the only major change was a shift from the Part-time Registered Nurse wages to Breastfeeding Peer Counselor.

Tobacco Cessation - Mr. Burden explained that the Tobacco Cessation Fund can be used for education, clinics and prevention of chronic disease and a portion is being used to supplement a part-time nurse for immunization clinics. Tobacco cessation programs supported by the fund include the "Role Models in Schools" program, counseling at the Women's Care Center, and clinics in the hospitals through Health Department grants approved by the Health Board.

Building Inspector - Dennis Elliott explained that he has proposed reducing his position to part-time for 2011, but had not reduced his budget accordingly. While he is eligible for retirement, he would rather work part time and feels that three days a week would be sufficient to perform the job in the current economy. As a salaried part-time employee, he would not be eligible for benefits, thereby reducing PERF and health insurance. Reducing the position to part time would also result in a decrease in Vehicle Maintenance.

Mr. Elliott reminded council members that he currently performs inspections for surrounding

towns, which reimburse the county under an interlocal agreement. He and the City of Plymouth Building Inspector have discussed arranging to cover for each other, and would need an interlocal agreement for the cooperative effort. This would reduce the Part-time Inspector line.

Extension Service – Karen Richey explained that longevity in this department has decreased by \$1,600 due to the retirement of a long-time employee. There is an increase in equipment maintenance for their share maintenance for the third-floor copier. Capital Outlays includes \$2,400 to purchase a paper folder and an in-focus projector.

Assessor and Reassessment - Ms. Dunning explained that for the past several years, the Reassessment Fund had been paying the salary benefits for the assessor and five deputies, and that the two remaining employees had been paid from the General Fund. However, the levy for the current Reassessment Fund will end this year, and she needs to preserve the balance in that fund to finish paying the contract for Reassessment. Consequently for 2011, she has transferred all personnel to the General Fund. She has also reduced Clerical, satellite township offices, and has not replaced a receptionist position. She noted that New Construction and Petitions are now included in the reassessment contract rather than in a separate line item. At the Auditor's suggestion, she left three full-time positions in the Reassessment budget to give Council some flexibility if there was not enough room to move all personnel to the General Fund budget. PTABOA wages will also come out of General Fund rather than Reassessment. She also added \$5,000 for legal fees in case of appeals to the Tax Court.

Museum - Linda Rippy reported that the museum budget was the same as last year. Fred Lintner was concerned whether the utilities budget would be sufficient for all three buildings. Ms. Rippy stated that the renovations may actually increase energy efficiency and anticipated enough money budgeted.

Soil and Water - Board members Ben Schaller and Steve Martin reported that there were no changes to the budget from 2010, and took time to briefly explain some of the Soil and Water programs. In 2009, Farm Services Agency federal programs brought in approximately \$450,000, and involve 3,000 acres of land in the county. They received a Clean Water Indiana grant and are working with Starke County to promote conservation practices in the Koontz Lake watershed. They also work to leverage local resources to secure state support for local projects. Council members thanked them for taking time to talk with them.

Probation - Mary Jane Wallsworth requested an additional probation officer at \$29,265, as well as an increase in Clerical wages of \$4,000. She reported that since the county is no longer required to pay for sending children to state correctional facilities, she was able to reduce Care of Patients & Inmates to \$100,000, which will be used to fund the agreement with the Porter County Juvenile Detention Facility. The probation officer salary structure will remain the same as 2010, since state personnel will receive no pay increases for 2011. However, the Probation Administrative Fees fund still does not generate enough revenue to cover the state-mandated probation officer wage increases. She has discussed the matter with the judges, and they have agreed to continue to supplement the shortage with Probation User Fees. Following a question from Mr. Booker, she reminded Council the fund cannot be used to cover the county's portion of the cost of a new probation officer.

The \$500 in Capital Outlays will be used to purchase two telephone headsets for clerical staff.

Court Services - Steve Pifer reported that the program now has 24 in-home detention cases, and

that Kosciusko and Elkhart Counties have requested his assistance with their programs. He also may be asked to monitor Marshall County residents who have been sentenced in Starke County.

In response to questions about the shared receptionist position with Superior Court #2, Mr. Pifer explained that this employee had moved into the full-time Hispanic Coordinator position in Court Services, and that it was difficult to spare her to assist the court. It was his understanding that he could not replace the vacant position, and had not sought replacement. Mr. Hassel explained that although there is a general recommendation not to replace positions, he felt Mr. Pifer should request that the Commissioners allow him to fill the position, which could also assist Superior 2 with receptionist duties.

(Recessed at 11:25)

(Reconvened at 11:35)

CONVENTION AND VISITORS BUREAU

Executive Director Mike Woolfington reported that the 2011 budget includes expenses for three special projects:

- \$10,000 for each of the next two years to cover their share of developing a new website with the Northern Indiana Tourism Development Commission. The interactive website will allow them to communicate with target markets, and the cost is pro-rated based on size.
- \$7,000 to develop a new database for the website to organize services and products, and enable them to track usage and receive feedback.
- \$8,000 for the biennial audit required under statute

Mr. Woolfington also explained that the CVB Board has proposed increasing the innkeepers' tax from 3% to 5% to bring Marshall County more in line with surrounding counties. The majority of counties in the state have a 5% innkeepers' rate. He will present the recommendation to the Council at a later time for their consideration.

PUBLIC INPUT

Plymouth resident Ryan Ripley stated that as a taxpayer he is disappointed that with the millions spent on law enforcement in the county, the Prosecutor has to plea-bargain so many cases. He also reiterated his opinion that the Council and Commissioners should re-visit the employment policies. He then thanked the Council for allowing him the opportunity to speak.

COUNCIL COMMENTS

Mr. Booker noted that twelve positions have been requested for the General Fund, despite the Commissioners' recommendation that no new positions be funded. He plans to review each one carefully and prioritize needs. He also stated he feels that positions should not be eliminated simply because someone retires, but recognizes the need to make budget cuts.

Ms. Stone stated she also will be considering the additional personnel requests on a case-by-case basis. She also stated it was her understanding that positions would not be eliminated or left unfilled automatically, but that each one would be examined closely to see if it is possible to reduce positions by attrition.

Mr. Hassel agreed, stating he understood retiring positions would be reviewed as they came open, in an effort to reduce a little in each department. He also explained that over the years, some expenses have been moved to other funds in order to assist the General Fund budget.

Referring to the 2010 AIC Fact Book, he compared staff size in several departments with those in

the other nine similar-sized counties. He reported that the Sheriff ranks 5th, the Auditor 6th, and the Assessor and Clerk rank at the top. However, the Prosecutor ranks at the lower end, and the Treasurer and Recorder are at the bottom with the fewest employees.

In conclusion, Mr. Hassel thanked department heads and elected officials for submitting responsible budgets, and emphasized that the Council will have difficult work over the next two weeks to find the best fit for reductions. He stated that his own philosophy will be to take a little here and there, with the goal of maintaining the current level of services.

ADJOURNMENT

With no further business to come before the Council, the 2011 budget hearings were adjourned at 12:00 p.m. upon motion by Ralph Booker, seconded by Ward Byers. Motion carried 7-0. The Council will meet at 9:00 am on Monday, September 13, 2010 to review unit budgets and give their non-binding recommendations, and to adopt the 2011 county budgets.

Matt Hassel, President

Don Morrison, Vice President

Ward Byers

Ralph Booker

Rex Gilliland

J. Frederick Lintner

Judith Stone

ATTEST:

Penny Lukenbill, Auditor

**MINUTES
MARSHALL COUNTY COUNCIL MEETING
AND BUDGET ADOPTION
MONDAY, SEPTEMBER 13, 2010**

BE IT REMEMBERED: That on Monday, September 13, 2010, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable Matt Hassel, President; Don Morrison, Vice President; Ralph Booker, Ward Byers, Rex Gilliland, Fred Lintner, Judith Stone, Auditor Penny Lukenbill and Deputy Auditor Jan Quivey. The meeting was opened with the Pledge of Allegiance.

Mr. Hassel explained that since this is the regular monthly Council meeting and budget adoption, the Public Comment opportunity would be the usual five-minutes at the beginning of the agenda. The only public hearing will be for the South West Lake Maxinkuckee Conservancy budget, and a time for public input will be provided during that time.

PUBLIC INPUT

Plymouth resident Ryan Ripley objected to not having the opportunity to comment on the budgets prior to adoption.

AUDITOR'S REPORT

August 9, 2010 minutes: **Fred Lintner moved, seconded by Don Morrison, to approve the minutes of the August 9, 2010 meeting as presented. Motion carried 7-0.**

August 23 and 24 Budget Hearings minutes: **Ward Byers moved, seconded by Judith Stone, to approve the minutes of the August 23 and 24, 2010 Budget Hearings. Motion carried 7-0.**

ADDITIONAL APPROPRIATIONS

The Council considered the following additional appropriation requests:

Clerk's Records Perpetuation Fund: Rex Gilliland moved, seconded by Don Morrison, to approve the additional appropriation request for the Clerk's Records Perpetuation Fund for \$1,000 for Professional Services to allow for shredding documents. Motion passed 7-0.

