

**MINUTES**  
**MARSHALL COUNTY COUNCIL MEETING**  
**MONDAY JANUARY 10, 2011**

BE IT REMEMBERED: That on Monday January 10, 2011, 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; John Benedict, Ralph Booker, Ward Byers, Rex Gilliland, and Judith Stone, members; and Penny Lukenbill, Auditor. The meeting was opened with the Pledge to the Flag.

**PUBLIC INPUT**

There was no public comment.

**RICH ULRICH-BUILDING & GROUNDS**  
**PART-TIME MAINTENANCE REQUEST**

Mr. Ulrich explained that there is an on-going need to utilize a part-time maintenance person. The position had not been funded in his 2011 budget, and he proposed transferring funds from Overtime to the Part-time Maintenance Position.

**Ralph Booker moved, seconded by Don Morrison, to support the transfer of necessary funds from Overtime to Part-Time Maintenance. Motion carried 7-0.**

**REORGANIZATION**

**Don Morrison moved, seconded by Ralph Booker, to retain the same officers as 2010, with Matt Hassel as President, and Don Morrison as Vice President. Motion carried 7-0.**

**Don Morrison moved, seconded by Ward Byers, to appoint Judith Stone as the Council representative to MACOG. Motion carried 7-0.**

**Rex Gilliland moved, seconded by John Benedict, to appoint Judith Stone and Ward Byers as Council representatives to the County Personnel Committee. Motion carried 7-0.**

Mr. Hassel asked to members to consider their preferences for liaison assignments, and after discussion **Ward Byers moved, seconded by Judith Stone, to approve the following liaison assignments for 2011:**

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

<b>Extension</b>	Morrison	<b>Tech. Committee</b>	Booker
<b>Health</b>	Stone	<b>Treasurer</b>	Gilliland
<b>Highway</b>	Benedict	<b>Veteran Service</b>	Gilliland
<b>LEPC</b>	Gilliland	<b>Weights &amp; Measures</b>	Stone

**Motion carried 7-0.**

### **CLYDE AVERY-EMA DIRECTOR** **GRANT APPROPRIATION**

Mr. Avery explained the County has been awarded \$3,750 as part of an Emergency Management Performance Grant for achieving additional EMA certification hours above the required minimum. The funds will be used to purchase two flat-screen monitors for the Emergency Operations Center, together with incident command vests. The request will be advertised for action at the February meeting.

### **ADDITIONAL APPROPRIATIONS:**

**TOBACCO CESSATION FUND:** The Council considered the additional appropriation request from Wes Burden for the Tobacco Cessation Fund to cover additional help for immunization clinics and to appropriate funds for the Community Grant to assist the tobacco cessation program at LifePlex. Ms. Stone reported she had attended the Board of Health meeting as liaison to the Health Department. The original request was for \$10,000, but after a lengthy discussion at that meeting, she recommended the original \$10,000 request be reduced to \$8,000.

**Judith Stone moved, seconded by Ralph Booker, to approve the additional appropriation requests for the Tobacco Cessation fund of \$5,931 to Clerical, \$2,832 to Assistant Nurse, and \$8,000 to Community Grants. Motion carried 7-0.**

### **TRANSFERS - 2010 BUDGET**

**Coroner:** Don Morrison moved, seconded by John Benedict, to approve the Coroner's request to transfer \$142.00 from Clerical to Emergency Deputies to clear a negative budget item. Motion carried 7-0.

**Prosecutor:** Don Morrison moved, seconded by Ralph Booker, to approve the Prosecutor's request to transfer \$2.07 from Clerical to Overtime to clear a negative budget item. Motion carried 7-0.

**Jail:** Don Morrison moved, seconded by Judith Stone, to approve the Jail's request to transfer \$.01 from Bookkeeper to Office Administrator to clear a negative budget item. Motion carried 7-0.

**Pre-Trial Diversion:** Rex Gilliland moved, seconded by Don Morrison, to approve the Pre-Trial Diversion request to transfer \$8.40 Overtime to Deputy Prosecutor to clear a negative budget item. Motion carried 7-0.

**Highway:** Judith Stone moved, seconded by John Benedict, to approve the Highway request to transfer \$15.00 from Vehicle Maintenance to Insurance, and \$.18 from Vehicle Maintenance to Utilities. Motion carried 7-0.

**Health Department:** Rex Gilliland moved, seconded by Judith Stone, to approve the Health Department request to transfer \$5.39 from Overtime to Sanitarian Wages to clear a negative budget item. Motion carried 7-0.

## **AUDITOR'S REPORT**

December 13, 2010 Minutes: **Judith Stone moved, seconded by Don Morrison, to approve the minutes of the December 13, 2010 meeting as presented. Motion carried 6-0-1, with Mr. Benedict abstaining.**

2010 Sheriff's Annual Jail Report: The 2010 Commissary report as prepared by former Sheriff Jon Van Vactor was distributed and discussed. Mr. Hassel noted the breakdown of types of crimes reflected in the report, and noted especially that 550 hearings have been held via the video arraignment system.

**Ralph Booker moved, seconded by Don Morrison, to accept the 2010 Sheriff's Jail Report as presented. Motion carried 7-0.**

Commissary Report - July 1 through December 31, 2010: After review, **Ward Byers moved, seconded by Judith Stone, to accept the Commissary Report reflecting the period from July 1 through December 31, 2010. Motion carried 7-0.**

Resolution 2011-01 – Resolution to Transfer Funds to the Rainy Day Fund: The Auditor reported that the General Fund closed the year on December 31, 2010 with a balance of approximately \$6.4 million, and recommended transferring \$600,000 to the Rainy Day Fund. The county is allowed to transfer up to 10% of the total of all county budgets to the Rainy Day Fund, which is subject to the appropriations process.

**Ward Byers moved, seconded by Rex Gilliland, to approve Resolution 2011-01-Transfer of Funds to the Rainy Day Fund in the amount of \$600,000. Motion carried 7-0.**

Amendment to Personnel Policy – Timekeeping Guidelines: The Auditor presented for signatures the final version of the personnel policy amendment, which had been approved with a change at the December 13 meeting. The change limits the fee which could be charged for a lost fob/badge not to exceed the actual replacement cost.

Overtime costs: At the December 13 meeting, discussion included overtime costs and whether they had increased under the new timekeeping system. The Auditor reported that 2010 overtime had actually decreased from 2009. The General Fund overtime total was approximately \$60,000 for 2010, compared to \$73,600 in 2009. Overtime costs to the special funds were \$75,400 in 2010, compared to \$91,800 for 2009. However, it was noted that many employees choose to earn compensatory time rather than be paid for overtime, and that it was difficult to compare whether comp time had increased or decreased from 2009.

Funds returned to General Fund: The Auditor reported that over \$800,000 of budgeted and unspent monies had been returned to the General Fund at the end of 2010.

## **COUNCIL COMMENTS**

Council members welcomed John Benedict to the Council for his first meeting. Mr. Benedict replaces Fred Lintner, who chose not to seek re-election in 2010.

Ms. Stone and Mr. Gilliland expressed 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. Booker noted that the transfer of funds into the Rainy Day Fund indicated the solid position of the General Fund, and stated he hopes the Council will be able to consider a pay increase for the 2012 budget year.

Mr. Hassel agreed that the Council should consider pay increases, and noted that it may be necessary to utilize the Rainy Day Fund for this purpose. He also thanked council members for

their continued trust in selecting him as President for the coming year, and thanked department heads for their fiscal responsibility in returning over \$800,000 in unspent budgeted monies to the General Fund.

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

### **ADJOURNMENT**

With no further business to come before the council, **moved, seconded by, to adjourn the meeting at 9:55 am. Motion carried 7-0.**

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**John Benedict**

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**Ralph Booker**

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**Ward Byers**

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**Rex Gilliland**

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**Judith Stone**

**Attest:** \_\_\_\_\_  
**Penny Lukenbill, Auditor**

**MINUTES**  
**MARSHALL COUNTY COUNCIL MEETING**  
**MONDAY MARCH 14, 2011**

BE IT REMEMBERED: That on Monday, March 14, 2011, 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 John Benedict, Ralph Booker, Ward Byers, Judith Stone; and Auditor Penny Lukenbill. Council member Rex Gilliland was absent. The meeting was opened with the Pledge to the Flag.

**PUBLIC INPUT**

There was no public comment.

**COMMISSIONER KEVIN OVERMYER**  
**PART-TIME BUILDING COMMISSIONER POSITION**

Mr. Overmyer explained that before Dennis Elliott retired as Building Commissioner, he recommended reducing the position to part-time until the economy improves. The Commissioners are in the process of hiring a replacement and feel this is the opportune time to make changes in the position, and propose making the Building Commissioner a part-time position. Mr. Overmyer recommended 20 hours per week, or 1040 hours annually, at a salary of \$20,000, or \$769.23 bi-weekly, with no insurance benefits or take-home vehicle. It is necessary to amend the salary ordinance to establish the position and bi-weekly pay.

The part-time basis will be re-evaluated as the economy improves, and the Commissioners will request the new building commissioner to provide an activity report twice a month.

**Ward Byers moved, seconded by Judith Stone, to approve the salary ordinance amendment establishing the position of Part-Time Building Commissioner with a bi-weekly salary of \$769.23. Motion carried 6-0.**

**JOSH WAKELAND**  
**VETERANS SERVICE OFFICE UPDATE**

Josh Wakeland, newly-appointed Veterans Service Officer, appeared before the Council to provide an update. He has organized and updated the office in an effort to make it more efficient and better serve the county's 3500 veterans. The VA recently invested \$125 million to implement their electronic claims service, providing the capability to complete claim forms on line while veterans are in his office. Claims are stored in electronic format and the entire process is streamlined – reducing waiting time and the need for appeal, and results in increased benefits. He reported an average of ten walk-ins each day, and he is assisting with an average of five claims per day, covering claims for basic health benefits to compensation and disability claims.

Mr. Wakeland stated that with the increased numbers of combat veterans, the need for service is greater than ever. He feels the number of claims will continue to increase, especially with Agent Orange issues for both Vietnam and Korean veterans. He explained that many veterans are unaware of their benefits and he is making a determined effort to help them reconnect with the service office.

Mr. Wakeland has been selected to serve on the Indiana Veterans Advisory Commission with Congressman Donnelly, and feels honored to represent Marshall County in this capacity.

The Council thanked him for his enthusiasm and service to the County's veterans.

## **PERSONNEL REPLACEMENT POLICY**

### **RECOMMENDATION TO PERSONNEL COMMITTEE**

Commissioner Overmyer reported that the Personnel Committee has scheduled a meeting at 11:00 today, and asked whether Council had any recommendations for the uniform enforcement of the required review of vacant positions. Since 2009, it has been the policy of the Council and Commissioners that each vacant position must be reviewed by both bodies before a replacement can be hired. While most department heads comply with the policy, some are still hiring new personnel without review, arguing that since the position is already included in the budget, there is no need to have it approved. Council members agreed that everyone should follow the same procedure, and discussed ways to ensure compliance. One suggestion was to reduce the position's funding immediately when it becomes vacant, to be reappropriated only after replacement has been approved by both bodies. However, after extended discussion, the consensus was that HR should simply not process replacements or new employees without written authorization from both the Council and Commissioners, and to recommend that the Personnel Policy reflect this policy.

**Ralph Booker moved, seconded by Don Morrison, to recommend that the Personnel Committee consider amending the Personnel Policy to require Council and Commissioner review of each vacant position, and that Human Resources must receive written approval from Council and Commissioners before enrolling new employees or replacements for vacant positions. Motion carried 6-0.**

Mr. Booker felt that the longevity pay provisions in the Personnel Policy and the salary ordinance should reflect the same language in order to clarify who receives longevity. While the salary ordinance specifically states that elected officials and department heads do not receive longevity, the personnel policy merely states that longevity will be paid to "eligible" employees. He recommended that the Personnel Committee consider amending the Personnel Policy to agree with the salary ordinance.

## **MICHAEL MARSHALL – IT DIRECTOR**

### **STORAGE SERVER**

Mr. Marshall was present to discuss the purchase of an additional storage server for the county's computer system. The hardware servers have been replaced by a virtual system, enabling immediate disaster recovery capabilities. However, as a result of huge data storage requirements for several programs, the system is now at storage capacity. As a result, the GIS system cannot be upgraded to the next level. Mr. Marshall recommended a ten terabyte SAN, which would double the storage capacity and should be sufficient for several years at the current rate of use, unless there is a major technological shift. The estimated cost of the additional storage is \$22,000, and he will request an additional appropriation from the Rainy Day Fund in April.

Mr. Marshall explained that the issue was not anticipated for the 2011 budget, and the project cannot wait for 2012. Mr. Booker stated that IT is trying to be pro-active in extending the storage capacity. He also stated that computers are now the heart of government services, and that IT is trying to make employees as efficient as possible.

Council members were concerned with the cost, but many stated they realize it is a necessary expenditure.

Members also expressed concern with the \$280,000 in annual maintenance and support fees. Mr. Marshall explained that in the past, both the Reassessment Fund and Recorder contributed toward their own maintenance, but funds had not been included in the Recorder's budget for 2011. He also reported that the new recorder is considering upgrading to a new system with reduced maintenance.

Ms. Stone asked about the status of upgrading the telephone system. Mr. Marshall recommended first establishing an advisory committee to consider the wide range of choices. He anticipates the cost will be between \$20,000 and \$40,000 if the existing cabling and handsets are utilized.

The Council will take action on Mr. Marshall's request on April 11.

### **SHERIFF TOM CHAMBERLIN** **PERSONNEL REQUEST**

Sheriff Chamberlin was present to request approval to replace three vacant patrol positions. The request was approved by the Commissioners on March 7. He currently has 14 patrol officers on staff, down from the 17 budgeted for this year. The replacement process began in November of 2010, and takes approximately five months to complete. Newly-hired officers are required to complete training through the department and the Indiana Law Enforcement Academy, which takes several more months before they can be placed on the road.