Rex Gilliland moved, seconded by Judith Stone, to approve the additional appropriation request for the Clerk's Records Perpetuation Fund for \$14,000 for Microfilming Services. Motion passed 7-0.

Fred Lintner moved, seconded by Don Morrison, to approve the additional appropriation request for the Clerk's Records Perpetuation Fund for \$10,000 for Office Equipment for the purchase of filing cabinets. Motion passed 7-0.

Highway: Ward Byers moved, seconded by Ralph Booker, to approve the additional appropriation request from the Highway Department for \$150,000 to return funds from departmental fuel purchases to Vehicle Maintenance. Motion carried 7-0.

TRANSFER REQUESTS

General Fund:

Coroner: Ralph Booker moved, seconded by Ward Byers, to approve the Coroner request to transfer \$1,000 from Morgue Supplies to Toxicology. Motion carried 7-0.

Drainage Board: Ward Byers moved, seconded by Judith Stone, to approve the Drainage Board request to transfer \$400 from Per Diem Wages to Special Secretary. Motion carried 7-0.

Superior Court #1: Ralph Booker moved, seconded by Rex Gilliland, to approve the Superior Court #1 request to transfer \$1,000 from Law Clerk to Overtime. Motion carried 7-0.

Superior Court #1: Fred Lintner moved, seconded by Judith Stone, to approve the Superior Court #1 request to transfer \$500 from Office Supplies to Law Library. Motion carried 7-0.

Highway: Highway Superintendent Neal Haeck explained that the requested transfers into Pine Road Construction were to cover construction engineering costs on that project. The entire cost must be paid up front, but 85% of the cost will be reimbursed.

Rex Gilliland moved, seconded by Fred Lintner, to approve the Highway request to transfer \$100,000 from Bituminous and \$100,000 from Stone to Pine Road. Motion carried 6-1, with Mr. Byers voting no.

Rex Gilliland moved, seconded by Judith Stone, to approve the Highway request to transfer \$4,300 from Seasonal Workers to Laborer. Motion carried 6-1, with Mr. Byers voting no.

Ralph Booker moved, seconded by Fred Lintner, to approve the Highway request to transfer \$4,017 from Spray Service to Pine Road. Motion carried 6-1, with Mr. Byers voting no.

Cum Bridge: Ralph Booker moved, seconded by Rex Gilliland, to approve the Cum Bridge request to transfer \$125,000 from Stone and \$150,000 from Bituminous to Pine Road. Motion carried 6-1, with Mr. Byers voting no.

SOLID WASTE MANAGEMENT BUDGET ADOPTION

As required by state statute, the budget of Solid Waste Management was submitted to council for their review and adoption. It was recommended to decrease payroll by 3% and to increase insurance by \$3,861 to cover the anticipated 9% increase in premiums.

Ward Byers moved, seconded by Rex Gilliland, to adopt the 2011 budget of Solid Waste Management in the amount of \$321,980. Motion carried 7-0.

VISITORS BUREAU BUDGET

Fred Lintner moved, seconded by Judith Stone, to recommend the Marshall County Convention and Visitors Bureau budget, and to recommend a reduction of \$1,200 in the salary of the administrative assistant. Motion carried 7-0.

SOUTH WEST LAKE MAXINKUCKEE CONSERVANCY BUDGET FIRST READING AND HEARING

Ward Byers moved, seconded by Don Morrison, to open the public hearing on the 2011 South West Lake Maxinkuckee Conservancy District budget. Motion carried 7-0.

The Auditor explained that the conservancy is establishing an initial tax rate to support a \$90,000 budget for their Special Benefits Fund.

There was no public input.

Don Morrison moved, seconded by Ward Byers, to close the public hearing on the 2011 South West Lake Maxinkuckee Conservancy District budget. Motion carried 7-0.

The budget will be presented October 12, 2010 for adoption by the Marshall County Council, in accordance with State statute.

CIVIL UNIT BUDGET REVIEWS

AND NON-BINDING RECOMMENDATIONS

Mr. Booker distributed the civil unit budget synopses, grouped by taxing district, which also included budget and levy information provided by the schools in order to provide a more complete picture. Although school budgets are not subject to review, Mr. Booker felt it was important to include them because of their impact on tax rates and to provide a more accurate picture of the inter-connectedness of the units. Mr. Booker noted that the County Growth Quotient for 2011 budgets was 3.2%.

The Council then reviewed the individual budgets and made recommendations:

Bourbon Township Units: The Bourbon Township budget of \$222,100 showed a decrease of 0.98%, despite a 100% increase in Rainy Day and increases in Township Assistance and Cum Fire.

Rex Gilliland moved, seconded by Ward Byers to favorably recommend the 2011 budget for Bourbon Township. Motion carried 7-0.

The Bourbon Public Library budget of \$206,419 increased by 2.89%.

Ward Byers moved, seconded by Judith Stone to favorably recommend the 2011 budget for the Bourbon Public Library. Motion carried 7-0.

The Town of Bourbon budget of \$1,248,852 increased 1.27%.

Fred Lintner moved, seconded by Don Morrison, to favorably recommend the 2011 budget for the Town of Bourbon. Motion carried 7-0.

The Triton Schools budget totaled \$9,199,913, an increase of 0.44%. The overall increase for all Bourbon units was 0.593%.

Center Township Units: The Center Township budget of \$517,823 decreased by 16.20%, largely as a result of a reduction in the Cum Fire budget.

Ward Byers moved, seconded by Fred Lintner, to favorably recommend the 2011 budget for Center Township. Motion carried 7-0.

The Plymouth Public Library budget of \$1,736,000 increased by 1.28%.

Judith Stone moved, seconded by Rex Gilliland, to favorably recommend the 2011 budget for the Plymouth Public Library. Motion carried 7-0.

The City of Plymouth budget of \$9,944,669 decreased 2.43% from last year, as a result of reductions in Park and Recreation and Cum Cap budgets.

Ralph Booker moved, seconded by Ward Byers, to favorably recommend the 2011 budget for the City of Plymouth. Motion carried 7-0.

The Plymouth Community Schools budget increased 4.79% - well above the CGQ - and the overall increase for all Center units was 2.71%.

German Township Units: The German Township budget of \$660,400 showed a substantial increase of 46.9%, as a result of increases in Rainy Day and Cum Fire budgets.

Rex Gilliland moved, seconded by Don Morrison, to favorably recommend the 2011 budget for German Township. Motion carried 7-0.

The Bremen Public Library budget \$746,936 decreased by 14.96%, as a result of a reduction in Lease Rental Payments.

Ward Byers moved, seconded by Judith Stone, to favorably recommend the 2011 budget for the Bremen Public Library. Motion carried 7-0.

The budget for the Town of Bremen of \$4,606,915 showed a decrease of 5.31%, reflecting substantial reductions in Local Road & Street, Cum Cap Improvement and Cum Cap Development Funds.

Don Morrison moved, seconded by Ward Byers, to favorably recommend the 2011 budget for the Town of Bremen. Motion carried 7-0.

The budget for Bremen Public Schools of \$12,097,686 decreased by 2.99%. Overall, the German Township budgets decreased by 2.23%

Green Township Units: The Green Township budget of \$90,730 was an increase of 15.14%, due largely to the increased Rainy Day budget.

Fred Linter moved, seconded by Ward Byers, to favorably recommend the 2011 Green Township budget. Motion carried 7-0.

The Argos Public Library budget of \$279,556 increased by 2.74%.

Ward Byers moved, seconded by Ralph Booker, to favorably recommend the 2011 Argos Public Library budget. Motion carried 7-0.

The 2011 budget for the Town of Argos in the amount of \$1,290,403 increased 3.01%, just under the CGQ, but it was noted that the levy increased 61.99%.

Don Morrison moved, seconded by Rex Gilliland, to favorably recommend the 2011 budget for the Town of Argos. Motion carried 7-0.

The Argos Community Schools budget showed an increase of 4.77%, for an overall increase among the Green units of 4.73%.

North Township and LaPaz: The North Township budget of 249,094 decreased 16.23%, due to a decrease in Fire and Township Assistance.

Ward Byers moved, seconded by Ralph Booker, to favorably recommend the 2011 North Township budget. Motion carried 7-0.

The budget for the Town of LaPaz at \$361,700 increased 34.56%, as a result of an increase in the Rainy Day Fund and substantial increases in the General, LRS, Motor Vehicle Highway and CCD budgets.

Ward Byers moved, seconded by Judith Stone, to recommend that the Town of LaPaz reduce the 2011 budget to the County Growth Quotient. Motion carried 7-0.

The Union-North United Schools' budget increased by 19.2%, and the overall increase in the North Township and LaPaz budgets was 18.92%.

Polk Township: The 2011 Polk Township budget at \$251,971 remained the same as 2010.

Judith Stone moved, seconded by Ralph Booker, to favorably recommend the 2011 Polk Township budget. Motion carried 7-0.

The John Glenn School Corporation 2011 budget is \$15,933,199, an increase of 7.28%, and the overall increase for Polk Township units was 7.17%.

Tippecanoe Township: The 2011 Tippecanoe Township budget increased 23.98%, as a result of increases in Rainy Day, General, Township Assistance, and Fire.