Sheriff Chamberlin continues to discuss personnel needs with his staff in an effort to improve delivery of services, reduce expenses and develop more flexibility. He is currently utilizing two detectives rather than three, and will continue to review the need for the third.

**Judith Stone moved, seconded by Don Morrison, to approve the Sheriff's request to replace three patrol positions. Motion carried 6-0.**

The Sheriff reported that he will be moving a full-time jailer/dispatcher to patrol officer, and requested approval to replace the vacant jailer/dispatcher position.

**Ralph Booker moved, seconded by Judith Stone, to approve Sheriff Chamberlin's request to replace a full-time jailer position. Motion carried 6-0.**

The request will now go to the County Commissioners on March 21.

### **AUDITOR PENNY LUKENBILL** **CLAIMS DEPUTY REPLACEMENT**

Auditor Penny Lukenbill reported that several personnel changes have taken place in the Auditor's Office over the past few months, and some redistribution of duties has resulted in the elimination of one position. However, since the Claims Deputy is now the HR Deputy, it is necessary to fill the claims position, and the Auditor requested approval to do so.

**John Benedict moved, seconded by Don Morrison, to approve the Auditor's request to replace the Claims Deputy position in the Auditor's office. Motion carried 6-0.**

### **ADDITIONAL APPROPRIATIONS:**

**Clerk:** Clerk Julie Fox was not present at the meeting to discuss her requests for additional appropriations. Mr. Byers stated that Council had requested department heads to attend meetings when they had additional appropriation requests, and felt it was common courtesy. Mr. Hassel stated that Council meets during business hours and department heads should be able to attend.

**Ward Byers moved, seconded by Don Morrison, to table the Clerk's additional appropriation request for \$12,000 for Overtime expenditures until she appears to discuss her request. Motion carried 6-0.**

**Clerk's Records Perpetuation Fund:** Ward Byers moved, seconded by Ralph Booker, to table the \$4,000 additional appropriation request for the Clerk's Records Perpetuation Fund until the Clerk appears to discuss her request. Motion carried 6-0.

**Probation:** Don Morrison moved, seconded by Ralph Booker, to approve the Probation Department's additional appropriation request of \$4,500, to appropriate grant monies from

**the Drug Free Community Local Coordinating Council to Urinalysis Supplies. Motion carried 6-0.**

**WIC:** WIC director Annette Osborn was present to discuss her request for an additional \$500 into Professional Services. She explained that the State recently provided funding to local WIC programs to make their offices more inviting to clients and employees. As a result, a new mural has been painted, and Ms. Osborn requested appropriation of the \$500 into her budget.

Mr. Booker noted that the State is dealing with reduced revenues and levels of spending, yet finds funds to paint murals. Mr. Byers stated that Ms. Osborn should have secured the funding prior to beginning the work. She agreed and apologized for “putting the cart before the horse”.

**Ralph Booker moved, seconded by John Benedict, to approve the additional appropriation request of \$500.00 to WIC for Professional Services. Motion carried 4-2, with Byers and Stone voting no.**

**EMA PERFORMANCE COMPETITIVE GRANT:** In January, Mr. Avery had discussed his request to appropriate an EMA Performance Competitive Grant of \$3,750, which will be used to purchase flat screen monitors and incident command vests for the Emergency Ops Center.

**Ward Byers moved, seconded by Don Morrison, to approve the additional appropriation request of \$3,750 for the EMA Performance Competitive Grant – Capital Outlays. Motion carried 6-0.**

### **AUDITOR’S REPORT**

**January 10, 2011 Minutes:** Ward Byers moved, seconded by John Benedict, to approve the minutes of the January 10, 2011 meeting as presented. Motion carried 6-0.

**2010 County Annual Report:** The Auditor had previously distributed copies of the County Annual Report to Council members for their review.

**PERF designation:** The Auditor presented a new PERF designation form, authorizing HR Deputy Debbie Palmer to conduct business with PERF on behalf of the County. The Auditor and Deputy Auditor Brenda Harper will also remain on the list of authorized personnel.

**Judith Stone moved, seconded by Ward Byers, to approve the new PERF designation form, authorizing Auditor Penny Lukenbill and Deputy Auditors Brenda Harper and Debbie Palmer to conduct business with PERF on behalf of county employees. Motion carried 6-0.**

**CAGIT distribution:** The Auditor discussed the Department of Revenue’s recent announcement that the certified CAGIT was over-distributed in 2007, 2008 and 2009 by \$609.7 million, largely as the result of reduced income tax collections for those years. As a result, the state will be reducing certified distributions for each county in 2012 through 2014 to make up for the over distributions, but have not yet reported firm numbers on the amounts by which revenues will be reduced.

### **COUNCIL COMMENTS**

Ms. Stone noted that computer systems are very costly to maintain, even though they are a necessity.

Mr. Booker stated that budget time is approaching, and urged Council members consider what guidance they want to give Department Heads regarding a possible pay increase for 2012.

Mr. Hassel stated that unemployment statistics are reported on a regular basis, but he would be interested to know how many people are employed full time in the United States. He also stated he is disappointed by the walkouts in the Indiana legislature, and feels they should be on the job and working to represent the citizens of the state.

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



## **ADJOURNMENT**

With no further business to come before the council, **Don Morrison** moved, seconded by **Ward Byers**, to adjourn the meeting at 10:42 am. Motion carried 6-0.

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**John Benedict**

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**Ralph Booker**

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**Ward Byers**

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**Rex Gilliland**

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**Judith Stone**

Attest: \_\_\_\_\_  
**Penny Lukenbill, Auditor**

**MINUTES**  
**MARSHALL COUNTY COUNCIL MEETING**  
**MONDAY APRIL 11, 2011**

BE IT REMEMBERED: That on Monday, April 11, 2011, 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 John Benedict, Ralph Booker, Ward Byers, Rex Gilliland, Judith Stone; and Auditor Penny Lukenbill. The meeting was opened with the Pledge to the Flag.

**PUBLIC INPUT**

There was no public comment.

**KAREN RICHEY – EXTENSION OFFICE**  
**PERSONNEL REPLACEMENT REQUEST**

Ms. Richey requested approval to replace a secretarial position soon to become vacant in the Extension Office. The position serves as secretary in the Agriculture, Natural Resources and Health Science areas, and as Ms. Richey's assistant. The only other clerical staff in that office is the 4-H/Youth Secretary. The Commissioners have given a favorable recommendation.

**Don Morrison moved, seconded by John Benedict, to approve replacement of the Extension Office secretarial position. Motion carried 7-0.**

**CLERK JULIE FOX**  
**PERSONNEL REPLACEMENT REQUEST**

Clerk Julie Fox requested approval to replace two positions on her staff. However, one position has already been replaced and Mr. Booker noted it was done without Commissioner or Council approval. The Clerk stated that the policy contradicts the handbook and she thought the policy had expired in 2010 and proceeded with hiring.

Regarding the current vacant position, the Commissioners considered the request at their April 4 meeting, but made no recommendation for or against replacing the position. Duties of the position include: opening and distributing mail, directing all visitors and incoming phone calls, Superior Court #1 liaison, processing court orders and sheriff returns, scheduling appointments for marriage license and passport applications, and certification of breath test equipment.

Ms. Fox stated she had made a comparison of Clerk's offices in similar-sized counties, and found that Marshall County handles approximately 2500 more cases and performs several functions that other counties do not, such as maintaining a separate records department, collecting restitution payments, and processing passports. Her office has also verified and turned over for collection over 900 adult and juvenile judgment liens totaling approximately \$1,130,000, and is currently preparing an additional 289 cases totaling \$166,400. In addition, they are attempting to collect over 2,300 infractions totaling \$518,500, and 1,442 cases of delinquent docket fees totaling \$343,200. Ms. Fox noted that these processes are time consuming, resulting in an increased work load for her staff, but she feels it is important to collect these delinquencies.

Mr. Hassel stated that the Council has been trying for years to get the judgment liens collected, and commended the Clerk on her efforts in this regard. He stated that the Commissioners and county attorney should consider more aggressive collection actions.

**Ralph Booker moved, seconded by Ward Byers, to approve replacement of the vacant Deputy Clerk Position. Motion carried 5-2, with Mr. Gilliland and Mr. Benedict voting against, citing the lack of recommendation from the Commissioners.**

Mr. Booker noted that although the Council has recommended replacement of the vacant position, the Commissioners have not, and asked who has final authority. Mr. Hassel stated it was his understanding that the matter now goes back to the Commissioners and unless they give a positive recommendation, the replacement is not approved. Mr. Booker questioned the Council involvement in the process if the Commissioners have the final say. Mr. Hassel stated he felt both boards should be involved in the review process, and that Council's role was to avoid filling a position which might be cut from the next year's budget. Mr. Byers stated that approval for replacing a position should be based solely on economics, and that the position should be filled if it is funded in the current year's budget and we can afford to keep it.

The Auditor suggested both bodies could consider a joint resolution to formalize the approval policy without making a permanent change to the personnel policy, and it could be rescinded when the boards consider the review no longer necessary. Mr. Hassel felt that the review process by both boards should be permanent, and be included in the employee handbook.

Members agreed that Council and Commissioners need to discuss the matter further in order to clarify the current policy, whether it should be permanent or temporary, and to define the respective roles and authority of each board.

Mr. Hassel recommended further discussion at the end of the meeting.

### **CLYDE AVERY-EMA DIRECTOR** **VEHICLE PURCHASE**

Mr. Avery advised he will be requesting an additional appropriation in May to replace the EMA's 2000 Ford Explorer. He has secured two quotes – one for a used vehicle with 89,000 miles for \$12,000, and one from Country Auto for a 2011 Dodge RAM pickup truck identical to those purchased by the Sheriff's Department for \$20,997. In order to take advantage of this price, he will need to order the vehicle by April 14, the deadline for 2011 models. The Commissioners recommended at their April 4 meeting that the Council approve funds for the new vehicle purchase. The top and mobile radio installation, estimated at \$900.00, will be purchased from the EMA budget. The additional appropriation will be considered at the May meeting.

### **MELODY KRUGER – CASA DIRECTOR** **ANNUAL REPORT**

Director Melody Krueger submitted a report of the Court Appointed Special Advocate program. April is National Child Abuse Prevention Month, and there are 700,000 children in foster care nationwide as a result of abuse or neglect. In Marshall County, there are currently 85 children identified as Children in Need of Services (CHINS) due to abuse or neglect.

CASA volunteers serve as advocates for CHINS children as they move through the court system. In 2010, 47 trained volunteers served 69 children; by the end of February, 2011, there were already 85 CHINS, 48 of whom are represented by a CASA volunteer. Six new volunteers are participating in CASA training.

Ms. Kruger has been selected to participate in a pilot program to train volunteers to help former foster children prepare to live independently, learn to set goals and build support systems.

CASA is funded through a state grant matched by county funds and contributions from various philanthropic organizations. In addition, the county provides in-kind support in the form of office space, utilities, internet, and telephone. She thanked the Council for their involvement in the CASA program through their financial support.

### **ADDITIONAL APPROPRIATIONS:**

**Buildings & Grounds:** Ward Byers moved, seconded by Rex Gilliland, to approve Buildings & Grounds additional appropriation request for \$10,000 for Part-Time Maintenance. Motion carried 7-0.

**WIC:** Ralph Booker moved, seconded by Judith Stone, to approve the additional appropriation requests from WIC for \$3,955 for Office Supplies, \$500 for Travel and \$1,443 for Breast Feeding Peer Counselor. Motion carried 7-0.

**Rainy Day Fund:** John Benedict moved, seconded by Ralph Booker, to approve the additional appropriations request for the Rainy Day Fund for \$22,000 for Machinery and Equipment for the SAN requested by the IT Department. Motion carried 6-1, with Mr. Byers voting against.

**Clerk:** Council discussed the Clerk's request for an additional \$7,000 in Overtime. Ms. Fox explained that her average Overtime of \$340.00 per pay period is a result of a reduction in her staff last July. Council pointed out that the majority of her overtime is a result of staff punching out a few minutes late each day. Ms. Fox stated that paperwork is often presented to her office right before closing, and that her staff cannot leave right at 4:00.

Mr. Byers stated he had discussed the matter with the Clerk, and suggested altering her staff's schedule, allowing those who work overtime one day to leave early another day. Members stated that there may be times when overtime cannot be avoided, but agreed she should consider flex scheduling, adjusting shifts or using comp time, all in an effort to decrease costs. The Clerk stated she does not like to use comp time, because she feels it creates more comp time which adds to scheduling difficulties.

Mr. Hassel stated that Council had increased her 2012 Part-Time Clerical from \$15,000 to \$20,000 to partially compensate for the reduction in staff. He recommended that funds be transferred from that line item to clear up the overdrawn Overtime line, and that she develop management strategies to reduce her overtime.

Ward Byers moved, seconded by Ralph Booker, to approve an additional appropriation of \$4,000 for the Clerk, with the understanding that she investigate alternative scheduling. Motion carried 6-1. Mr. Hassel voted against, stating that funds should have been transferred from other lines.

**Clerk's Records Perpetuation Fund:** Rex Gilliland moved, seconded by Ward Byers, to approve the \$4,000 additional appropriation request for the Clerk's Records Perpetuation Fund to cover microfilming expenses. Motion carried 6-1, with Ms. Stone voting against.

### **TRANSFER REQUEST**

Judith Stone moved, seconded by Ralph Booker, to approve the request from Emergency Management Agency to transfer \$100 to Other Operating Supplies and \$50 from Dues and Subscriptions - \$100 to Other Operating Supplies and \$50 to Machinery and Equipment, for increased costs of installing communications equipment and narrow banding in the Emergency Operations Center.

### **AUDITOR'S REPORT**

**March 14, 2011 Minutes:** Don Morrison moved, seconded by Judy Stone, to approve the minutes of the March 14, 2011 meeting as presented. Motion carried 6-0-1, with Mr. Gilliland abstaining due to his absence from that meeting.

## **COUNCIL COMMENTS**

Discussion continued on the approval of replacing vacant positions. Mr. Hassel noted that in 2009 and 2010, Council agreed with the Commissioners' recommendation that all vacant positions be reviewed and approved by both bodies before replacements could be hired. The action was in response to difficult budget times and an attempt to avoid possible employee lay-offs. Mr. Hassel stated that revenues continue to decline and government cannot continue to increase spending.

The Council had previously made a recommendation to the Personnel Committee that they consider changing the handbook and directing HR not to enroll new employees without the written approval of both boards; he asked whether Council now wanted to change their recommendations. Mr. Byers stated that because the policy was causing a great deal of confusion for everyone involved, clear and concise guidance was needed as soon as possible. He recommended that the Personnel Committee discuss the matter with the county's HR consultants, Wagner, Irwin & Sheele, and ask for recommendations on changes to the employee handbook. These would then be presented to the Commissioners and Council in the form of amendments to the Personnel Policy.

Mr. Booker stated that the boards should be required to give either a positive or negative recommendation.

**Ward Byers moved, seconded by Judith Stone, to request Wagner, Irwin and Sheele to clarify the hiring process as recommended to the Personnel Committee. Motion carried 7-0.**

Mr. Booker suggested that the Council discuss possible pay increases for 2012 at the May meeting in order to give a recommendation to department heads before budget time. Council directed the Auditor to request Department Heads to attend the May meeting to share their 2011 budget concerns.

## **ADJOURNMENT**

With no further business to come before the council, **Don Morrison moved, seconded by Ward Byers, to adjourn the meeting at 10:48 am. Motion carried 7-0.**

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**John Benedict**

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**Ralph Booker**

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**Ward Byers**

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**Rex Gilliland**

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**Judith Stone**

Attest: \_\_\_\_\_  
**Penny Lukenbill, Auditor**

**MINUTES**  
**MARSHALL COUNTY COUNCIL MEETING**  
**MONDAY, MAY 9, 2011**

BE IT REMEMBERED: That on Monday, May 9, 2011, 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 John Benedict, Ralph Booker, Ward Byers, Rex Gilliland, Judith Stone; and Auditor Penny Lukenbill. The meeting was opened with the Pledge to the Flag.

**PUBLIC INPUT**

There was no public comment.

**CLYDE AVERY-EMA DIRECTOR**  
**VEHICLE PURCHASE**

Mr. Avery was presented his request for an additional appropriation for \$22,997 to purchase a new 2011 Dodge RAM pickup truck, replacing his current 2000 Ford Explorer. If approved, the vehicle will be purchased from Country Auto. The installation cost for the mobile radio will be paid from his current EMA budget. The Commissioners have recommended the purchase.

**SHERIFF TOM CHAMBERLIN**  
**PERSONNEL REQUEST**

Sheriff Chamberlin stated that upon the retirement of Captain Rex Gilliland, he will be replacing the position with a Chief Deputy Sheriff, as allowed under the rules and regulations of the Marshall County Merit Board and Indiana Code. The qualifications and job description of the position will remain the same. The Captain is currently paid an hourly rate of \$24.05 for 2080 hours or \$50,024.00 annually. The Sheriff is proposing to make the Chief Deputy a salaried position at \$51,000, with no longevity or merit pay. The new Chief Deputy will begin training with Captain Gilliland on May 10, and assume duties June 1. The Sheriff has funds remaining in personal services from unfilled, budgeted positions and will make the necessary transfers into the Chief Deputy line. The position of Captain will remain in the salary ordinance, but will not be funded. **Judith Stone moved, seconded by Ralph Booker, to approve the position of Chief Deputy in the Sheriff's Department at an annual salary of \$51,000. Motion carried 6-1, with Mr. Byers voting no.**

The Sheriff also requested approval to replace a full-time jailer/dispatcher position funded through 911, and anticipates filling the position with a current part-time jailer. The Commissioners recommended approval.

**John Benedict moved, seconded by Ward Byers, to approve the Sheriff's request to replace a fulltime jailer/dispatcher, to be paid from 911 funds. Motion carried 7-0.**

Sheriff Chamberlin also presented his Capital Outlay needs for the 2012. For several years, the sheriff vehicles have been on a five-year rotation schedule. He will be requesting five vehicles for 2012 at an estimated cost of \$25,000 each. The Sheriff stated he is researching a variety of options and will have firm numbers at budget time.

**BILL CLEAVENGER – CORONER**  
**2010 ANNUAL REPORT**

Mr. Cleavenger distributed the 2010 annual Coroner's Report, which also included the first four months of 2011. Of the 102 coroner cases in 2010, there were 82 natural deaths, 10 suspected drug

overdoses, 7 suicides, and 2 traffic fatalities. So far this year, there have been 34 coroner cases, including 3 suicides. He explained that the Coroner's budget largely depends upon the number of cases each year, and is often unpredictable for that reason.

Mr. Gilliland noted that traffic fatalities have decreased dramatically over the past several years, but Mr. Cleavenger explained that accident victims are often evacuated to out-of-county hospitals, and ensuing deaths are attributed to that county.

### **ADDITIONAL APPROPRIATIONS:**

**EMA: John Benedict moved, seconded by Rex Gilliland, to approve the Emergency Management Agency's request for an additional \$20,997 to purchase a 2011 Dodge Ram pickup. Motion carried 7-0.**

**Highway: Rex Gilliland moved, seconded by Judith Stone, to approve the Highway Department's additional appropriation request for \$1,557 for Unemployment Insurance. Motion carried 7-0.**

Highway Superintendent Neal Haeck discussed his request for an additional \$110,000 for Capital Outlays. He is refurbishing four trucks with new beds and hydraulics, which will extend the life of the trucks by five years. The cost of the repairs is \$72,000, which will be paid from his \$110,000 Capital Outlays equipment appropriation, originally budgeted for the purchase of a new dump truck. He proposes to use the additional \$110,000 and the balance left in the equipment line, to purchase a new dump truck and pickup for \$150,000.

**John Benedict moved, seconded by Judith Stone, to approve the additional appropriations request for the Highway in the amount of \$110,000 for Vehicle Repairs. Motion carried 6-1, with Mr. Byers voting no.**

### **AUDITOR'S REPORT**

**April 11, 2011 Minutes: Don Morrison moved, seconded by Ward Byers to approve the minutes of the April 11, 2011 meeting as presented. Motion carried 7-0.**

**Waiver of Probationary Period and Pay:** The Auditor requested approval to waive the 90-day probationary period and 90% probationary pay for Claims Deputy Charlotte Leighton. Ms. Leighton has been a county employee for over three years and is familiar with many of the processes involved in her new position.

**Rex Gilliland moved, seconded by Don Morrison, to waive the 90-day probationary period/90% probationary pay for Deputy Auditor Charlotte Leighton. Motion carried 7-0.**

### **DEPARTMENT HEADS BUDGET CONSIDERATIONS**

In response to the Council's invitation to discuss potential increases to their 2012 budgets, several department heads presented their anticipated needs:

**Commissioners:** Commissioner Overmyer reported that the Commissioners have not yet had an opportunity to discuss salary recommendations, but he is hopeful that a wage increase can be included for 2012. He suggested a meeting with Council prior to budget hearings.

The Healy Group is beginning negotiations with health insurance companies, in an effort to hold health insurance premium increases to a minimum.

He updated the Council on the various bridge and road projects in progress or set to begin in the next year. The bids for the Pierce Street Bridge will be awarded May 11. The 13<sup>th</sup> Road bridge will be completed in early September. Construction engineering funds for Pine Road will run short, but

they are working with MACOG for additional funding. They anticipate replacing the Hickory Road Bridge, which may qualify for federal funding since it's efficient rating is below 50%.

Construction of 7<sup>th</sup> Road between Michigan Road and US 31 will begin in 2013, and will coincide with the construction by INDOT of an interchange at 31 and 7<sup>th</sup> Road. The environmental study is complete, and surveying is now being done. The state has agreed to pay Marshall County \$4.2 million over three years, beginning in 2014, for the relinquishment of old US 31 south of Lapaz..

**(Recessed from 10:00 to 10:05 am)**

WIC: The WIC offices will move to a larger area in the Community Resource Center in 2012, and their monthly rent will increase from \$1300 to \$2290. The WIC grant through the USDA will cover the increased rent, as well as any additional furnishings or equipment needed.

Circuit Court: Judge Palmer will be requesting a new copier to replace the court's current 12-year old unit. He anticipates a cost of \$6,000 to \$17,000, depending upon the unit selected.

Reassessment: Debbie Dunning will run the numbers to make certain the 0123 Reassessment Fund can continue to support salaries of three deputies. For several years, all 8 assessor employees were paid out of Reassessment, but for the 2011 budget, she shifted 5 to the General Fund, leaving only 3 in Reassessment. The levy for the 0123 Reassessment Fund has been discontinued, and a new levy is being generated for the 2015 Reassessment. Expenses can still be paid out of the old Reassessment Fund through the 2012 payable 2013 tax year.

Recorder: The Recorder is researching a new computer system, and has narrowed the choice to two vendors. The new system will cost between \$50,000 and \$60,000 and will be purchased by the Recorder's Perpetuation Fund. Annual maintenance on the current system is \$32,000, and the maintenance on a new system will run about \$10,000 per year, saving the county nearly \$200,000 over a ten-year period.

Extension: Karen Richey noted that the State recently increased their mileage rate to 44 cents per mile to reflect increased fuel prices, and requested that the Council consider increasing the county's rate. She stated that the Extension Office is trying to hold down costs by taking advantage of training through webinars rather than travel to Purdue.

Highway: Mr. Haeck provided a financial update on several current Highway projects. The construction engineering costs on Pine Road will be an additional \$50,000 to \$60,000, but there will be approximately \$13,000 left over on the 13<sup>th</sup> Road Bridge project. If the Pierce Street Bridge bids come in low enough, the County may be entitled to additional federal funding credits. The project engineering and land acquisition costs for the 7<sup>th</sup> Road project could be reimbursed by federal funds. He also pointed out that it is difficult on the budgeting process when the County has to pay up front on projects, then must wait for reimbursement by INDOT. As an example, he has submitted to INDOT 13 claims for reimbursement totaling \$262,000 on Pine Road alone. Significant increases in fuel costs are also having an impact on his department. Other departments have reimbursed the Highway for fuel purchases totaling \$90,000, and he will request appropriation of the reimbursements in June.

**COUNCIL DISCUSSION**  
**SALARY INCREASES FOR 2012**

Mr. Gilliland asked the Auditor for a brief update on anticipated revenues for next year. She stated that there are no indications at this time of sharp revenue drops. Recent information indicates that the State will flat line the certified CAGIT distributions for 2012, rather than reduce them to reclaim over-distributed amounts. However, there will be no distributions of supplemental CAGIT for the Rainy Day Fund until the balance in our income tax trust fund reaches 150% of our annual regular CAGIT distributions. As a result, the Rainy Day Fund will not increase as it has in the past.



The Council then discussed possible salary increases for 2012. Members agreed they would like to give raises, especially since wages have not increased since 2009, and will give serious consideration to increase. However, they emphasized that a recommended increase is not a guarantee that raises will be approved at budget adoption, and cautioned against assuming that pay raises will be automatic. Council members are concerned with the increases in the cost of fringe benefits in two areas: Health insurance premiums and the County's PERF contribution for each employee, which will rise from 6.25% to 8% next year.

Mr. Hassel recommended that department heads should keep their budgets at the same overall level, and reducing other areas to adjust for raises. Mr. Byers encouraged department heads to place their emphasis on employees rather than things to purchase. After discussion, a 3% raise was suggested by Mr. Booker, but Mr. Byers and Mr. Benedict felt that 2% was more realistic.

**John Benedict moved, seconded by Ward Byers, to recommend that Department Heads include a 2% raise in their 2012 budgets. Motion carried 7-0.**

Mr. Byers recommended that any raise not be applicable to the Council and Commissioners.

### **ADJOURNMENT**

With no further business to come before the council, **Ralph Booker moved, seconded by Judith Stone, to adjourn the meeting at 10:46 am. Motion carried 7-0.**

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**John Benedict**

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**Ralph Booker**

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**Ward Byers**

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**Rex Gilliland**

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**Judith Stone**

**Attest:** \_\_\_\_\_  
**Penny Lukenbill, Auditor**

**MINUTES**  
**MARSHALL COUNTY COUNCIL MEETING**  
**MONDAY, JUNE 13, 2011**

BE IT REMEMBERED: That on Monday, June 13, 2011, 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 John Benedict, Ralph Booker, Ward Byers, Rex Gilliland, Judith Stone; and Auditor Penny Lukenbill. The meeting was opened with the Pledge to the Flag.

**PUBLIC INPUT**

There was no public comment.

**WES BURDEN – HEALTH DEPARTMENT**  
**PROPOSED OFFICE IMPROVEMENTS**

Mr. Burden presented proposed changes to the Health Department office. The project will involve reconfiguring the present full wall with two pass-through windows, enabling both clerks to be at the front, and will include carpeting and relocation of the office safe. The cost will be approximately \$10,000 plus carpet, and will be paid from the Emergency Response Fund.

**PROPOSED ORDINANCES**

Mr. Burden will be updating the fee ordinance to include a vaccine administration fee and to bring the county's sewage ordinance in line with the newly-revised State codes.

As of July 1, children with insurance coverage will no longer be eligible to receive vaccinations at the Health Department and will be referred to their own health-care provider. Those not covered under an insurance plan would still be eligible to receive the state-provided vaccine. The department is considering charging a vaccine administration fee of \$8.00, which could be paid at the time the vaccination is received or be reimbursed by Medicaid. Mr. Burden emphasized that the vaccine cannot be refused to those unable to pay. Surrounding counties already charge a fee, resulting in many out-of-county residents coming here for their vaccines.