Ward Byers moved, seconded by Ralph Booker, to recommend that the 2011 Tippecanoe Township budget be reduced to the County Growth Quotient. Motion carried 7-0.

With the Triton Schools' increase of 0.44%, the overall increase for the township units was 1.82%.

Union Township-Culver: The Union Township budget of \$317,548 decreased by 0.41%.

Ward Byers moved, seconded by Don Morrison, to favorably recommend the 2011 Union Township budget. Motion carried 7-0.

The Culver Public Library budget of \$819,980 increased by 2.9%.

Ralph Booker moved, seconded by Judith Stone, to favorably recommend the 2011 Culver Public Library budget. Motion carried 7-0.

The 2011 Town of Culver budget of \$1,809,381 increased 0.18%.

Judith Stone moved, seconded by Fred Lintner, to favorably recommend the 2011 Town of Culver budget. Motion carried 7-0.

The 2011 budget for the Culver Community Schools was \$12,578,176, an increase of 2.38%, for an overall increase in Union Township units of 2.09%.

Walnut Township: The 2011 Walnut Township budget of \$100,125 did not increase over 2010.

Ward Byers moved, seconded by Judith Stone, to favorably recommend the 2011 Walnut Township Budget. Motion carried 7-0.

With the increases in the Argos Library, Town of Argos and the Argos Schools, the overall increase for Walnut Township units was 4.355%.

West Township: The West Township budget of \$390,952 reflected a decrease of 12.7%.

Don Morrison moved, seconded by Ward Byers, to favorably recommend the 2011 budget of West Township. Motion carried 7-0.

With the increases of the Plymouth Public Library of 1.28% and the Plymouth Community Schools of 4.79%, the overall average increase in West Township units was 2.96%.

Council members thanked Mr. Booker for his efforts in preparing and presenting the reviews.

(Recessed at 10:40 am - Reconvened at 10:50 am)

BUDGET REVIEW AND DISCUSSIONS

During discussions, the Council agreed that no new employees should be added to the General Fund budget, and emphasized that the Rainy Day Fund should not be used for regularly occurring annual expenses. Budgets were reduced throughout accordingly.

Clerk Julie Fox explained she has moved a current employee into the Small Claims Deputy position and that other staff members have assumed additional responsibilities, resulting in increased overtime expenditures. The Council proposed increasing her part-time clerical by \$5,000 to help reduce overtime and perhaps add additional time for passport applications. Ms. Fox agreed, stating that she does not want to reduce services that bring in revenues.

In the Election Board budget, \$3,000 in Capital Outlays to replace outdated computers was removed, since the IT Department is responsible for all computer upgrades.

Council discussed at length the requested reduction in the incoming sheriff's salary. Mr. Booker felt that the salary should remain at the 2010 level, and was concerned that approving the reduction might set a precedent, resulting in outgoing office holders reducing the salaries of incoming officials. However, Mr. Byers stated he was inclined to accept the current sheriff's recommendation as this provided a way to reduce the budget. In an informal vote, Council members Booker, Gilliland, Hassel, Morrison and Stone were in favor of returning the salary to the 2010 level, while Mr. Lintner and Mr. Byers were in favor of the reduction.

Council agreed to replace four vehicles out of the General Fund, rather than the Rainy Day Fund, resulting in a reduction of \$21,000 in the sheriff's Capital Outlays and reducing the Rainy Day Fund budget by \$105,000.

Benefits for 911 employees were included both in the E911 and Wireless 911 funds. Citing reduced E911 revenues, Council transferred the benefits to the Wireless 911 budget, reducing the E911 budget by \$105,099.

Recessed for lunch 12:10 – 1:00)

The Assessor's General Fund budget was reduced \$89,884 by leaving three employees and benefits in the Reassessment Fund. There will also be a reduction in the Commissioners' General Fund budget of \$35,312 for the corresponding benefits.

In addition to the \$105,000 for the sheriff's vehicles, the Rainy Day budget had included \$200,560 representing one-half of the commissioners' support for various entities. Council reiterated that the Rainy Day fund should not be used for recurring annual expenses and removed those items from the budget, leaving only \$150,000 for the Economic Development Corporation and \$65,000 for financial software.

Council again suggested that Court Services continue to work with Superior 2 to develop an arrangement to assist them with clerical duties.

After the budgets were reviewed and reduced, matter of salary increases was discussed. The cost to the General Fund only for a 1% would be approximately \$52,000, and a 2% increase would cost approximately \$104,500, plus additional PERF and Social Security costs. The consensus was that while they would like to increase salaries, the current economic climate makes it extremely difficult.

Taking into consideration the decreased revenue forecast for 2011, Council members and the Auditor felt that a conservative revenue estimate and the healthy general fund balance could support a budget of approximately \$10.6 million, keeping in mind that the Rainy Day Fund could be used for emergencies.

BUDGET ADOPTION

Fred Lintner moved, seconded by Judith Stone, to adopt the General Fund Budget as reduced in the amount of \$10,594,073 and all special fund budgets as reduced. Motion carried 7-0.

Additions and reductions made in the various budgets are shown in the individual department totals as well as the overall fund totals.

GENERAL FUND BUDGETS

Clerk of the Circuit Court

Reductions

Deputies	\$27,228
Longevity	\$1,000
Office Supplies	\$7,500
Travel/Mileage	\$500

Additions/Adjustments

Clerical	\$5,000
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Approved Budget

Personal Services	\$424,830
Supplies	\$ 17,500
Other Services	\$ 5,084
Capital Outlays	\$ 6,000

TOTAL BUDGET \$453,414 CLERK

Voter Registration

Reductions

Overtime	\$100
Office Supplies	\$500
Travel/Mileage	\$150

Approved Budget

Personal Services	\$29,728
Supplies	\$1,500
Other Services	\$500
Capital Outlays	\$0

TOTAL BUDGET \$31,728 VOTER REGISTRATION

Election Board

Reductions

Legal Advertising	\$500
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Repair Furniture & Equip	\$500	
Capital Outlays	\$3000	
<u>Approved Budget</u>		
Personal Services	\$24,660	
Supplies	\$7,500	
Other Services	<u>\$31,820</u>	
TOTAL BUDGET	\$63,980	ELECTION BOARD

Auditor

<u>Reductions</u>		
Printed Forms	\$1000	
<u>Approved Budget</u>		
Personal Services	\$249,969	
Supplies	\$2,500	
Other Services	\$8,950	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$261,419	AUDITOR

Treasurer

<u>Approved Budget</u>		
Personal Services	\$113,371	
Supplies	\$10,000	
Other Services	\$19,100	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$142,471	TREASURER

Recorder

<u>Reductions</u>		
Computer Maintenance	\$9,914	Moved to Cum Cap
<u>Approved Budget</u>		
Personal Services	\$93,934	
Supplies	\$3,600	
Other Services	\$3,263	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$100,797	RECORDER

Sheriff

<u>Reductions</u>		
Vehicle Purchase	\$21,000	
<u>Additions/Adjustments</u>		
Department Head	\$4,413	
<u>Approved Budget</u>		
Personal Services	\$1,389,733	
Supplies	\$137,200	
Other Services	\$79,200	
Capital Outlays	<u>\$123,000</u>	
TOTAL BUDGET	\$1,729,133	SHERIFF

Jail**Reductions**

Office Administrator	\$100
Bookkeeper	\$88
Chief Jailer	\$109
Records Clerk	\$21
Janitorial Supplies	\$2,500

Approved Budget

Personal Services	\$844,996
Supplies	\$103,300
Other Services	\$116,000
Capital Outlays	<u>\$0</u>

TOTAL BUDGET \$1,064,296 JAIL

Surveyor**Approved Budget**

Personal Services	\$145,193
Supplies	\$4,450
Other Services	\$3,475
Capital Outlays	<u>\$0</u>

TOTAL BUDGET \$153,118 SURVEYOR

Coroner**Approved Budget**

Personal Services	\$27,178
Supplies	\$5,000
Other Services	\$34,525
Capital Outlays	<u>\$0</u>

TOTAL BUDGET \$66,703 CORONER

Assessor**Reductions**

3 Deputies	\$84,684	Moved to Reassessment
Overtime	\$4,000	
Longevity	\$1,200	

Approved Budget

Personal Services	\$179,791
Supplies	\$1,500
Other Services	\$7,800
Capital Outlays	<u>\$0</u>

TOTAL BUDGET \$189,091 ASSESSOR

Prosecutor**Reductions**

Overtime	\$4,000
Law Clerk	\$1,000
Deputy Prosecutor	\$61,559

Approved Budget

Personal Services	\$269,083
Supplies	\$5,300

Other Services	\$36,865	
Capital Outlays	<u>\$4,000</u>	
TOTAL BUDGET	\$315,248	PROSECUTOR

Victim Assistance

Additions/Adjustments

Department Head	\$4	
<u>Approved Budget</u>		
Personal Services	\$63,704	
Supplies	\$6,774	
Other Services	\$12,977	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$83,455	VICTIM ASSISTANCE