The new sewer ordinance would include more details for operating permits for treatment units, and provide for contractor certification and registration. Mr. Burden is seeking input from contractors and others who will be affected by the ordinance.

**SHERIFF TOM CHAMBERLIN**  
**LAKE PATROL AND 911 ISSUES**

Sheriff Chamberlin advised the Council of the agreement between the County and the Lake Maxinkuckee Association to provide 800 hours of on-water law enforcement and patrol of the lake between June 1 and September 15. The entire cost of the patrol will be paid for with a \$15,000 grant from the DNR, supplemented by funds from the lake association. The patrol will utilize 11 merit officers from the sheriff's department, and three officers from the Town of Culver. The Sheriff anticipates the DNR grant will be available for future years. He will request an additional appropriation for the \$45,000 into budget lines for wages and social security for consideration at the July meeting.

The Sheriff also reported on the central dispatch project, stating that they have been handling fire and EMS for three months and hope to transfer the Plymouth Police Department by the end of the year. Centralization will save personnel costs for the surrounding communities, but will result in increased dispatch duties for the county 911, and he is considering an assessment to each community based on

the number of 911 calls in their jurisdiction. However, in his discussions with area town/city councils, many object to paying an additional assessment, stating that the Sheriff's Department services are already included in property taxes

The E911 revenues in recent years have been declining steadily, due to a decrease in the number of land lines, and resulting in budget shortfalls. In 2010, budget expenditures were \$524,403, compared to \$505,926 in revenues. Statistics show that 70% of households currently have land lines, and it is expected that this number will drop to 50% by 2013. The 911 land line surcharge in Marshall County has remained at \$1.53 since its inception in 1991, and currently generates approximately \$27,200 per month. Under Indiana code, the County Council can impose a 911 surcharge of up to 10% of the line access charge, which is now in excess of \$26.00. The surcharge for cell phones is 50 cents, which is collected and distributed by the state to the counties. The Sheriff reported that out of a total of 14,438 calls, 9,433 were placed from land lines and 5,005 from cell phones. He reminded the Council that 911 funds can be used for personnel, technology, trunk lines, and equipment, but cannot be used for non-911 expenses. Currently, eleven dispatchers and one supervisor are paid out of the E911 Fund and Special CAGIT.

Sheriff Chamberlin asked for direction on how to address the shortfall and generate revenues to help pay for the 911 central dispatch, either by raising the surcharge on land lines or making an assessment to each community based on the number of calls in their jurisdiction.

During a brief discussion Mr. Booker expressed concern that increasing the 911 surcharge could result in more people giving up their land lines.

### **MICHAEL MARSHALL – IT DIRECTOR** **TELEPHONE SYSTEM**

Mr. Marshall reported that a review committee consisting of Kevin Overmyer, Judith Stone, Ralph Booker, Larry Fisher, Rich Ulrich, Penny Lukenbill and Debbie Palmer, met several times to assess needs and review proposals regarding the telephone system update for the courthouse and county building. A proposal from CenturyLink proposed a new PBX system with no new phones, but did offer to sell refurbished phones to replace our 30-year old units as they fail. The New Paris Telephone proposal combines our current two PBX systems into one, and replaces existing phones with new units. The committee recommended the New Paris plan, citing value and service. They have installed similar systems in Kosciusko, Cass and Carroll Counties, and come highly recommended.

Mr. Marshall then discussed the issue of a maintenance agreement. Part of the issue with the CenturyLink proposal was the difficulty in determining what their \$15,000 software maintenance charge actually covered – software upgrades were not included and have to be purchased. The New Paris system comes with a five-year warranty, with the option of purchasing a maintenance agreement now or after the warranty expires. Council members asked if the number of phones could be decreased, and suggested asking department heads not to replace inactive phones.

Steve Edwards of New Paris stated that they might be able to link the Sheriff and Highway Departments with the county building and courthouse in the future. After analyzing the service contract the county currently has with CenturyLink, he recommended that the County work to reconfigure several items to reduce monthly service costs.

The cost of the proposed system is approximately \$72,000, plus additional wiring. The Commissioners have recommended appropriating up to \$75,000 for the project from the Rainy Day Fund.

## **PERSONNEL REQUESTS**

**Buildings and Grounds:** Rich Ulrich requested approval to replace a vacant full-time maintenance position, which should eliminate the need for a part-time position and reduce overtime costs. The Commissioners have recommended the replacement.

Don Morrison moved, seconded by Judith Stone, to approve Mr. Ulrich's request to replace a vacant part-time maintenance position. Motion carried 7-0.

**Highway:** Neal Haeck requested approval to replace a recently vacated driver position. He noted that he already has two less employees than in 2010, and has decreased his staff by 10 positions since 2001. The Commissioners have recommended the replacement.

**Ralph Booker moved, seconded by John Benedict, to approve Mr. Haeck's request to replace the vacant driver position in the Highway Department. Motion carried 7-0.**

## **ADDITIONAL APPROPRIATIONS:**

**General Fund – Prosecutor:** Rex Gilliland moved, seconded by Don Morrison, to approve the Prosecutor's request for an additional appropriation of \$890.19 to Capital Outlays – Law Books, to reappropriate a refund to the line. Motion carried 7-0.

**WIC:** John Benedict moved, seconded by Ward Byers, to approve the WIC request for an additional appropriation of \$2,300 for Other Services – Rent, to cover a rent deposit for their new offices in the CRC. Motion carried 7-0.

## **TRANSFERS**

**Assessor:** Rex Gilliland moved, seconded by John Benedict, to approve the Assessor's request to transfer \$2,508.00 from Clerical Wages to Overtime Wages for in-house reassessment data entry. Motion carried 7-0.

**Plan Commission:** Ralph Booker requested a transfer of \$2,100.00 from Legal Expenses to Capital Outlays to purchase a desk top copier, which could also be used by the Building Department to fax documents from the field. Although both offices utilize the copier in Extension, personnel often have to leave the office unattended to do so. He does not anticipate any large legal expenditures for the remainder of the year.

**Rex Gilliland moved, seconded by Judith Stone, to approve the Plan Commission request to transfer \$2,100 from Legal Expenses to Office Equipment. Motion carried 6-0-1, with Mr. Booker abstaining since he is Plan Commission Director.**

## **PLYMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES APPOINTMENT**

In a letter to the Council, library director Susie Reinholt advised that board member Jack Stapleton has chosen not to be reappointed when his term expires June 30. The board has recommended the appointment of Alice Ruiz, a retired Spanish teacher from Plymouth.

**Don Morrison moved, seconded by Ward Byers, to appoint Alice Ruiz to the Plymouth Public Library Board of Trustees for the term July 1, 2011 to June 30, 2015. Motion carried 7-0.**

## **AUDITOR'S REPORT**

**May 9, 2011 Minutes:** Rex Gilliland moved, seconded by Judith Stone to approve the minutes of the May 9, 2011 meeting as presented. Motion carried 7-0.

**Salary ordinance amendment – HR Deputy:** The Auditor explained that the former HR Deputy also served as First Deputy, and received First Deputy pay of \$18.33. The current HR Deputy does not serve as First Deputy. The current First Deputy is also Settlement Deputy. Former Settlement Deputy was paid \$17.19, and First Deputy/HR was paid \$18.33. HR Deputy \$17.19.

**Ralph Booker moved, seconded by Ward Byers, to approve the salary ordinance amendment establishing the rate of pay for HR Deputy Auditor at \$17.19 per hour. Motion carried 7-0.**  
Personnel Policy Amendment – Firearms Policy: To reflect the recent change in state law, the Auditor presented Ordinance #2011-09b to amend the personnel policy. The amendment deletes existing language in Section 6.9 requiring employees to file a Firearms Notification Form with the Auditor's office before bringing a firearm, ammunition or other weapon onto County property. The Commissioners approved the ordinance June 6.

**Ralph Booker moved, seconded by Ward Byers, to approve Ordinance #2011-09b, amending Section 6.9 of the Personnel Policy. Motion carried 7-0.**

Personnel Policy Amendment – Hiring Policy: The Auditor also presented Ordinance #2011-10b, clarifying the hiring process at section 2.1 in the Personnel Policy. The amendment changes the policy to require department heads - except those appointed by the Commissioners - to request approval to replace a vacant position from the County Council only. Department heads appointed by the County Commissioners will request approval only from the Commissioners. The amendment further states that the County Auditor/HR Department will not process new employees unless authorized by the appropriate body. The Commissioners approved the ordinance on June 6. **John Benedict moved, seconded by Rex Gilliland, to approve Ordinance #2011-10b, amending Section 2.1 of the Personnel Policy. Motion carried 7-0.**

### **ADJOURNMENT**

With no further business to come before the council, **Judith Stone moved, seconded by Ralph Booker, to adjourn the meeting at 10:28 am. Motion carried 7-0.**

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**John Benedict**

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**Ralph Booker**

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**Ward Byers**

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**Rex Gilliland**

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**Judith Stone**

**Attest:** \_\_\_\_\_  
**Penny Lukenbill, Auditor**

**MINUTES**  
**MARSHALL COUNTY COUNCIL MEETING**  
**MONDAY, JULY 11, 2011**

BE IT REMEMBERED: That on Monday, July 11, 2011, 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 John Benedict, Ralph Booker, Ward Byers, Rex Gilliland, Judith Stone; and Auditor Penny Lukenbill. The meeting was opened with the Pledge to the Flag.

**SHERIFF TOM CHAMBERLIN**  
**CENTRAL DISPATCH**

Sheriff Tom Chamberlin returned to discuss funding of the proposed central dispatch, and referred members to the report he had prepared detailing the number of calls received from each jurisdiction in the county. He explained that several communities have already transferred their dispatch duties to the Sheriff's Department and have been able to reduce their personnel costs substantially. The Sheriff stated that eleven full-time and several part-time dispatchers are paid out of the 911 funds and Special Jail CAGIT, and emphasized that 911 funds cannot be used for non-911 expenses. To help subsidize central dispatch expenses, the Sheriff has proposed assessing each community based on the number of calls from their jurisdiction. Argos, Bourbon and Culver have been paying the county approximately \$4,000 a year for dispatch for several years, but without a written agreement. In discussing the matter with other communities, he has found some reluctance about the proposed assessment, with one community stating they cannot afford it.

Commissioner Kevin Overmyer felt that a formal written agreement is needed between the communities and the County outlining services and costs, and emphasized that the Commissioners and Council should be involved in developing the process.

Ralph Booker expressed concern about who has responsibility for dispatch services if a small community cannot or will not pay. The Sheriff stated that the law requires communities to provide law enforcement services or contract with another entity to provide them.

Council members agreed that additional research is needed to deal with the issues associated with central dispatch before agreeing to the proposal.

**PLYMOUTH MAYOR MARK SENTER**  
**CENTRAL DISPATCH**

Addressing the Council, Plymouth Mayor Mark Senter requested that county officials consider forming an ad-hoc committee to study the issue of central dispatch and help develop a fair funding mechanism. He recommended that the committee include Commissioners, County Council, himself, and representatives from each of the surrounding communities to receive as much input as possible. He also proposed formation of a permanent central dispatch oversight board that will report to elected officials

Ward Byers spoke in support of the Mayor's recommendations, and stated it is important to ensure funding formulas and agreements are done properly with input from community representatives.

**Ward Byers moved, seconded by Judith Stone, to recommend to the Commissioners the formation of an ad-hoc committee to study the central dispatch issue and make recommendations for implementation.**

During discussion before the vote, John Benedict asked for clarification of the ad-hoc committee's end product, and it was agreed that the committee should make specific recommendations on services to be provided and funding to the Commissioners and Council. Matt Hassel felt that any plan needs to be well-thought out, cost effective, and have the support of the communities. He also emphasized that there is a difference between the 911 emergency service and central dispatch: Everyone utilizes 911 and pays for it through a surcharge on their phone bills; central dispatch is separate and should be paid for by the communities that utilize it.

**Motion carried 7-0.**

### **RALPH BOOKER** **SOIL AND WATER LETTER OF SUPPORT**

Ralph Booker explained that Soil and Water is seeking a grant to educate farmers about water pollution prevention projects, such as no-till and best farming practices. The grant money will provide direct incentives to landowners. They have requested a letter of support from the Council, and have asked that they also appoint a member to the project committee.

**Ward Byers moved, seconded by Rex Gilliland, to support the 319 Grant application with a letter of support and the appointment of Ralph Booker to the committee, with the understanding that no financial support is required. Motion carried 7-0.**

### **ADDITIONAL APPROPRIATIONS:**

#### **General Fund:**

**Drainage Board: Ralph Booker moved, seconded by John Benedict, to approve the Drainage Board's request for an additional appropriation of \$2500 to Legal Services. Motion carried 7-0.**

**Buildings & Grounds: Rich Ulrich explained that he had advanced half of the funds to repair the museum elevator in order to expedite repair work. The additional appropriation of \$17,375 would replace those funds in his Repair Buildings and Structures line and will be used for other repairs for the remainder of the year. The repairs were not covered by insurance.**

**John Benedict moved, seconded by Ralph Booker, to approve the additional appropriation of \$17,375 to Repair Buildings and Structures in the Buildings and Grounds budget. Motion carried 5-2, with Byers and Stone voting no.**

**Highway Department: Don Morrison moved, seconded by Judith Stone, to approve the Highway Department's additional appropriation request of \$150,000 to Vehicle Maintenance to reappropriate fuel reimbursements. Motion carried 7-0.**

Mr. Haeck explained that the \$155,000 additional appropriation for Pine Road Construction will cover remaining invoices for 2011, 80% of which will be reimbursed. Construction should be complete by the third week of October. The Highway Department has been hauling material from the county's gravel pit to save money on the project.