Extension

Approved Budget

Personal Services	\$81,053	
Supplies	\$10,000	
Other Services	\$120,225	
Capital Outlays	<u>\$2,400</u>	
TOTAL BUDGET	\$213,678	EXTENSION

Veterans Service Officer

Approved Budget

Personal Services	\$11,387	
Supplies	\$1,250	
Other Services	\$1,500	
Capital Outlays	<u>\$530</u>	
TOTAL BUDGET	\$14,667	VETERANS SERVICE OFFICER

County Council

Approved Budget

Personal Services	\$47,390	
Supplies	\$0	
Other Services	\$1,200	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$48,590	COUNTY COUNCIL

Drainage Board

Approved Budget

Personal Services	\$35,157	
Supplies	\$150	
Other Services	\$4,050	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$39,357	DRAINAGE BOARD

Commissioners

Reductions

Social Security	\$6,479
Group Health Insurance	\$18,036
Group Life Insurance	\$300

PERF	\$5,505	
Disability Insurance	\$2,100	
Workers Comp	\$2,100	
Dental	\$792	
Job Classification	<u>\$2,500</u>	
<u>Approved Budget</u>		
Personal Services	\$1,749,804	
Supplies	\$29,500	
Other Services	\$1,567,620	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$3,346,924	COMMISSIONERS

BZA

<u>Approved Budget</u>		
Personal Services	\$3,000	
Supplies	\$200	
Other Services	\$5,950	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$9,150	BZA

Plan Commission

<u>Approved Budget</u>		
Personal Services	\$54,449	
Supplies	\$700	
Other Services	\$9,600	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$64,749	PLAN COMMISSION

Data Processing

Reductions:

Computer Upgrades \$20,000 Included in Cum Cap

<u>Approved Budget</u>		
Personal Services	\$125,443	
Supplies	\$1,250	
Other Services	\$9,250	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$135,943	DATA PROCESSING

Building Maintenance

Reductions

Part-Time Maintenance \$7,500

<u>Approved Budget</u>		
Personal Services	\$202,247	
Supplies	\$45,150	
Other Services	\$126,200	
Capital Outlays	<u>\$22,500</u>	
TOTAL BUDGET	\$396,097	BUILDING MAINTENANCE

Museum**Approved Budget**

Personal Services	\$84,588	
Supplies	\$2,400	
Other Services	\$33,380	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$120,368	MUSEUM

Superior Court #1**Approved Budget**

Personal Services	\$108,422	
Supplies	\$10,000	
Other Services	\$73,000	
Capital Outlays	<u>\$4,000</u>	
TOTAL BUDGET	\$195,422	SUPERIOR COURT #1

Superior Court #2**Reductions**

Department Head	\$5,000
Bi-lingual stipend	\$1,000
Overtime	\$3,000
Receptionist	\$22,514

Approved Budget

Personal Services	\$231,974	
Supplies	\$11,600	
Other Services	\$149,650	
Capital Outlays	<u>\$10,500</u>	
TOTAL BUDGET	\$403,724	SUPERIOR COURT #2

Circuit Court**Reductions**

Ct Admin	\$939
Ct Reporter	\$1,015
Ct Bailiff	\$868
Furniture & Fixtures	\$2,000

Approved Budget

Personal Services	\$105,892	
Supplies	\$4,750	
Other Services	\$95,219	
Capital Outlays	<u>\$13,000</u>	
TOTAL BUDGET	\$218,861	CIRCUIT COURT

Probation**Reductions**

Clerical	\$2,000
Probation Officer	\$29,268

Additions/Adjustments

Receptionist	\$7
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Approved Budget

Personal Services	\$432,811	
Supplies	\$17,500	
Other Services	\$117,050	
Capital Outlays	<u>\$500</u>	
TOTAL BUDGET	\$567,861	PROBATION

Weights & Measures**Approved Budget**

Personal Services	\$14,335	
Supplies	\$600	
Other Services	\$1,200	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$16,135	WEIGHTS & MEASURES

Building Inspector**Reductions:**

Vehicle Maintenance	\$550
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Approved Budget

Personal Services	\$45,913	
Supplies	\$4,400	
Other Services	\$1,350	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$51,663	BUILDING INSPECTOR

EMA**Approved Budget**

Personal Services	\$37,521	
Supplies	\$2,700	
Other Services	\$3,900	
Capital Outlays	<u>\$3,931</u>	
TOTAL BUDGET	\$48,052	EMA

Soil and Water**Approved Budget**

Personal Services	\$31,157	
Supplies	\$0	
Other Services	\$0	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$31,157	SOIL AND WATER

SPECIAL FUND BUDGETS**Reassessment-0123****Reductions**

Soil Delineation	\$5,000
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Additions/Adjustments

Supplies	\$500
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Approved Budget

Personal Services	\$124,404
Supplies	\$2,000
Other Services	\$423,940

Capital Outlays	<u>\$2,500</u>	
TOTAL BUDGET	\$552,844	REASSESSMENT

Sales Disclosure Fund-0153

<u>Approved Budget</u>		
Personal Services	\$0	
Supplies	\$0	
Other Services	\$2,150	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$2,150	SALES DISCLOSURE FUND

Plat Mapping-0170

<u>Approved Budget</u>		
Personal Services	\$9,000	
Supplies	\$0	
Other Services	\$1,250	
Capital Outlays	<u>\$1,000</u>	
TOTAL BUDGET	\$11,250	PLAT MAPPING

Clerk's Records Perpetuation Fund-0331

<u>Approved Budget</u>		
Personal Services	\$20,000	
Supplies	\$1,000	
Other Services	\$1,000	
Capital Outlays	<u>\$10,000</u>	
TOTAL BUDGET	\$32,000	CLERK'S RECORDS PERPETUATION FUND

Probation User Fees-0504

<u>Approved Budget</u>		
Personal Services	\$19,150	
Supplies	\$5,000	
Other Services	\$0	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$24,150	PROBATION USER FEES

Administrative Probation Fees-0506

<u>Approved Budget</u>		
Personal Services	\$91,873	
Supplies	\$0	
Other Services	\$0	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$91,873	ADMINISTRATIVE PROBATION FEES

Pre-Trial Diversion-0511

<u>Approved Budget</u>		
Personal Services	\$94,590	
Supplies	\$30,000	
Other Services	\$186,000	
Capital Outlays	<u>\$25,000</u>	
TOTAL BUDGET	\$335,590	PRE-TRIAL DIVERSION

Court Services-0523**Approved Budget**

Personal Services	\$276,456	
Supplies	\$2,100	
Other Services	\$75,000	
Capital Outlays	<u>\$700</u>	
TOTAL BUDGET	\$354,256	COURT SERVICES

Extradition-0525**Approved Budget**

Personal Services	\$0	
Supplies	\$0	
Other Services	\$20,000	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$20,000	EXTRADITION

County Corrections-0526**Approved Budget**

Personal Services	\$0	
Supplies	\$16,000	
Other Services	\$56,000	
Capital Outlays	<u>\$30,000</u>	
TOTAL BUDGET	\$102,000	COUNTY CORRECTIONS

Highway Administration-0702**Approved Budget**

Personal Services	\$108,157	
Supplies	\$2,650	
Other Services	\$15,600	
Capital Outlays	<u>\$3,100</u>	
TOTAL BUDGET	\$129,507	HIGHWAY ADMINISTRATION

Highway Repair & Maintenance-0702**Reductions**

Bituminous	\$50,000
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Approved Budget

Personal Services	\$932,111	
Supplies	\$253,250	
Other Services	\$1,000	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$1,186,361	HIGHWAY REPAIR & MAINTENANCE

Highway General & Undistributed-0702**Approved Budget**

Personal Services	\$527,546	
Supplies	\$599,500	
Other Services	\$396,375	
Capital Outlays	<u>\$115,000</u>	
TOTAL BUDGET	\$1,638,421	HIGHWAY GENERAL & UNDISTRIBUTED
TOTAL HIGHWAY	\$2,954,289	TOTAL ALL HIGHWAY FUNDS

Local Road & Street-0706**Approved Budget**

Personal Services \$0

Supplies \$456,000

Other Services \$0

Capital Outlays \$0

TOTAL BUDGET \$456,000 LOCAL ROAD AND STREET**Cum Bridge-0790****Approved Budget**

Personal Services \$105,197

Supplies \$324,000

Other Services \$129,450

Capital Outlays \$635,000

TOTAL BUDGET \$1,193,647 CUM BRIDGE**Health Department-0801****Reductions**

Health Insurance \$4,299

Additions/Adjustments

Department Head \$1

Approved Budget

Personal Services \$288,382

Supplies \$18,150

Other Services \$29,150

Capital Outlays \$800

TOTAL BUDGET \$336,482 HEALTH DEPARTMENT**Health Maintenance-0807****Approved Budget**

Personal Services \$27,000

Supplies \$500

Other Services \$5,639

Capital Outlays \$0

TOTAL BUDGET \$33,139 HEALTH MAINTENANCE**Tobacco Cessation-0808****Approved Budget**

Personal Services \$13,000

Supplies \$12,242

Other Services \$0

Capital Outlays \$0

TOTAL BUDGET \$25,242 TOBACCO CESSATION**Clerk Title IVD-0853****Approved Budget**

Personal Services \$0

Supplies \$0

Other Services \$1,089

Capital Outlays \$0

TOTAL BUDGET \$1,089 CLERK TITLE IVD

Prosecutor IVD-0854**Approved Budget**

Personal Services	\$64,590	
Supplies	\$0	
Other Services	\$0	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$64,590	PROSECUTOR IVD

Drug Free Community-1142**Approved Budget**

Personal Services	\$0	
Supplies	\$0	
Other Services	\$60,000	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$60,000	DRUG FREE COMMUNITY

E911-1156**Reductions**

Social Security	\$27,464	Transferred to Wireless 911
Health Insurance	\$53,500	
Group Life Insurance	\$800	
PERF	\$23,335	

Additions/Adjustments

Communications Super	\$109
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Approved Budget

Personal Services	\$358,891	
Supplies	\$0	
Other Services	\$0	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$358,891	E911

Wireless 911-1158**Approved Budget**

Personal Services	\$105,099	
Supplies	\$0	
Other Services	\$118,500	
Capital Outlays	<u>\$0</u>	
TOTAL BUDGET	\$223,599	WIRELESS 911

LEPC-1160**Approved Budget**

Personal Services	\$0	
Supplies	\$0	
Other Services	\$37,000	
Capital Outlays	<u>\$2,000</u>	
TOTAL BUDGET	\$39,000	LEPC

Cum Cap Development-2391**Approved Budget**

Personal Services	\$0
Supplies	\$0

Other Services	\$290,000	
Capital Outlays	<u>\$50,000</u>	
TOTAL BUDGET	\$340,000	CUM CAP DEVELOPMENT

Rainy Day-2395

Reductions

Marshall Starke	\$50,000
Bowen Center	\$130,810
Senior Centers	\$3,750
Boys & Girls Club	\$7,500
4-H Fair Operation	\$8,500
Sheriff Vehicles	\$105,000

Approved Budget

Personal Services	\$0
Supplies	\$0
Other Services	\$150,000
Capital Outlays	<u>\$65,000</u>
TOTAL BUDGET	\$215,000

RAINY DAY

WIC-4225

Approved Budget

Personal Services	\$116,802
Supplies	\$3,400
Other Services	\$30,327
Capital Outlays	<u>\$0</u>
TOTAL BUDGET	\$150,529

WIC

Marshall County DTF #1-4604

Approved Budget

Personal Services	\$10,765
Supplies	\$2,000
Other Services	\$11,065
Capital Outlays	<u>\$2,000</u>
TOTAL BUDGET	\$25,830

MARSHALL COUNTY DTF #1

D.A.R.E.-4606

Approved Budget

Personal Services	\$0
Supplies	\$14,000
Other Services	\$11,000
Capital Outlays	<u>\$0</u>
TOTAL BUDGET	\$25,000

D.A.R.E

Sheriff's Pre-Trial Diversion-4612

Approved Budget

Personal Services	\$0
Supplies	\$0
Other Services	\$0
Capital Outlays	<u>\$4,000</u>
TOTAL BUDGET	\$4,000

SHERIFF'S PRE-TRIAL DIVERSION

Jail CAGIT-4618

Reductions

Holiday Pay	\$5,347
Turnkey/Dispatchers	\$68,959
Employer Social Security	\$5,275
Group Health Insurance	\$7,498
Employer PERF	\$4,482
Janitorial Supplies	\$3,000
Prisoner Meals	\$5,000
Professional Services	\$5,000
Prisoner Care	\$50,000
Nurse	\$35,000

Approved Budget

Personal Services	\$495,364
Supplies	\$50,000
Other Services	\$1,222,000
Capital Outlays	<u>\$0</u>
TOTAL BUDGET	\$1,767,364

JAIL CAGIT

COUNCIL COMMENTS

Mr. Hassel then asked each council member for any closing comments they wished to make.

Ralph Booker stated that the county has good employees and regretted not being able to grant raises for the coming year, and hopes that Council can find a way to provide them for 2012.

Ward Byers expressed appreciation for the efforts that go into the budget process and thanked the members for their preparation. He also thanked Fred Lintner for his mentorship and years of service.

Mr. Lintner stated that the members have worked well together over his years on the Council and appreciated Mr. Byers' sentiments. He noted that he too feels that the county is blessed with fine, hard-working employees, and regrets not being able to grant raises. He knows that employees realize that it would be necessary to cut into their departmental budgets to provide salary increases.

Don Morrison echoed Mr. Lintner's comments.

Rex Gilliland stated that the Council works hard in the process and thanked members for their efforts. He observed that these are difficult times, and that in prioritizing wants versus needs, Council members always try to do the right thing.

Judith Stone also expressed appreciation to county employees for their hard work, and stated she searched diligently for a way to include raises, but could not find the funds. She was satisfied that several annual expenditures were now out of the Rainy Day fund and back into the General Fund budget, and felt that it gives a truer picture of the county's budget.

Matt Hassel thanked Council members, the Auditor and Deputy Auditor for their efforts in the budget process. He also expressed appreciation to the department heads for submitting responsible budgets, presenting fact-based information during the budget hearings, and for their understanding of the current difficult economic situation. He stated that it is difficult to deny raises for two years in a row, but feels it is the right decision in this economy. He also feels that the Council will continue to face a few more years of challenges, and will miss Fred Lintner's counsel.

ADJOURNMENT

Following the day's regular business, all documents and ordinances were signed, and with no further business to come before the council, **Ralph Booker moved, seconded by Ward Byers, to adjourn the meeting at 3:10pm. Motion carried 7-0.**

Matt Hassel, President

Don Morrison, Vice President

Ralph Booker

Ward Byers

Rex Gilliland

J. Frederick Lintner

Judith Stone

Attest: _____
Penny Lukenbill, Auditor

MINUTES
MARSHALL COUNTY COUNCIL
TUESDAY, OCTOBER 12, 2010

BE IT REMEMBERED: That on Tuesday October 12, 2010, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; members Ralph Booker, Ward Byers, Rex Gilliland, Fred Lintner and Judy Stone; and Auditor Penny Lukenbill. The meeting was opened with the Pledge to the Flag.

PUBLIC INPUT

There were no comments from the public.

SOUTH WEST LAKE MAXINKUCKEE CONSERVANCY
BUDGET ADOPTION

According to State statute, the County Council is responsible for adopting the conservancy district's budget. On behalf of the South West Lake Maxinkuckee Conservancy District, Ted Schenberg was present to discuss the district's Special Benefits budget. He explained that the conservancy is planning a sewer project to convert the existing septic systems of 160 homes on the West and South Shore of Lake Maxinkuckee to a sewer system. The Town of Culver will treat the sewage, the cost for which will be pro-rated monthly among the homes on the system, according to the number of bathrooms in the home. The tap-in fee will be approximately \$14,000 per home.

The cost of the \$2.1 million project will be financed through the state's revolving loan fund. They anticipate a January contract-let date, with construction to begin in the spring, and sewer hook-ups in July or August

The \$99,000 budget covers legal, accounting and executive director expenses, and is based on an \$800,000 assessed valuation, resulting in a tax rate of 8 cents per \$100 of assessed valuation. The tax will be applied only to those parcels in the conservancy with homes; vacant lots will not be subject to the additional tax. Mr. Schenberg explained that the Special Benefits tax will be in effect for only one year, and will bridge the cash-flow gap to pay expenses until billing begins next summer.

Rex Gilliland moved, seconded by Fred Lintner, to adopt the 2011 budget of the South West Lake Maxinkuckee Conservancy District in the amount of \$99,000. Motion carried 7-0.

2011 SALARY ORDINANCE ADOPTION

The Auditor presented the 2011 salary ordinance for adoption, explaining that some salaries within the ordinance reflected minor corrections approved by the Council throughout 2010, and that overall they remained at the 2010 levels.

Ward Byers moved, seconded by Judith Stone, to adopt the 2011 Marshall County Salary Ordinance. Motion carried 7-0.

TRANSFER REQUESTS

The Health Department requested a transfer in the Health Maintenance Fund of \$3,000 from Professional Services to Assistant Nurse and Clerical wages to cover part-time help as a result of the expanded school vaccination clinics.

Judy Stone moved, seconded by Don Morrison, to approve the request from Health Maintenance to transfer \$3,000 from Professional Services to - \$2,000 to Assistant Nurse and \$1,000 to Clerical. Motion carried 7-0.

The Clerk submitted a request to transfer funds in the Clerk's IVD Fund from Office Equipment to Office Supplies to cover a printer cartridge purchase.

Ralph Booker moved, seconded by Ward Byers, to approve the request from the Clerk IVD Fund to transfer \$115 from Office Equipment to Office Supplies. Motion carried 7-0.

AUDITOR'S REPORT

Minutes – September 13, 2010: **Don Morrison moved, seconded by Ward Byers, to approve the minutes of the September 13, 2010 meeting. Motion carried 7-0.**

The Auditor reported that after all adjustments were entered, the final total for the General Fund budget was \$10,577,251, down slightly from the adopted total of \$10,594,073.