**Ralph Booker moved, seconded by John Benedict, to approve Highway's additional appropriation of \$155,000 to Pine Road Construction. Motion carried 6-0-1, with Stone abstaining.**

**Cumulative Bridge: The \$100,000 additional will cover remaining invoices for 2011 on the third step of the 7<sup>th</sup> Road project from Michigan to Linden Road, 80% of which will be reimbursed to the Cum Bridge Fund. The amount will cover land acquisition, surveying, design and permitting. Of the \$5,000,000 total cost, our match will be \$1,000,000.**

**Rex Gilliland moved, seconded by Ralph Booker, to approve the additional appropriation request for Cumulative Bridge for 7<sup>th</sup> Road Construction. Motion carried 7-0.**

The \$125,000 additional appropriation will cover the 10% match for construction and inspection for the Pierce Street Bridge. Mr. Haeck was able to apply additional federal credits to the project, saving the county \$107,000 in matching funds. The project is scheduled for completion in May of 2012.

**Ward Byers moved, seconded by Judith Stone, to approve the Cumulative Bridge Fund's additional appropriation request for \$125,000 to Pierce Street Bridge #225. Motion carried 7-0.**

**Health Department:** Wes Burden requested to appropriate the \$10,000 Bioterrorism grant, which will be used to purchase equipment items pre-approved by the State.

**Judith Stone moved, seconded by Rex Gilliland, to approve the additional appropriation request by the Health Department for \$10,000 to Bioterrorism Equipment. Motion carried 7-0.**

**Lake Enforcement Fund:** John Benedict moved, seconded by Judith Stone, to approve the additional appropriation request of \$38,900 for the Lake Enforcement Fund to the following lines: Personal Services: Overtime - \$21,000; Seasonal Deputies - \$6,000; Social Security - \$1,900; Supplies: Vehicle Maintenance Supplies - \$5,500; Services: Storage - \$1,000; Maintenance and Repair - \$1,000; Administrative Fee - \$2,000; Capital Outlays: Equipment - \$500. Motion carried 7-0.

**Rainy Day Fund:** The additional appropriation request for the Rainy Day Fund included \$34,000 for the museum elevator repairs and \$75,000 for a new telephone system in the court house and county building. After discussion, Council decided to appropriate funds for the telephone system purchase from the Cumulative Capital Development Fund.

**Ward Byers moved, seconded by Judith Stone, to approve the Rainy Day Fund request for \$34,000 to Repair Buildings and Structures, and to deny the \$75,000 requested for the purchase of the new telephone system, taking the amount instead from the Cum Cap Development Fund. Motion carried 7-0.**

The Auditor will advertise the additional appropriation request from Cum Cap for consideration at the August 8 meeting.

### **TRANSFERS**

**Emergency Management Agency:** Rex Gilliland moved, seconded by Ward Byers, to approve the EMA request to transfer \$400.00 from Vehicle Repairs to Other Operating Supplies to purchase a truck cap for the EMA vehicle. Motion carried 7-0.

### **AUDITOR'S REPORT**

**June 13, 2011 Minutes:** Don Morrison moved, seconded by Ward Byers, to approve the minutes of the June 13, 2011 meeting as presented. Motion carried 7-0.

**Establishment of Lake Enforcement Fund:** The Auditor presented Ordinance #2011-11 authorizing the establishment of the Lake Enforcement Fund #1138. The DNR Marine grant and funds from the Lake Maxinkuckee Association will be deposited into this fund to support the Lake Enforcement program.

**John Benedict moved, seconded by Ward Byers, to approve Ordinance #2011-11 to establish the Lake Enforcement Fund 1138. Motion carried 7-0.**

**Salary ordinance amendment – Seasonal – Lake Enforcement Fund:** Rex Gilliland moved, seconded by Judith Stone, to approve the salary ordinance amendment establishing the rate of pay for seasonal deputies in the Lake Enforcement Fund at \$20.33 per hour. Motion carried 7-0.

### **NON-BINDING REVIEWS OF UNIT BUDGETS**

Council President Matt Hassel reminded members of their obligation to conduct non-binding reviews of all unit budgets at the September 12 meeting. Ralph Booker will again prepare the presentation of the review documents.



## **ADJOURNMENT**

With no further business to come before the council, **Judith Stone moved, seconded by Ralph Booker, to adjourn the meeting at 10:40 am. Motion carried 7-0.**

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**John Benedict**

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**Ralph Booker**

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**Ward Byers**

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**Rex Gilliland**

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**Judith Stone**

**Attest:** \_\_\_\_\_  
**Penny Lukenbill, Auditor**

**MINUTES**  
**MARSHALL COUNTY COUNCIL MEETING**  
**MONDAY, AUGUST 8, 2011**

BE IT REMEMBERED: That on Monday, August 8, 2011, 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 John Benedict, Ralph Booker, Ward Byers, Rex Gilliland, Judith Stone; and Auditor Penny Lukenbill. The meeting was opened with the Pledge to the Flag.

**JUDGE DEAN COLVIN-SUPERIOR 2**  
**RECEPTIONIST-TRANSFER OF FUNDS**

Judge Colvin presented his request to transfer funds to the Receptionist position in the Superior 2 budget. He explained that Court Services has experienced a significant decrease in revenues as a result of the poor economy - many people cannot pay the fees to participate in the programs. Although he has recently increased the fees and the number of drug and alcohol charges has risen, the indigency factor has a major influence on the revenues. Consequently, he is downsizing the Court Services program, tentatively leaving only the director and a case worker. He feels that some of the services can be combined with the courts, and would like to restore the Receptionist/Hispanic coordinator position to the Superior 2 budget to assist with the increased work load. The receptionist would also serve the courts as a bilingual translator. He proposed transferring \$3,500 from Office Equipment and \$4,300 from Grand and Petit Jurors to Receptionist Wages in his 2011 budget.

Mr. Hassel asked if further consideration had been given to using the Adult Probation User Fees Fund to supplement the program, as proposed when it was established in the mid 1990's. Judge Colvin said he was considering it, but the other judges would have to agree as well. He stated that if and when Court Services revenues rise, they could be used to assist with the expenses.

The Council delayed action on the transfer request until later in the meeting.

**COMMISSIONER JACK ROOSE**  
**FULL-TIME BUILDING INSPECTOR**

Jack Roose presented the Commissioners' recommendation to restore the Building Inspector position to full time at a salary of \$38,000. The position had been reduced to part time earlier this year due to the slow economy; however the number of inspections for the first and second quarters is up substantially. Mr. DeWitt performed 185 inspections in the first quarter, 282 in the second quarter, and 151 in July.

Mr. DeWitt stated that performing inspections towns are only part of his job. He also oversees contractor registrations, is developing testing for electrician and contractor standards, as well as an online process for applications and inspection reports.

The county currently charges a one-time fee of \$50 for building inspections, which could involve up to ten visits, and he is attempting to determine the true cost of the entire process. He performs inspections for several towns, enabling them to save the expense of hiring a building inspector.

After extensive discussion, Council members agreed that the Commissioners should consider increasing the inspection fees to more accurately reflect the true cost, which should be borne by those who use the service.

Mr. Booker noted that Mr. DeWitt is working more than 4 hours a day and in effect is a full-time employee. He felt the salary was too low, and noted that the personnel committee had not been involved in the process and asked how the figure had been determined. Referring to the AIC Fact Book, Mr. Hassel reported that Building Inspector salaries in similar sized counties ranged from \$20,000 part time to \$58,000 full time.

**John Benedict moved, seconded by Ralph Booker to approve the salary ordinance amendment for a full-time Building Inspector at a salary of \$38,000. Motion carried 4-3, with Gilliland, Morrison and Byers voting against.**

Although the motion passed by majority vote, Mr. Hassel felt that a super-majority was needed and indicated a recess would be taken for the Auditor to research the matter.

### **JENNIFER LAURENT** **ECONOMIC DEVELOPMENT DIRECTOR**

Ms. Laurent reported that the MCEDC continues to focus on long-term success and initiatives for economic development, marketing to attract outside businesses, developing strategies for business retention and providing resources. They are also focusing on entrepreneurship through small business development, in conjunction with a state-wide program. MCEDC also provides grant support – although funds are not flowing as freely as they once were, the grant process is still important as it helps to identify needs in small communities. MCEDC has assisted in securing a \$600,000 OKRA grant to assist with a storm water project and a \$1.3 million FEMA grant.

Ms. Laurent stated that the county has strong businesses who have taken this time to reconsider their business models, and is cautiously optimistic about the county's economic development prospects. She is working with the Indiana Economic Development Commission to establish a larger footprint in the regional marketing context where counties are collaborating rather than competing. She complimented county officials for their business-friendly philosophy, and plans to conduct educational workshops on encouraging economic development.

Several wind power companies are interested in establishing wind farms in the county, and she noted that the county has good zoning ordinances and should remain engaged in the process.

Mr. Booker asked if any progress had been made on bringing fiber optics to the county. Ms. Laurent reported that INDOT has been approached to include the conduit in the US 31 realignment project. However, she believes the county will ultimately bear the expense, and that even if grants are available, they would require a 50% cash match. She felt that the lack of fiber optics was not a major factor for companies not locating here.

### **WES BURDEN, HEALTH DEPARTMENT** **PART-TIME HEALTH EDUCATOR**

Mr. Burden advised that he would like to hire a part-time Health Educator to be paid from the Local Health Department Trust Fund, formerly the Master Tobacco Settlement Fund. The Health Educator would focus on chronic disease prevention and assist with diet and health education, working 20 hours per week.

(Meeting recessed from 10:10 to 10:20)

### **BUILDING INSPECTOR DISCUSSION CONTINUED**

Council returned to the full-time Building Inspector matter. During the recess, the Auditor had researched whether the issue needed a super majority vote of 5-2, and found that Indiana Code refers only to “a majority vote”.

Mr. Hassel opened the floor for further discussion, and stated that the current inspection fees are too low and should be adjusted to offset the actual expenses. Council members agreed that the inspection fees should be raised.

Mr. Benedict stated that restoring the building inspector position to full-time and the need to increase inspection fees were two entirely separate issues. The county has a part-time employee performing work on a full-time basis, and the council should act on whether the position should be full-time. He agreed that the inspection fees should be increased to bring them in line with the actual cost of the services provided.

**Ralph Booker moved, seconded by John Benedict to approve the salary ordinance amendment restoring the building inspector to a full-time position at \$38,000 annually. Motion carried 5-2, with Byers and Morrison opposed.**

**Ward Byers moved, seconded by Judith Stone, to recommend that the commissioners analyze the actual cost of building inspections, and increase the fees to more accurately reflect that cost. Motion carried 7-0.**

### **TREASURER DEBBIE VANDEMARK** **INTEREST UPDATE**

Ms. VanDeMark distributed a comparison of interest rates and service charges for the past 11 years. Total interest earned in 2010 was \$133,281 with an average rate of .43%, compared to a high of \$1,406,069 in 2007 when the average rate was 5.27%. The current agreement with Lake City Bank provides for a floor of .75% on a minimum balance of \$10 million. She noted that interest rates were on the rise and that investment safety is her first priority.

The Treasurer stated she is interested in providing passport services in the Treasurer’s office to supplement the service already provided in the Clerk’s Office, and will research the matter further.

### **ADDITIONAL APPROPRIATIONS**

**Cumulative Capital Development Fund:** The \$75,000 additional appropriation from Cum Cap Development will be used to purchase the new phone system in the court house and county building. **Judith Stone moved, seconded by Ward Byers, to approve the additional request of \$75,000 in Cum Cap Development, Capital Outlays - Communication Equipment to purchase and install a phone system for the County Building and Court House. Motion carried 7-0.**

### **TRANSFERS**

**Plan Commission:** The Plan Commission transfer request of \$1,000 from Clerical to Overtime will cover overtime for BZA and Plan Commission meetings and the online permit project. Several members questioned the use of overtime was being used for the permitting project.

**Rex Gilliland moved, seconded by Ward Byers, to approve the Plan Commission request to transfer \$1,000 from Clerical to Overtime. Motion carried 6-0-1, with Mr. Booker abstaining.**

**Superior Court 2:** Discussion continued on Judge Colvin’s request to transfer \$3,500 from Office Equipment and \$4,300 from Grand and Petit Jurors into Receptionist Wages in the Superior Court 2 budget. Mr. Hassel stated he was not in favor of transferring costs of Court Services to the General Fund. Mr. Gilliland and Mr. Byers were in favor of approving the transfer for 2011, but made it clear

there were no guarantees for the 2012 budget. Mr. Gilliland suggested that Court Services pay for the fringe benefits for the Receptionist position.

**Ward Byers moved, seconded by John Benedict to approve the transfer of \$3,500 from Office Equipment and \$4,300 from Grand and Petit Jurors to Wages-Receptionist, with benefits to be paid from Court Services. Motion was denied 3-4, with Stone, Morrison, Booker and Hassel opposed.**

### **AUDITOR'S REPORT**

**July 11, 2011 Minutes: Don Morrison moved, seconded by Rex Gilliland, to approve the July 14 minutes as presented. Motion carried 7-0.**

**Ordinance #2011-12 – Establishing the County Offender Transportation Fund and County Training Fund:** The Auditor presented Ordinance #2011-12 to establish the County Offender Enforcement Fund #0509 and the County Training Fund #0156, as required under new legislation. The County Offender Transportation Fund will receive a portion of probation user fees to assist with transporting out-of-state probationers. The County Training Fund will receive a portion of document fees from the Recorder and the Clerk and will be used to defray training costs for elected officials.

**Rex Gilliland moved, seconded by Judith Stone, to approve Ordinance #2011-12 to establish the County Offender Transportation Fund 0509 and the County Training Fund #0156. Motion carried 7-0.**

**Salary ordinance amendment – Full-time Building Inspector: Rex Gilliland moved, seconded by Judith Stone, to approve the salary ordinance amendment establishing the position of full-time building inspector at \$1,461.54 bi-weekly. Motion carried 7-0.**

**2012 Budget documents:** The Auditor distributed the 2012 budget proposals and various reports to assist with budget hearings on August 22 and 23.

### **MISCELLANEOUS COUNCIL MATTERS**

After discussing the need to appoint two members to the Central Dispatch Committee, **Ralph Booker moved, seconded by John Benedict, to appoint Ward Byers and Judith Stone to serve as the Council representatives to the Central Dispatch Committee. Motion carried 7-0.**

### **ADJOURNMENT**

With no further business to come before the council, **Ralph Booker moved, seconded by Judith Stone, to adjourn the meeting at 11:22 am. Motion carried 7-0.**

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**John Benedict**

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**Ralph Booker**

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**Ward Byers**

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**Rex Gilliland**

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**Judith Stone**

**Attest:** \_\_\_\_\_  
**Penny Lukenbill, Auditor**

**MARSHALL COUNTY COUNCIL**  
**2012 BUDGET HEARINGS**  
**FIRST READING - AUGUST 22 and 23, 2011**

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

**PUBLIC COMMENT**

Council offered the opportunity for public comment, but there was none.

**SOLID WASTE BUDGET**

Copies of the Solid Waste budget were distributed for consideration by Solid Waste Board member Ralph Booker, who noted that except for the proposed 2% pay increase, the \$321,980 budget was basically the same as 2011. The Solid Waste Board has reviewed and approved the budget, and the second reading and adoption will take place at 9:00 am on September 12.

**SOUTH WEST LAKE MAXINKUCKEE**  
**CONSERVANCY DISTRICT BUDGET**

Copies of the South West Lake Maxinkuckee Conservancy District 2012 budget were also distributed. Although the budget has increased from \$90,000 in 2011 to \$273,111 for 2012, the requested levy will be \$50,000 rather than \$99,000. Rosy Oshry with O.W. Krohn Associates, financial advisors for the conservancy, stated that the Conservancy has secured a loan and a grant from the State Revolving Fund, as well as a line of credit. They anticipate a nominal levy for 2013. By October or November of this year, they will be assessing a \$6,000 sewer hookup fee, and expect that all 158 freeholders will be connected by September, 2012.

**COMMISSIONER RECOMMENDATIONS**

The Commissioners expressed their appreciation to the elected officials and department heads for their efforts in holding budgets to nearly the same levels as 2011, even with the proposed 2% pay increase. They made the following recommendations for the 2012 budget:

**Personnel:**

- 1) A 2% pay increase for all employees
- 2) Veterans Service Officer - increase to full-time
- 3) Highway – additional driver/sign person to assist with the federally mandated sign inventory program.
- 4) Prosecutor – additional Deputy Prosecutor, to be supported by IVD and Pre-Trial Diversion Funds
- 5) Sheriff – additional patrol officer
- 6) Superior 2 – receptionist, with support from Court Services Fund
- 7) Maintain the State holiday schedule setting thirteen holidays for 2012

**General recommendations:**

- (1) Establish a \$75,000 limit for the purchase of Sheriff vehicles
- (2) Replacement of windows and doors in County Building. The windows are in poor condition and are not energy efficient, and many of the doors are not ADA compliant. Rich Ulrich is exploring the possibility of retrofitting the current doors, and is in the process of securing quotes for replacements.
- (3) IT Department should continue to evaluate and recommend all computer replacements and upgrades.
- (4) Department are encouraged to use special funds available to support their General Fund budgets.

Additional recommendations:

The 2012 budget should not be reduced below the current budget of \$10,577,251 to preserve the maximum levy.

Mr. Hassel asked the Commissioners to further explain the proposal to increase the Veterans Service Officer to full-time. Mr. Overmyer stated that the number of veterans is increasing and that they are facing a number of different challenges. Josh Wakeland, the current Service Officer, has automated the benefits application procedure and completes the forms online while the veterans are in his office, whereas in the past, they had to navigate the process themselves. The Commissioners feel that the county owes it to the veterans to provide a Service Officer who can assist them in securing their benefits.

**BUDGET DISCUSSIONS**

Department heads and elected officials were invited to discuss with the Council any changes or increases in their budgets. Mr. Hassel stated that the Council would try to adhere to the time schedule as much as possible.

**Commissioners** - The PERF line has increased substantially due to the state-mandated increase from 6 ½% to 8% next year. Also, a 10% increase was built into the Health Insurance line, but there is still no definite figure on the actual increase. The Vehicle Maintenance Supplies line increased \$2,000, and includes the Buildings and Grounds vehicles.

The entire commitments to the Bowen Center, Marshall Starke Development Center, Boys & Girls Clubs, Senior Centers and 4-H were included in the Commissioners' budget, rather than split with the Rainy Day Fund. The 4-H support was formerly divided into separate lines in the Commissioner's budget, and has now been combined into one line.

**CCD** - No vehicle purchases were included in the Rainy Day budget, as the Commissioners felt the General Fund could absorb the recommended \$75,000 allotment for the sheriff's vehicles. Mr. Marshall will discuss the software maintenance and computer equipment requests.

**Rainy Day Fund** - The County's contribution to the Marshall County Economic Development remains at \$150,000, and has been budgeted in Rainy Day. Professional Services includes \$150,000 to establish a backup of many county records, including property record cards and transfer books. Mr. Overmyer stated that a coordinated backup plan is long overdue and that they plan to meet with department heads to determine develop a plan. He stated it is not necessary to complete the project all at once, and that it could be done over several years if the Council felt the request should be reduced. Several Council members agreed that a plan was needed, and cited other counties which have lost valuable records due to fire or natural disaster.

**CAGIT** - Mr. Hassel stated that the Council has anticipated reducing the number employees from this budget for the past several years. The Commissioners felt that the General Fund is sound enough to bear the cost of transferring one employee from the special CAGIT this year.

Mr. Overmyer reminded Council members that the special CAGIT will end in 2025 when the jail bonds are paid out. He suggested that Council consider leaving the ¼% CAGIT in place to support public safety, rather than consider enacting a Local Option Income Tax. It would take special legislation to continue the CAGIT collection.

Mr. Hassel stated he has always felt that all personnel should be transferred to the General Fund eventually, and that he personally was not in favor of extending the collection.

**Highway, Cum Bridge and Local Road and Street** - Neal Haeck recapped the road and bridge construction projects currently underway or anticipated in the next year or so. The Pine Road project will be completed within the next month, and he expects very few expenditures on that project. The 13<sup>th</sup> Road bridge should have been completed in August, but is nearly 90 days behind schedule and the contractor is now in the penalty phase. The Pierce Street bridge replacement is

underway and contractors are making good progress. The construction of 7<sup>th</sup> Road between Michigan Road and Linden is the next major project. He has budgeted \$557,000 in Cum Bridge for construction and project engineers. He reported he expects to have sufficient federal funds for the project, but is trying to line up his match dollars.

Mr. Haeck asked to fill a combined driver and sign position. The federally-mandated sign inventory program which goes into effect in 2012 will require that the all signs must be entered into a program, located by GPS and monitored for proper reflectivity on an ongoing basis.

**Building and Grounds** – Mr. Ulrich noted that his total budget was nearly identical to last year. He was able to reduce in some areas to compensate for the increased chemical and petroleum prices, as well as equipment maintenance contracts and vehicle repairs. Ms. Stone asked whether he could reduce his Overtime line. Mr. Ulrich stated he was in the process of rearranging schedules, and offered to reduce Overtime by \$2000. He reported that the HVAC systems were being maintained now, but preferred to wait until windows and doors are replaced before making changes to the county building system. He is hoping to realize a 25 to 30% energy savings by replacing the windows. He also noted that standard light bulbs will no longer be available as of June, 2012, and that China is the only manufacturer of the new bulbs, and he anticipates they will be passing along substantial cost increase.

**Clerk of the Circuit Court** - Clerk Julie Fox explained that her budget remained nearly the same as 2011. She had budgeted \$6,000 in Capital Outlays to purchase a new copier, but may use funds from her 2011 budget instead. She may be able to reduce the request to cover a desktop copier instead.

**Voter Registration** – Ms. Fox stated that her \$1500 request for office supplies may be low since 2012 is a Presidential election year, and may need to seek an additional appropriation.

**Election Board** - The Clerk reported that the after considering precinct consolidation, the vote center board has found it would not save the county as much money as previously thought. However, consolidation of voting sites would reduce the number and expense of poll workers, but it cannot be considered until after redistricting is complete.

The Election Board has recommended increasing the poll workers' pay. Many work 17 hours on Election Day, and are not making minimum wage. The board has recommended increasing Inspectors to \$120; Judges and Sheriffs to \$100; the Democrat Judge to \$110; and Clerks to \$100. She may also need to request an additional after the first of the year for poll workers meals, as \$4,000 meals may not be enough. .

**Clerk's Records Perpetuation Fund** - The budget has decreased budget \$32,000 to \$12,000, and will be used for Clerical wages, Microfilming and Office Supplies.

**Information Systems** - Michael Marshall reported that CCD includes \$290,000 for software maintenance, and feels it should be sufficient, but vendors do not usually advise the amount of next year's maintenance until later in the year. He also included \$50,000 for equipment upgrades and computer replacements, which he is now doing on an as-needed basis. He noted that servers now do much of the work that the PC's used to.

**County Council** – The Council budget remained exactly the same, and Mr. Hassel noted that members are foregoing the 2% pay increase.

**DARE** – Mr. Hassel reported that due to the death of Bourbon DARE Officer Collins, a new DARE officer will be trained. Also, the DARE curriculum will be revised and updated in 2012.

**Plan Commission and BZA** - Mr. Booker stated he has budgeted \$5,000 in the Plan Commission budget, in anticipation of wind farm applications. However, he was willing to reduce the line by \$2,000.

**Auditor** – The Auditor's budget is 98% of last year's figure, as the result of not replacing a recently retired employee.

**Weights & Measures** - Mr. Wenino anticipates increased repairs or replacement of his 1994 van



which has over 100,000 miles. The Highway Department is assisting with current repairs.

**Coroner** – Mr. Cleavenger increased Autopsy Expense and Emergency Deputies, but decreased other lines, resulting in a budget 98% of last year's.

**Recorder** - Marlene Mahler explained that she recently purchased a new software program from her Perpetuation Fund, saving the General Fund the expense. She had estimated hardware maintenance at \$5,000, but the actual cost will be \$3586, enabling her to offer a \$1,500 reduction. She also offered to reduce Training by \$300.

**Surveyor** - Mr. Fisher reported he has increased his Training and Furniture/Fixtures lines slightly, resulting in an overall increase of only 2%.

**Treasurer** – The Treasurer's budget was presented at 98% of last year's figure.

**Superior Court #1** - The Department Head stipend of \$5,000 was eliminated, along with the \$1,000 in liability insurance. It was noted that the insurance line has not been used for several years, and the court's liaison will check to see why it has been requested and not used.

**Health Department** - The Health Department budget increased 3% overall, with the PERF line showing the largest percentage of increase. Wes Burden explained that he uses his various funds to supplement staff in the Health Department. He plans to hire a part-time Health Educator out of the Local Health Department Trust Fund (formerly Tobacco Cessation), and the Health Maintenance Fund pays \$20,000 toward the salary of a food sanitarian. Both funds supplement wages of an assistant nurse.

**Circuit Court** - Judge Palmer explained the CASA grant match has been reduced from \$17,269 to \$11,891, due to a decrease in available state funds. The grant is based on the number of CHINS cases, and is also supported locally by an in-kind contribution of office space for the program. In addition, after originally requesting \$13,000 to purchase a new copier, he stated that \$7,500 is a more realistic figure, and offered a \$5,500 reduction.

(Recessed at 11:50 am)

(Reconvened at 1:15)

**Building Inspector:** Mr. DeWitt explained he had provided for the same full-time salary as the former building inspector at \$45,040. He stated he preferred to have the salary to remain the same as last year, but the Commissioners had offered a salary of \$38,272. The resulting reduction would be \$6,768.

**Superior Court # 2** – Judge Colvin had included a 3% raise for court employees which can be reduced to whatever the Council agrees on. He also included the receptionist position which has been paid for the past few years out of the Court Services budget, which is being reduced substantially due to poor economic conditions. The receptionist position would assist in with receptionist/clerical duties in Superior 2, and would also serve as the Hispanic coordinator/translator for Superior Courts 1 and 2. He offered to reduce Capital Outlays by \$5,000 and plans to try to refurbish his present copier rather than buying new.

The number of Hispanic civil cases has increased, and he has requested an additional \$2,000 translator stipend to be paid to a current employee.

Judge Colvin reported that due to the large volume of people coming through his court, he is investigating the use of a kiosk system to automate check in. Video conferencing is working well, but reception is sometimes poor between the mobile units in the court and bailiff's office, and he feels perhaps a remote antenna might help. He is also investigating a reporting system which will digitalize and index reporting notes.

Council eliminated the \$5,000 Department Head stipend, and reduced the requested 3% pay increase to 2%, resulting in the following reductions: Bailiff - \$229; Court Administrator - \$313; Court Reporter - \$339; Court Clerk/Secretary - \$249; Assist Court Clerk - \$240; Administrative

Assistant - \$307; Court Security Officer - \$307.

**Court Services** - Steve Pifer reported that the program is suffering a cash-flow problem, and the decision to reduce three staff members came after budgets were submitted. However, he would like to leave the Personal Services lines intact, in case revenues increase to the point where they can be reinstated. Judge Colvin also requested to retain the proposed figures in personnel. He stated that this is a necessary program, and feels the revenues will be coming in. The Unemployment line was increased by \$5,000, and they anticipate there will be enough in the Court Services Fund to pay the claims. Judge Colvin stated that the reduced revenues may force a change in the way home detention operates. Mr. Pifer noted that the cost of 4,250 monitoring days at \$35.00 a day is cheaper than the \$145,000 it would cost to jail the offenders.