She also noted that additional appropriation requests for the General Fund were significantly reduced from previous years, and expressed appreciation to department heads for working within their approved budgets.

COUNCIL COMMENTS

Mr. Hassel invited members to share their comments.

Ms. Stone thanked department heads and the Auditor for their efforts during the 2011 budget process.

Mr. Lintner stated he feels fortunate to have served on the Council and is proud of the board's accomplishments during the time he has served. He also thanked department heads for the excellent job they have done this year under the budget constraints.

Mr. Booker reported he attended the recent Association of Indiana Counties annual conference in Michigan City, and participated in several workshops on a variety of funding subjects. Topics included options to sustain 911 funding, and finding a solution to the road-funding crisis.

Mr. Hassel thanked the Council and Auditor for their hard work during the recent budget process, and cautioned against depending on ARRA monies as a funding source. He feels the Council is doing their job of representing the citizens of Marshall County, which a philosophy of reducing costs where possible, avoiding unnecessary elimination of county services, and taking a cautious approach regarding funding.

Mr. Gilliland reminded members that the property-tax caps question will be on the ballot in November and polling numbers indicate they will be approved by voters to be placed in the Indiana Constitution.

ADJOURNMENT

Following the day's regular business, all documents and ordinances were signed. With no further business to come before the council, **Ralph Booker moved, seconded by Ward Byers, to adjourn the meeting at 9:45 am. Motion carried 7-0.**

Matt Hassel, President

Don Morrison, Vice President

Ward Byers

Ralph Booker

Rex Gilliland

J. Frederick Lintner

Judith Stone

Attest: _____
Penny Lukenbill, Auditor

MINUTES
MARSHALL COUNTY COUNCIL
MONDAY, NOVEMBER 8, 2010

BE IT REMEMBERED: That on Monday, November 8, 2010, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; members Ralph Booker, Ward Byers, Rex Gilliland, Fred Lintner and Judy Stone; and Auditor Penny Lukenbill. The meeting was opened with the Pledge to the Flag.

PUBLIC INPUT

There were no comments from the public.

PUBLIC HEARING – INNKEEPERS’ TAX INCREASE

Mike Woolfington, Executive Director of the Marshall County Convention and Visitors Bureau, presented a recommendation from the board to increase the innkeepers’ tax from 3% to 5%. The council instituted the tax in 1991 and over the past few years, revenues generated have declined from \$168,197 in 2005 to \$154,788 in 2009. The economic slump brings fewer visitors and the number of hotels/motels in the county has decreased.

Of the 69 counties collecting an innkeepers’ tax, 56 are currently at 5% or higher, and studies have shown that an increase in the tax will not affect occupancy. A study by Ball State University indicates that every dollar paid in innkeepers’ tax generates \$15 additional spending to the state.

As a result of decreased grant assistance and reductions in state tourism expenditures, local CVBs are now required to do more of their own promotions. The revenues from the rate increase will go toward developing a state-of-the-industry web site, increased advertising in the Chicago and Indianapolis media markets, developing marketing programs for local small convention and sports facilities, and additional partnerships with surrounding counties. Mr. Woolfington felt that the 5% rate should sustain the CVB for quite some time.

Ralph Booker moved, seconded by Ward Byers, to open the public hearing on the innkeepers’ tax increase. Motion carried 3-0.

PUBLIC INPUT

Dan Barris, Executive Director of the Northern Indiana Tourism Development Board, spoke on behalf of the increase. Of the seven participating counties in the organization, Marshall County is the only one below 5%, and he feels that the increase would enable Mr. Woolfington and the Marshall County CVB to compete with surrounding counties.

Treasurer Deb VanDeMark, whose office collects the innkeepers’ tax, requested that the council give sufficient notice to allow time to order the appropriate forms.

Council member Don Morrison noted that the county provides innkeepers’ with the special forms and envelopes needed for reporting and paying the tax.

Don Morrison moved, seconded by Fred Lintner, to close the public hearing. Motion carried 7-0.

COUNCIL DISCUSSION

Mr. Lintner reported that no innkeepers had contacted him to speak against the increase. He recommended that the CVB work closely with the Economic Development Commission, as both organizations have the same goals.

Mr. Gilliland and Ms. Stone commended Mr. Woolfington for the job he has done over the years, as a good advocate for the county and for working with the 3% innkeepers' tax rate for 19 years.

Mr. Hassel stated that he also appreciates the work done by the CVB, but has mixed emotions about increasing a tax during the current economic downturn. He stated he would rather have the economy improved before instituting another tax.

Mr. Booker stated the increased innkeepers' tax would not adversely affect local citizens.

Rex Gilliland moved, seconded by Fred Lintner, to approve on first reading Ordinance # increasing the Marshall County Innkeepers' Tax to 5%, effective January 1, 2011. Motion carried 6-1, with Mr. Hassel voting against.

ADDITIONAL APPROPRIATION REQUESTS

Council considered requests from the Clerk for additional appropriations of \$1,000 for Repair of Furniture and Equipment in the Clerk's budget, and \$1,500 for Office Supplies in the Election Board budget. After discussion, Council recommended transferring available funds from other line items, rather than appropriating additional funds. Deputy Clerk Paula Babcock explained that the funds available in the Computer Equipment line will be used to purchase new computers for the Election Board and would not be available for transfer. However, Council stated that all computer purchases should go through the IT Department to ensure uniformity and system compliance, and suggested that the Clerk discuss the matter with Michael Marshall. Commissioner Kevin Overmyer reported that after checking with Mr. Marshall, the IT Department has sufficient funds to assist with the purchase of the computers for the election board.

Ward Byers moved, seconded by Ralph Booker, to deny the Clerk's additional appropriation request for \$1,000, and to approve transferring funds from Supplies into Repair Furniture. Motion carried 7-0.

Ralph Booker moved, seconded by Ward Byers, to deny the Election Board's additional appropriation request for \$1,500, and to approve transferring funds from Computer Equipment to Office Supplies. Motion carried 7-0.

TRANSFER REQUESTS

Treasurer: Ralph Booker moved, seconded by Don Morrison, to approve the request from the Treasurer to transfer \$600 from Tax Statements to Office Equipment for the purchase of a payment drop box. Motion carried 7-0.

Coroner: The Coroner requested a transfer of \$2,600 to purchase a portable 800 mhz narrow band radio for 911 compatibility. He explained that the 10-year old radio cannot be narrow banded and will soon be obsolete.

Rex Gilliland moved, seconded by Ward Byers, to approve the Coroner's request to transfer \$1,400 from Clerical and \$1,200 from Vehicle Maintenance to Vehicle Accessories. Motion carried 7-0.

Museum: Fred Lintner moved, seconded by Don Morrison, to approve the Museum's request to transfer \$200 from Travel to Office Machine Supplies. Motion carried 7-0.
Superior Court #1: Ralph Booker moved, seconded by Ward Byers, to approve the request from Superior Court #1 to transfer \$180 from Jury Commissioners to Overtime. Motion carried 7-0.

Don Morrison moved, seconded by Judith Stone, to approve the request from Superior Court #1 to transfer \$500 from Clerical to Overtime. Motion carried 7-0.

Ralph Booker moved, seconded by Ward Byers, to approve the request from Superior Court #1 to transfer \$100 from Reporter Per Diem to Overtime and \$100 from Bailiff Per Diem to Overtime. Motion carried 7-0.

Judith Stone moved, seconded by Ralph Booker, to approve the request from Superior Court #1 to transfer \$700 from Computer Supplies to Public Defender. Motion carried 7-0.

WIC: Ward Byers moved, seconded by Rex Gilliland, to approve the WIC request to transfer \$975 from Clerk's Wages, \$900 from Group Health Insurance; and \$270 from Social Security to Supplies. Motion carried 7-0.

Fred Lintner moved, seconded by Rex Gilliland, to approve the WIC request to transfer \$2,838 from Clerk Wages into: Registered Nurse Wages - \$1,804; Insurance - \$9, and Telephone - \$1,025. Motion carried 7-0.

CAGIT: Fred Lintner moved, seconded by Rex Gilliland, to approve the sheriff's request for the CAGIT budget to transfer \$25,000 from Part-time Nurse to Prisoner Meals. Motion carried 7-0.

(Recessed at 10:15 - reconvened at 10:25)

AUDITOR PENNY LUKENBILL **PERSONNEL REQUEST**

Auditor Penny Lukenbill appeared before the board to request replacement of the vacant Human Resources Deputy position in the Auditor's office. For the past several weeks, the duties have been performed by the auditor and two staff members, assisted by HR consultants from Wagner, Irwin and Scheele and The Healy Group. Two employees initially volunteered to divide the HR duties, but it is apparent that the position requires a level of expertise that current staff does not have. Personnel issues are often complex and sensitive, and the lack of a sufficiently qualified individual in the HR position puts the county at considerable risk for liability regarding employment issues.

In a letter of support, the county attorney stated it is important to have a person in the position who is conversant with FLSA, FMLA, and unemployment issues, and to keep abreast of state and federal compliance requirements. With the average cost of legal defense for employment litigation at approximately \$44,000 per case, avoiding one lawsuit would justify the cost of an HR deputy.

Ms. Lukenbill stated she had considered hiring an on-call hourly consultant, but felt it would not be a practical or economical solution to deal with personnel and employment issues on a daily basis. In addition to HR duties, the replacement will assist in the day-to-day operations of the

Auditor's office. The position will pay \$17.19 per hour, and with health and dental insurance and PERF, the annual pay will be \$38,900, which was included in the 2011 budget. The Commissioners recommended replacing the position on October 18.

Mr. Booker stated that the Council has reduced staff in other offices and asked the Auditor how the Council could justify allowing her to replace the employee in her office.

Ms. Lukenbill explained that she and her staff have made a tremendous effort to fulfill the HR duties, but the position demands much of their time and requires a certain level of expertise and training. She stated that the Auditor's office has a responsibility to the county's 205 employees, who expect and deserve expert assistance with employment-related issues. In addition, losing two employees would significantly impair the day-to-day operations of the Auditor's office; the replacement will assist with other functions.

Mr. Gilliland was concerned about how current staff was able to handle all the duties of the HR deputy in addition to their own responsibilities.

Mr. Lintner stated that the new health care mandates coming in 2011 will add substantially to the HR duties.

Fred Lintner moved, seconded by Rex Gilliland, to allow the Auditor to replace the Human Resources Deputy. Motion carried 7-0.

AUDITOR'S REPORT

Minutes – October 12, 2010: **Fred Lintner moved, seconded by Don Morrison, to approve the minutes of the October 12, 2010 meeting. Motion carried 7-0.**

Minutes – October 25, 2010 special meeting: **Ward Byers moved, seconded by Judith Stone, to approve the minutes of the October 25, 2010 special meeting. Motion carried 7-0.**

2011 Meeting Schedule: The Auditor reminded Council that the 2011 meeting schedule will be presented for approval at the December 13 meeting, after the Commissioners have approved the 2011 holiday schedule.

ADJOURNMENT

Following the day's regular business, all documents and ordinances were signed. With no further business to come before the council, **Ralph Booker moved, seconded by Fred Lintner, to adjourn the meeting at 10:30 am. Motion carried 7-0.**

Matt Hassel, President

Don Morrison, Vice President

Ralph Booker

Ward Byers

Rex Gilliland

J. Frederick Lintner

Judith Stone

Attest: _____
Penny Lukenbill, Auditor

MINUTES
MARSHALL COUNTY COUNCIL
MONDAY, DECEMBER 13, 2010

BE IT REMEMBERED: That on Monday, December 13, 2010, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; members Ralph Booker, Ward Byers, Rex Gilliland, Fred Lintner and Judith Stone; and Auditor Penny Lukenbill. The meeting was opened with the Pledge to the Flag.

PUBLIC INPUT

Two residents of Lake of the Woods addressed the Council's upcoming appointment to the Lake of the Woods Sewer District board of directors. Mike Seifer and Kevin Hines spoke against appointing Joe Skelton to replace Paul Rowe. Mr. Skelton is a current board member who was not re-elected in November. Both stated it would be a disservice to lake residents to appoint Mr. Skelton back to the board and would not reflect the voters' wishes.

ADDITIONAL APPROPRIATION REQUESTS

Drainage Board: The Drainage Board requested an additional appropriation of \$1,250 to cover additional legal expenses incurred as the result of the ongoing Thomas Crowel lawsuit.

Rex Gilliland moved, seconded by Judith Stone, to approve the Drainage Board's additional appropriation request for \$1,250 for Legal Expenses. Motion carried 7-0.

Superior Court #1: Due to increased Pauper Counsel expenses, Superior Court #1 Judge Robert Bowen requested an additional appropriation of \$10,000. Council members noted that the courts are experiencing increased public defender requests and felt they have been very diligent when assigning pauper counsel.

Rex Gilliland moved, seconded by Don Morrison, to approve the request of Superior Court #1 for an additional appropriation of \$10,000 for Pauper Counsel. Motion carried 7-0.

Tobacco Cessation: The additional appropriation requests for this fund were for the 2011 budget and will be considered at the January meeting.

TRANSFER REQUESTS

Treasurer: Fred Lintner moved, seconded by Ward Byers, to approve the Treasurer's request to transfer \$525 from Tax Comparison Statements to Office Equipment to install the payment drop box. Motion carried 7-0.

Sheriff: Don Morrison moved, seconded by Ward Byers, to approve the Sheriff's request to transfer \$.06 to Captain Detective Lt., and \$.40 to First Sgt. Detective from Detective to adjust for payroll. Motion carried 7-0.

Jail: Ward Byers moved, seconded by Don Morrison, to approve the Jail's request to transfer \$81.19 from PT Cook to Cook to adjust for payroll. Motion carried 7-0.

Jail: Ward Byers moved, seconded by Ralph Booker, to approve the Sheriff's request to transfer \$99.54 to Office Manager and \$89.04 to Bookkeeper from Turnkey to adjust for payroll. Motion carried 7-0.

911: Ward Byers moved, seconded by Don Morrison, to approve the 911 Fund request to transfer \$109.00 from Turnkey to Communications Supervisor to adjust for payroll. Motion carried 7-0.

CAGIT: Fred Lintner moved, seconded by Judith Stone, to approve the CAGIT request to transfer \$102.00 from Turnkey to Jail Records Clerk to adjust for payroll. Motion carried 7-0.

Prosecutor: Ralph Booker moved, seconded by Ward Byers, to approve the Prosecutor's request to transfer \$209.28 from Office Supplies and \$195.04 from Clerical to Child Support Office Supplies, and \$6.96 from Clerical to Overtime. Motion carried 7-0.

Election Board: Judith Stone moved, seconded by Fred Lintner to approve the Election Board request to transfer \$500.00 from Poll Worker Meals to Professional Services. Motion carried 7-0.

Prosecutor: Ralph Booker moved, seconded by Ward Byers, to approve the Prosecutor's request to transfer \$209.28 from Office Supplies and \$195.04 from Clerical to Child Support Office Supplies, and \$6.96 from Clerical to Overtime. Motion carried 7-0.

Commissioners: Don Morrison moved, seconded by Fred Lintner, to approve the Commissioners' request to transfer \$2400.00 from Insurance – Building & Liability to Vehicle Maintenance. Motion carried 7-0.

Buildings & Grounds: Ralph Booker moved, seconded by Ward Byers, to approve the Buildings & Grounds request to transfer \$2137.47 from Machinery & Equipment to Equipment Maintenance, and \$8000.00 from Wages-Maintenance to Wages – Part Time Maintenance. Motion carried 7-0.

Superior Court #1: Rex Gilliland moved, seconded by Judith Stone approve the request from Superior Court #1 to transfer \$145.00 from Equipment Maintenance Contracts to Overtime; \$450.00 from Repair Furniture & Equipment to Overtime; \$500.00 from Juror Meals to Overtime; \$1,000 from Grand/Petit Jurors to Overtime; \$200.00 from Additional Clerical to Overtime; and \$500 from Juror Meals to Law Library. Motion carried 7-0.

Probation: Rex Gilliland moved, seconded by Ralph Booker, to approve the request from Probation to transfer \$700 from Wages-Counselor to Wages-Clerical. Motion carried 7-0.

Cum Bridge: Fred Lintner moved, seconded by Rex Gilliland, to approve the request from Cum Bridge to transfer \$80,000 from Pine Road to Bituminous; and \$51,000 from Culverts, Tile & Sewer and \$22,715 from Drainage Projects to Contractual Services for 7th Road expenses. Motion carried 7-0.

WIC: Rex Gilliland moved, seconded by Ward Byers, to approve the request from WIC to transfer \$1109.74 from Postage and \$110.50 from Telephone to Supplies; \$500.00 from Unemployment Compensation and \$174.16 to Group Health Insurance; and \$253.00 from Wages-Nurse and \$160.00 from Equipment Maintenance, to BF Peer Counseling. Motion carried 7-0.

Surveyor: Ralph Booker moved, seconded by Fred Lintner, to approve the Surveyor's request to transfer \$32.62 from Office Machine Supplies to Office Supplies; and \$32.62 from Office Machine Supplies to Equipment Repair. Motion carried 7-0.

ORDINANCE #2010-17– INNKEEPERS' TAX INCREASE

Ordinance #2010-17 to increase the Innkeepers Tax to 5% was considered for second and third readings. The innkeepers' tax supports the budget of the Convention and Visitors Bureau, which markets tourism in Marshall County. Judith Stone commended Mike Woolfington for his work over the years, but stated she has received some negative feedback about the increase and feels it is not the proper time to increase the tax. The remaining members reported they have received very little feedback and especially noted no innkeepers were present to discuss the matter.

During the discussion, Council members agreed that while they would prefer not to increase the tax, they feel it is necessary to help the CVB remain competitive. They urged Mr. Woolfington and his board to work closely with innkeepers to address the county's lack of hotel inventory.

Mr. Hassel noted that even with the increased innkeepers' tax rate, the CVB budget cannot be sustained for very long if hotel occupancy does not stabilize. He also stated that it has been the philosophy of this council not to respond to bad times by increasing taxes, but feels the increase is necessary to help draw business to the county.