**Probation** - Mary Jane Walsworth requested an additional probation officer at \$29,268. The probation officer salary structure will remain the same as 2011 with no pay increases. However, the Probation Administrative Fees fund still does not generate enough revenue to cover the state-mandated probation officer wage increases from several years ago. As in the past, the judges have agreed to continue to supplement the shortage with Probation User Fees.

Care of Patients & Inmates, which pays for the Porter County Juvenile Detention Facility contract, has been reduced to \$95,000. Ms. Walsworth stated she is looking at other options to this contract, and they could include transportation, resulting in a savings in the Sheriff's budget.

**Drug Free Community:** Valerie Hite, part-time program coordinator, explained that the \$60,000 budget is funded by fines from alcohol and drug countermeasures, and is used to issue grants mandated by state law for treatment, education and prevention of drug issues. Grants have been awarded to police agencies, to high schools for random drug screens, and to provide substance abuse treatment for indigents. 75% of the funds remain in the county, with 25% going to the Governor's Committee for a Drug Free Indiana.

**Prosecutor** - Prosecutor David Holmes explained personnel changes and requests in the Prosecutor's budget. He has requested an additional Deputy Prosecutor for IVD work at a salary of \$59,610, which includes a 2% increase over last year's deputy position. He would like to move the receptionist to an IVD secretarial position at a rate of \$14.42. He would like to reclassify the secretaries to caseworkers.

He will be incorporating the Victims Assistance program into his office, keeping only the investigator position. Eliminating the Victim Assistance position will save the General Fund \$32,888. Mr. Holmes will apply \$31,610 of that amount to the new deputy position, supplementing it with \$20,000 from the Prosecutor's IVD Fund and \$8,000 from Pre-Trial Diversion. Total amount requested for the Deputy Prosecutors' line was \$94,746, which is \$3,526 more than is needed. He was also willing to reduce his \$8,000 request for a Law Clerk by \$5,000 and will supplement this line from Pre-Trial Diversion. He has increased the Law Books line to incorporate on line research.

**IVD** - Mr. Holmes noted that ours is one of the most successful support collection programs in the state, and he uses the IVD Fund to pay 6 part-time clerical.

**Pre-Trial Diversion** - This fund is used to significantly supplement his clerical budget and to assist local police departments in purchasing needed equipment.

**WIC** - Annette Osborn explained that the only changes in her budget were the proposed 2% pay increase, and the increased office rent when the program relocates to Community Resource Center.

**EMA** - The EMA budget was 93% of last year's budget.

**Sheriff** - Sheriff Chamberlin reported he does not plan to fill the second Detective Sergeant position at \$21.29, and has requested an additional patrol officer instead at \$20.74 per hour. Emergency Deputies will be eliminated, and deputies on patrol will now have emergency duty, resulting in a reduction from last year of \$7,150. He has also increased Vehicle Maintenance Supplies, and reported that his department has reduced gallons used, but the high fuel prices make

the increase necessary. He has also increased the Uniform Expense and Body Armor in anticipation of the new patrol officer. He has requested \$125,000 to purchase new vehicles, and anticipates each will cost between \$23,000 and \$26,000. Also increased were Video Cams and Radar Units, for vehicles that do not currently have them.

**Jail:** The Sheriff has eliminated the Bookkeeper position, resulting in a reduction of \$28,655, and Council proposed transferring a records clerk from CAGIT to the Jail budget at \$36,333. This may have to be accomplished through an additional appropriation after January 1 if enough reductions cannot be made in the General Fund. Others proposed also eliminating the Jail Physician line of \$24,000 and reducing Prisoner Care by \$10,000, and putting them in the County Corrections budget by additional appropriation in 2012.

**E911 and Wireless 911:** This fund is supported by the surcharge on land lines and is suffering from declining revenues. To take the pressure off, the Sheriff has transferred one Turnkey/Dispatcher and the benefits costs for the remainder to the Wireless 911 fund, which is more stable.

**County Corrections** – Jail Physician could be increased \$24,000 and Prisoner Care \$10,000 by additional appropriation, or by reducing other lines to accommodate the increases.

**CAGIT**: Council proposed transferring a Records Clerk to the General Fund, reducing the CAGIT budget by \$36,333, which would also decrease Holiday Pay by \$5,470, Social Security by \$4,853 and PERF by \$4,476.

**Lake Enforcement Fund:** The increased budget represents lake patrol services for the entire summer of 2012. The Sheriff anticipates that the \$15,000 DNR grant will be available again next year; the remainder of the budget is funded through a contribution from the Lake Maxinkuckee Association.

**Assessor and Reassessment** – The Assessor's budget remains substantially the same as 2011. The Assessor and four deputies are paid from the Assessor's budget, and three are paid from Reassessment. Legal Services has been transferred to the Reassessment Budget.

The Reassessment levy is now being collected for the 2017 Reassessment Fund, and will accrue for the next five years to fund the next reassessment. Ms. Dunning has worked hard to maintain sufficient monies to pay for the reassessment, and anticipates being able to roll a balance of approximately \$195,000 into the new Reassessment Fund at the beginning of 2013.

### **ADJOURNMENT**

At the close of the first day of budget hearings, preliminary reductions of \$82,000 had been made to the General Fund. Having completed the day's agenda at 3:30 p.m., and with no further business to come before the Council, **Ralph Booker moved, seconded by John Benedict, to adjourn until 9:00 am August 23, 2011. Motion carried 7-0.**

## **AUGUST 23, 2011**

### **PUBLIC COMMENT**

Council offered the opportunity for public comment, but there was none.

### **BUDGET DISCUSSIONS CONTINUED**

**Extension Service** – Karen Richey again requested that the Council consider increasing the mileage rate from 40 cents to 44 cents, which is the state reimbursement rate. She is driving fewer miles, but the increased cost of gasoline has taken more than half of that line in her 2011 budget. Purdue has increased their contract by 1% to \$100,830, but by rearranging other areas, the budget has increased only 1%.

**Museum** - Linda Rippy reported that the museum budget was nearly the same as last year. Office

machine supplies have increased, and utilities are up slightly, as is Furniture/Equipment Repair. She reported that the Historical Society is raising funds to purchase a new reader/printer. The new Transportation Center is nearly ready, and the Museum will be hosting an open house in the next few weeks.

### **CONVENTION AND VISITORS BUREAU**

Executive Director Mike Woolfington reported a 25-28% increase in motel occupancy over the last year, which reverses a five-year trend. The interactive website is up and running, and they are continuing with the co-op marketing strategy.

He reported that the Barn Quilt project is attracting visitors from all over the country, and this translates into revenues in the county. We are also one of six counties on the Art and Earth Trail, and Mystic Hills Golf Course is a part of the Pete Dye Golf Trail.

Mr. Woolfington stated that the increase in the innkeepers' tax at the beginning of this year has resulted in increased revenues, and he offered assistance with museum brochures if their needed.

**Veterans Service Officer:** Veterans Service Officer Josh Wakeland was present for further discussion of a full-time Veterans Service Officer. When he began as part-time Service Officer earlier this year, he intended to work 15 hours a week. After becoming familiar with online research and regulations and completing online training, he publicized the availability of the office through word of mouth and social media. As a result, there has been a dramatic increase in the number of veterans seeking benefits. He often works six to eight hours a day, and keeps daily office hours from 10:00 am to 2:00 pm.

Mr. Wakeland reported that there is an ever-increasing number of returning veterans, who are coming back with an increased variety of serious health issues and other challenges, and they are seeking assistance with their benefits claims. He has organized a claims packet for veterans or family members so they do not have to come back several times before they can initiate their claims. He personally completes claims online for the veterans, which improves the quality of the claim, resulting in a better approval rate. He estimates that \$9 million in benefits has been returned to the community, and attributes this to the quality of claims submitted, knowledge of the process and changes in the laws.

He noted that approximately 50% of the Veterans Service Officers in the state are full-time.

Kevin Overmyer stated that Mr. Wakeland has compassion for the veterans, is dedicated to assisting them receive the benefits to which they are entitled.

Several veterans spoke in support of a full-time service officer, including representatives of the American Legion and the Disabled American Veterans. They emphasized the need for a dedicated and knowledgeable Service Officer to assist Marshall County's veterans, and urged the Council to approve the full-time position.

### **COUNCIL COMMENTS**

Mr. Hassel stated that throughout the hearings, members have proposed some cuts and noted other areas they feel can be reduced. On September 12, Council will go through the budgets again and make reductions where members agree they should be made. Mr. Hassel recapped the personnel requests, and asked that they be considered carefully: Moving one CAGIT employee to the General Fund; moving the Veteran's Service Officer to full time; hiring an additional patrol officer in the Sheriff's budget and a Deputy Prosecutor in the Prosecutor, IVD and Pre-Trial Diversion

budgets. He stated that the Sheriff and Prosecutor have made sufficient reductions in their budgets to allow for the additional personnel.

Council members expressed appreciation to department heads for submitting such responsible budgets, and Mr. Hassel remarked that they are the best he has seen, but he challenged the other members to seek \$250,000 in further reductions.

#### **ADJOURNMENT**

With no further business to come before the Council, **the 2011 budget hearings were adjourned at 10:20 a.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 12, 2011 to adopt the Solid Waste and South West Lake Maxinkuckee Conservancy District budgets, review unit budgets and issue non-binding recommendations, and adopt the 2012 county budgets.

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Matt Hassel, President

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Don Morrison, Vice President

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John Benedict

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Ralph Booker

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Ward Byers

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Rex Gilliland

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Judith Stone

ATTEST:

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Penny Lukenbill, Auditor

**MINUTES  
MARSHALL COUNTY COUNCIL MEETING  
AND BUDGET ADOPTION  
MONDAY, SEPTEMBER 12, 2011**

BE IT REMEMBERED: That on Monday, September 12, 2011, 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; John Benedict, Ralph Booker, Ward Byers, Rex Gilliland, Judith Stone, and Auditor Penny Lukenbill. The meeting was opened with the Pledge of Allegiance.

**PUBLIC INPUT**

There was no public input.

**BUDGET ADOPTION  
SOLID WASTE MANAGEMENT**

**SOUTH WEST LAKE MAXINKUCKEE CONSERVANCY DISTRICT**

As required by state statute, the Solid Waste Management and South West Lake Maxinkuckee Conservancy District were submitted to Council for adoption. The Council had previously reviewed both budgets at a public hearing on August 22, 2011.

**John Benedict moved, seconded by Rex Gilliland, to adopt the 2012 budget of Solid Waste Management in the amount of \$321,980. Motion carried 7-0.**

**Ralph Booker moved, seconded by John Benedict, to adopt the 2012 budget of South West Lake Maxinkuckee Conservancy District budget in the amount of \$273,111. Motion carried 7-0.**

**AUDITOR'S REPORT**

August 8, 2011 minutes: **Rex Gilliland moved, seconded by Ward Byers, to approve the minutes of the August 8, 2011 meeting as presented. Motion carried 7-0.**

August 22 and 23 Budget Hearings minutes: **Ward Byers moved, seconded by Judith Stone, to approve the minutes of the August 22 and 23, 2011 Budget Hearings. Motion carried 7-0.**

**ADDITIONAL APPROPRIATIONS**

The Council considered the following additional appropriation requests:

**General Fund:**

**Sheriff: Ward Byers moved, seconded by Don Morrison, to approve the additional appropriation request for the Sheriff \$23,000 for Vehicle Maintenance Supplies due to increased fuel prices. Motion passed 7-0.**

**Voter Registration: Ralph Booker moved, seconded by Judith Stone, to approve the additional appropriation request for Voter Registration \$300 to Longevity. Motion passed 7-0.**

**Highway: John Benedict moved, seconded by Rex Gilliland, to approve the additional appropriation request from the Highway Department for \$4,254 for Unemployment expenses. Motion carried 7-0.**

**Cum Cap Development: Sheriff Chamberlin reported that Oliver Ford has located two 2011 Crown Victoria sheriff cars at a total cost of \$45,578. One of the cars would replace a recently damaged vehicle, and the other would replace a vehicle scheduled to be rotated out of the sheriff's fleet for 2012. Judith Stone moved, seconded by Don Morrison, to approve the additional appropriation request into Cumulative Capital Development for the Vehicle Purchase line. Motion carried 7-0.**

## **TRANSFER REQUESTS**

### **General Fund:**

**Treasurer:** Ward Byers moved, seconded by John Benedict to approve the Treasurer transfer \$250 from Tax Statements and \$500 from Repair Furniture to Office Equipment to purchase a wood cabinet for the payment drop box. Motion carried 7-0.

**Sheriff:** Due to personnel changes and rounding errors, several transfers are needed to eliminate anticipated line shortages:

John Benedict moved, seconded by Rex Gilliland, to approve the Sheriff transfer of \$23,130 from Detective Sergeant as follows: \$2,870 to Sheriff Wages, \$3,660 to Chief Deputy Wages, and \$16,600 into Patrol Wages. Motion carried 7-0.

Ralph Booker moved, seconded by Judith Stone, to approve the Sheriff transfer of \$26,500 from Captain Wages to Chief Deputy Wages. Motion carried 7-0.

**Election Board:** Judith Stone moved, seconded by Don Morrison, to approve the Election Board transfer of \$2,000 from Absentee Voter Board to Professional Services. Motion carried 7-0.

**Buildings & Maintenance:** Ralph Booker moved, seconded by Ward Byers, to approve the Building & Maintenance transfer of \$1,000 from Professional Services to Janitorial Supplies. Motion carried 7-0.

Ward Byers moved, seconded by Judith Stone, to approve the Building & Maintenance transfer of \$500 from Repair Furniture & Equipment, \$500 from Uniforms, \$500 from Office Furniture & Fixtures, and \$1,500 from Communication Equipment to Repair Buildings & Structures. Motion carried 7-0.

Ralph Booker moved, seconded by Ward Byers, to approve the Building & Maintenance transfer of \$400 from Tools to Vehicle Repair. Motion carried 7-0.