Ward Byers moved, seconded by Don Morrison, to suspend the rules and consider Ordinance #2010-17 on second and third readings. Motion carried 7-0.

Rex Gilliland moved, seconded by Ward Byers, to approve on second and third reading Ordinance #2010-17 to increase the Marshall County Innkeepers' Tax to 5%, effective January 1, 2011. Motion carried 5-2, with Mr. Hassel and Ms. Stone voting against.

ORDINANCE AMENDING PERSONNEL POLICY **TIMEKEEPING GUIDELINES**

The Auditor presented for consideration an amendment to the personnel policy providing guidelines for the timekeeping system. The amendment requires employees to clock in or out using their key fob or by logging on to the Employee Self Service component of the system. Upon termination of employment, employees must return the fob to the county, or pay a replacement charge. The system has been programmed for an automatic unpaid lunch hour, and the amendment provides that an employee returning to work before the end of their lunch period must be paid for time worked, and authorizes supervisors to edit time cards to reflect time worked. The amendment also stipulates that employees not clock in sooner than seven minutes prior to their work shift, nor later than seven minutes after their shift, as the system will round to the nearest quarter hour after that time. In addition, overtime must be authorized by the department head or elected official.

Mr. Byers recommended that to insure the fee for lost fobs is uniform and consistent, the ordinance should specify that it will be the actual replacement cost to the county.

Council members asked whether overtime costs have increased since instituting the timekeeping system, and the Auditor offered to provide a comparison of overtime expenses for the past year. Mr. Booker observed that in the past when employees arrived early to organize their day, they essentially donated that time, but must now be paid if they clock in early.

Ward Byers moved, seconded by Judith Stone, to approve the ordinance to amend the personnel policy providing guidelines for the use of the timekeeping system, with the provision that in order to provide uniformity, the fob replacement cost should be specified as the "actual replacement cost". Motion carried 5-2, with Mr. Morrison and Mr. Lintner voting against.

(Recessed at 9:55 - Reconvened at 10:05)

NEAL HAECK – HIGHWAY SUPERINTENDENT **POSITION REPLACEMENT REQUEST**

Highway Superintendent Neal Haeck appeared before the board to request replacement of a mechanic's position, and distributed a report showing the number of positions lost in the

department over the past ten years. He explained that the aging fleet and equipment require more maintenance, and that in addition to maintaining and repairing the highway equipment and vehicle fleet, mechanics serve as snowplow drivers. The Commissioners have recommended replacement of the mechanic position.

Mr. Haeck also informed the Council that a sign position is vacant, and after additional research, he will return to the Council to discuss replacement of that position.

Fred Lintner moved, seconded by Ward Byers, to approve replacement of the mechanic position with the Highway Department. Motion carried 7-0.

AUDITOR'S REPORT

Minutes – November 8, 2010: **Don Morrison moved, seconded by Rex Gilliland, to approve the minutes of the November 8, 2010 meeting. Motion carried 7-0.**

2011 Meeting Schedule: The Auditor reminded Council that the 2011 meeting schedule will be presented for approval at the December 13 meeting, after the Commissioners have approved the

2011 meeting schedule: The following meeting schedule for 2011 was presented for approval:

Monday, January 10	Monday, August 8
Monday, February 14	Monday, August 22 &
Monday, March 14	Tuesday, August 23 - Budget hearings
Monday, April 11	Monday, September 12
Monday, May 9	Monday, October 10
Monday, June 13	Monday, November 14
Monday, July 11	Monday, December 12

Ralph Booker moved, seconded by Ward Byers, to approve the 2011 Marshall County Council meeting schedule as presented. Motion carried 7-0.

2011 Budget Status: Auditor Penny Lukenbill reported that the County has received 1782 notices from the DLGF indicating that all budgets have been approved as presented. Budget orders should be arriving later in December.

APPOINTMENTS

Lake of the Woods Sewer District Board: Joe Skelton and Kevin Hines submitted requests to be considered for the position being vacated by Paul Rowe. Mr. Hassel noted that Council members had received many letters concerning this appointment and allowed each candidate two minutes to speak.

Joe Skelton is a 30-year resident of Lake of the Woods and has been a member of the sewer board for eight years, serving as President the entire time. He noted that during his tenure, the board has cut sewer rates twice and the district now maintains a surplus. They have also installed new pumps and emergency generators at lift stations, instituted a maintenance program, dredged lagoons, and completed a feasibility study for the next 5-10 years.

Kevin Hines is an 11-year resident and owns a business in Bremen. He stated that Mr. Skelton's defeat in the recent election was a clear statement of the frustration at Lake of the Woods over the easements, and felt the council should not appoint Mr. Skelton back to the board.

Responding to questions, he stated that he does not attend sewer board meetings and had lost a previous election.

Council member Don Morrison stated he has received several letters and discussed the matter with many lake residents. Some, including current sewer board members, support Mr. Skelton,

while others are against his appointment and feel a virtual “range war” has developed over the easements.

After considerable discussion, Council members agreed that Mr. Skelton has served the district well during his tenure, but the disputes over the easements go beyond sewer board service even though the sewer board and lake association are separate entities. They agreed that they do not wish to get involved in the current political dispute, but want to do what is best for the lake residents while respecting the voters’ wishes.

Ward Byers moved, seconded by Fred Lintner, to appoint Kevin Hines to the Lake of the Woods Sewer District board of directors. Motion carried 6-1, with Mr. Morrison voting no.

Alcoholic Beverage Board: Mr. Gilliland indicated that Maria Keller is willing to be reappointed for another year to the ABC. **Rex Gilliland moved, seconded by Judith Stone, to appoint Maria Keller to the Alcoholic Beverage Commission, effective January 1, 2011 through December 31, 2011. Motion carried 7-0.**

Plymouth Public Library Board of Trustees: Plymouth Public Library director Susie Reinholt has recommended the reappointment of Carol Beiter to the Board of Trustees. **Ralph Booker moved, seconded by Ward Byers, to appoint Carol Beiter to the Plymouth Public Library Board of Trustees, term to run from January 1, 2011 to December 31, 2014. Motion carried 7-0.**

Argos Public Library Board of Trustees: Argos Library director Jane Hall has recommended the appointment of Lora Middleton to the Board of Trustees, replacing Lori VanDerWeele, who has completed four terms and is not eligible for reappointment. **Ralph Booker moved, seconded by Ward Byers, to appoint Lora Middleton to the Argos Public Library Board of Trustees, term to run from January 1, 2011 to December 31, 2014. Motion carried 7-0.**

Marshall County Housing Authority: **Ward Byers moved, seconded by Fred Lintner, to reappoint William Fortin to the Board of Commissioners of the Marshall County Housing Authority. Motion carried 7-0.**

4-H Fair Board: Mr. Hassel reported that Richard Markley, the Council’s appointment to the fair board, has been elected president of the board, and cannot vote on the various issues. Therefore, it is necessary to appoint another representative to the board.

Fred Lintner moved, seconded by Rex Gilliland, to appoint Don Morrison to the Marshall County 4-H Fair Board. Motion carried 7-0.

MARSHALL COUNTY HOUSING AUTHORITY

2010 ANNUAL REPORT

The 2011 Annual Report of the Marshall County Housing Authority was distributed for review. **Ralph Booker moved, seconded by Rex Gilliland, to accept the 2010 Annual Report of the Marshall County Housing Authority. Motion carried 7-0.**

2011 SHERIFF SALARY CONTRACT

The Auditor presented the proposed 2011 Sheriff salary contract with Tom Chamberlin for \$76,721.18, the same as 2009 and 2010. The Commissioners approved the contract December 6. **Ralph Booker moved, seconded by Judith Stone, to approve the 2011 Sheriff salary contract with Tom Chamberlin. Motion carried 7-0.**

MISCELLANEOUS BUSINESS

Mr. Hassel reported he recently received a letter from Judge Dean Colvin regarding items in the Superior Court 2 area that need attention. Mr. Overmyer has discussed the matter with the judge and made arrangements for needed renovations.

COUNCIL COMMENTS

Council members individually thanked Fred Lintner for his years of leadership and dedicated service, which included serving on the Jail Facility Committee, MACOG and the Plan Commission, and wished him well upon his retirement from the Council. Mr. Lintner praised fellow Council members, department heads and employees for their dedication and hard work on behalf of the taxpayers of Marshall County, and recalled several former council members with whom he had served. He stated that although the County is facing funding challenges, he was confident the county was in good hands.

The Commissioners were also present and expressed their appreciation for Mr. Lintner's dedication and influence on County fiscal policy.

Mr. Booker asked to state for the record that department heads had not been consulted about the timekeeping system.

Council members expressed their appreciation to the Auditor for her assistance throughout the past year.

ADJOURNMENT

Following the day's regular business, all documents and ordinances were signed. With no further business to come before the council, **Fred Lintner moved, seconded by Ward Byers, to adjourn the meeting at 11:00 am. Motion carried 7-0.**

Matt Hassel, President

Don Morrison, Vice President

Ralph Booker

Ward Byers

Rex Gilliland

J. Frederick Lintner

Judith Stone

Attest: _____
Penny Lukenbill, Auditor