**Superior Court #1:** Rex Gilliland moved, seconded by John Benedict, to approve the Superior Court #1 request to transfer \$400 from Law Clerk to Overtime. Motion carried 7-0.

**Building Department:** Rex Gilliland moved, seconded by Ward Byers, to approve the Building Department request to transfer \$2,800 from Department Head Wages to Computer Programming. Motion carried 7-0.

**Jail:** Judith Stone moved, seconded by Ralph Booker, to approve the Jail request to transfer \$320 from Turnkey/Dispatcher Wages as follows: \$110 into Chief Jailer Wages, \$110 into Office Administrator Wages, and \$100 into Bookkeeper Wages. Motion carried 7-0.

**E 911:** Ward Byers moved, seconded by Don Morrison, to approve the transfer in the E911 budget of \$115 from Turnkey/Dispatcher to Communications Supervisor. Motion carried 6-1, with Mr. Byers voting no.

**WIC:** Ward Byers moved, seconded by Don Morrison, to approve the WIC request to transfer \$1,340 from Nurse Wages as follows: \$220 into Travel, \$880 into Postage, \$125 into Printing and \$115 into Phone, and to transfer \$325 from Breastfeeding Peer Counselor to Supplies. Motion carried 7-0.

**CAGIT:** Ralph Booker moved, seconded by Rex Gilliland, to approve the CAGIT request to transfer \$250 from Overtime to Turnkey Dispatcher. Motion carried 7-0.

The Auditor presented the annual Declaration of Tax Rates for approval and signature. The County Adjusted Income Tax rate will remain at 1¼% for 2012.

Judith Stone moved, seconded by Rex Gilliland, to approve the 2012 County Adjusted Gross Income Tax rate at 1 ¼%. Motion carried 7-0.

The Auditor also presented a salary ordinance amendment to update the number of patrol officers paid from the Sheriff's budget.

**Judith Stone moved, seconded by Ralph Booker, to approve the salary ordinance amendment setting the number of patrol officers in the Sheriff's 2011 budget at 14. Motion carried 7-0.**

### **CIVIL UNIT BUDGET REVIEWS** **AND NON-BINDING RECOMMENDATIONS**

Mr. Booker distributed the civil unit budget synopses, grouped by taxing district, many of which included budget and levy information provided by the schools. Although school budgets are not subject to review, Council feels it is 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 2012 budgets was 1.8% with the State Growth Quotient at 2.9%. Mr. Booker had also weighted the total budget increases or decreases as a percentage of total.

The Auditor reminded Council members that the budget and levies shown on the non-binding review forms reflect proposed amounts, and as such are somewhat misleading – adopted amounts will be less than the advertised proposed amounts.

The Council then reviewed the individual budgets and made recommendations:

**Bourbon Township Units:** Proposed budgets in all Bourbon Township units totaled \$7.9 million, a decrease of 0.0539%.

The Bourbon Township budget of \$224,100 increased 2.8%.

**Rex Gilliland moved, seconded by John Benedict to favorably recommend the 2012 Bourbon Township Budget. Motion carried 7-0.**

The Bourbon Public Library budget of \$212,600 increased 2.89%.

**Ward Byers moved, seconded by Don Morrison to favorably recommend the 2012 Bourbon Public Library budget. Motion carried 7-0.**

The Town of Bourbon's budget of \$1,325,636 increased 6.15%.

**Rex Gilliland moved, seconded by Don Morrison to favorably recommend the 2012 Town of Bourbon budget. Motion carried 7-0.**

The Triton Schools budget of \$8,858,319 showed a decrease of 1.56%.

**Center Township Units:** Proposed budgets in all Center Township units totaled \$28.8 million, an increase of 7.51%.

The Center Township budget of \$553,727 increased by 5%.

**Ralph Booker moved, seconded by Ward Byers, to favorably recommend the 2012 budget for Center Township. Motion carried 7-0.**

The Plymouth Public Library budget of \$1,736,000 remained the same as 2011.

**Ralph Booker moved, seconded by Ward Byers, to favorably recommend the 2012 budget for the Plymouth Public Library. Motion carried 7-0.**

The City of Plymouth budget of \$10,746,533 increased 8.1% over last year.

**Rex Gilliland moved, seconded by Don Morrison, to favorably recommend the 2012 budget for the City of Plymouth. Motion carried 7-0.**

The Plymouth Community Schools budget of \$18,754,458 increased 7.85%.

**German Township Units:** Proposed budgets in all German Township units totaled \$17.9 million, an increase of 2.37%.

The German Township budget of \$579,100 showed a substantial decrease of 11.51%.

**Ward Byers moved, seconded by Judith Stone, to favorably recommend the 2012 budget for German Township. Motion carried 7-0.**



The Bremen Public Library budget \$761,427 increased by 1.94%.

**Ward Byers moved, seconded by Judith Stone, to favorably recommend the 2012 budget for the Bremen Public Library. Motion carried 7-0.**

The budget for the Town of Bremen of \$3,905,144 decreased by 3.33%.

**Ralph Booker moved, seconded by Ward Byers, to favorably recommend the 2012 budget for the Town of Bremen. Motion carried 7-0.**

The budget for Bremen Public Schools of \$12,682,367 increased by 5%.

**Green Township Units:** Proposed budgets in all Green Township units totaled \$8,187,275, an increase of 5.64%.

The Green Township budget of \$90,730 remained the same as 2011.

**Ralph Booker moved, seconded by Don Morrison, to favorably recommend the 2012 Green Township budget. Motion carried 7-0.**

The Argos Public Library budget of \$287,663 increased by 2.90%.

**Judith Stone moved, seconded by Don Morrison, to favorably recommend the 2012 Argos Public Library budget. Motion carried 7-0.**

The Town of Argos budget in the amount of \$1,232,903 increased 4.13%.

**John Benedict moved, seconded by Ward Byers, to favorably recommend the 2012 budget for the Town of Argos. Motion carried 7-0.**

The Argos Community Schools budget of \$6,575,979 showed an increase of 6.26%.

**North Township and LaPaz:** Proposed budgets for North Township and LaPaz units totaled \$12,453,558, an increase of 24.21%.

The North Township budget of \$277,100 increased 2.98%.

**Rex Gilliland moved, seconded by Ward Byers, to favorably recommend the 2012 North Township budget. Motion carried 7-0.**

The budget for the Town of LaPaz at \$338,300 increased 11.42%.

**John Benedict moved, seconded by Don Morrison, to favorably recommend the 2012 Town of LaPaz budget. Motion carried 7-0.**

The Union-North United Schools budget increased by 26.24%.

**Polk Township:** Proposed budgets in all Polk Township units totaled \$16,646,302, increasing 9.8%.

The Polk Township budget of \$251,971 has remained the same since 2010.

**Ward Byers moved, seconded by Ralph Booker, to favorably recommend the 2012 Polk Township budget. Motion carried 7-0.**

The John Glenn School Corporation 2012 budget is \$16,404,331, an increase of 10.27%.

**Tippecanoe Township:** Budgets in Tippecanoe Township, including Triton Schools, totaled \$9,035,268 million, an increase of 1.45%.

The Tippecanoe Township budget of \$176,950 decreased 2.3%.

**Judith Stone moved, seconded by Ward Byers, to favorably recommend the 2012 Tippecanoe Township budget. Motion carried 7-0.**

**Union Township-Culver:** Proposed budgets in all Union Township-Culver units totaled \$15.1 million, an increase of 0.537%.

The Union Township budget of \$298,459 decreased by 6.01%.

**Rex Gilliland moved, seconded by Ward Byers, to favorably recommend the 2012 Union Township budget. Motion carried 7-0.**

The Culver Public Library budget of \$842,168 increased by 2.7%.

**Don Morrison moved, seconded by Rex Gilliland, to favorably recommend the 2012 Culver Public Library budget. Motion carried 7-0.**

The 2012 Town of Culver budget of \$1,820,340 increased 0.61%.

**Ward Byers moved, seconded by Judith Stone, to favorably recommend the 2012 Town of Culver budget. Motion carried 7-0.**

The budget for Culver Community Schools was \$12,578,176, decreased 2.36%.

**Walnut Township:** The Walnut Township budget of \$106,400 increased 6.27%.

**Rex Gilliland moved, seconded by John Benedict, to favorably recommend the 2012 Walnut Township Budget. Motion carried 7-0.**

With the budgets for Argos Library and Argos Schools included, the overall increase for Walnut Township units was 5.84%.

**West Township:** The West Township budget of \$327,732 reflected a decrease of 16.17%.

**Ralph Booker moved, seconded by Ward Byers, to favorably recommend the 2012 budget of West Township. Motion carried 7-0.**

With the budgets for Plymouth Public Library and Plymouth Schools included, the overall increase for West Township was 6.93%.

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

### **BUDGET REVIEW AND DISCUSSIONS**

Council then began their second review of the county budgets, and made additional reductions including:

The Clerk's Office Equipment request was reduced by \$3,000 – the Clerk will only be replacing a desk-top copier.

In the Election Board budget, Poll Workers Meals were increased by an additional \$4,000 in anticipation of next year's presidential election.

For the past few years, Council has discussed eventually moving the wages and benefits for all employees now being paid from CAGIT over to the General Fund, and they felt that the current favorable budget conditions may allow them to move at least one employee for 2012. They proposed moving the Jail Records Clerk at \$36,333 from CAGIT to the Jail budget, but agreed to wait until after all reductions were made to make the final decision.

Although the Sheriff eliminated a bookkeeper position to make room for an additional patrol officer, Council members stated it would be difficult to approve additional employees at this time, and the need would have to be clearly justified. After discussion, they tentatively reduced the additional patrol officer at \$43,123 in the Sheriff's budget, with the final decision to be made prior to final adoption. Other Sheriff's budget reductions included \$650 in Uniforms, \$1,000 in Portable Radios, \$5,000 in Vehicle Accessories, and \$3,000 in Radar Units. They suggested that the County Corrections fund could be used to purchase additional units. Council also reduced the Vehicle Purchase line by \$40,000, stating that the remaining \$85,000 should be sufficient since the Sheriff has purchased one new vehicle this year out of Cum Cap for the 2012 rotation.

Jail budget reductions included \$14,000 from Jail Physician, and \$10,000 from Prisoner Care. These amounts will be added to the County Corrections budget by additional appropriation after the first of the year.

Benefits for all 911 employees, and one Turnkey/Dispatcher position have been transferred from E911 to Wireless 911.

In the CAGIT budget, Holiday Pay was reduced by \$5,470. If the Jail Records Clerk is transferred to the Jail budget, further reductions could be made in Social Security of \$4,853 and in PERF of \$4,476.

In the Drug Task Force budget, Office Supplies were reduced by \$8,765.

The additional Deputy Prosecutor at \$59,610 will be funded by three sources: \$31,610 from the Prosecutor's budget, \$8,000 from Pre-Trial Diversion, and \$20,000 from the Prosecutor's IVD Fund. Salaries for both Deputy Prosecutor positions were over budgeted, resulting in a reduction in that line of \$3,526. Council also reduced Overtime by \$2,000 and Law Clerk by \$5,000.

Extension voluntarily reduced their Capital Outlays by \$1,800. Karen Ritchie asked Council to consider increasing the mileage rate to the state rate of 44 cents per mile.

Additional Superior Court #2 reductions included Bilingual Stipend-\$1,000; Law Clerk - \$2,000. The Receptionist position at \$23,189 was also eliminated, and Mr. Hassel suggested that Judge Colvin consider funding the position from Probation User Fees.

In the Probation budget, the additional Probation Officer at \$29,268 was denied.

The Building Department's budget was reduced by \$6,280, the difference between the requested salary of \$45,040 and the \$38,760 offered by the Commissioners. Mr. Booker expressed concern that reducing the salary of the Building Inspector could affect the quality of future applicants for the position.

The Cum Bridge budget request for \$10,000 in Pine Road was eliminated, since the project is now essentially complete.

In the Rainy Day Fund budget, the \$150,000 requested in Professional Services for the records scanning project was reduced to \$50,000, and the Commissioners agreed that the project could be completed in phases.

**(Recessed 12:05-12:20)**

After reductions and additions, the General Fund budget stands at \$10,721,504, which includes the Jail Records Clerk from CAGIT at \$36,333.

Council then discussed the matter of increasing the Veterans Service Officer to full-time. Throughout the hearings, they were very cautious about increasing the number of full-time employees, and insistent that the need had to be clearly justified.

Mr. Hassel again reviewed statistics in the AIC Fact Book for Veterans Service Officers in similar-sized counties, and found that five of seven are part-time, earning between \$13,350 to \$20,000; full-time positions ranged from approximately \$25,000 to \$31,000.

The majority of the Council stated that while they had heard the public's concerns and wanted to provide the best possible services to county veterans, they could not support moving the position to full-time. They agreed that the hours and pay should be increased, but the position should remain part-time. If further need is demonstrated, they could reconsider the issue and increase the position to full time at a later time.

Mr. Benedict stated he understood the reluctance to add another full-time employee, but felt this position was justified. He stated that with the increasing number of returning veterans, the need has been demonstrated, there is popular support for it, and there is ample room in the General Fund budget. He noted that the Veterans Service Officer is bringing millions in benefits back to the county and its veterans, and that by bringing the position to full time, he could do the job he needed to do.

**John Benedict moved, seconded by Ralph Booker, to move PT VSO to FT at \$30,000. Motion failed 2-5, with Morrison, Hassel, Byers, Gilliland and Stone opposed.**

Following further extensive discussion, Council reached a consensus for increasing the pay and the number of hours, but keeping the position part-time. Judith Stone initially moved to increase the Veteran's Service Officer's pay to \$30,000 on a part-time basis, but withdrew her motion after a question on whether the motion should include defining the number of hours required for the amount of pay. Council discussed requiring part-time department heads to log in on the time system, but decided the matter of setting the hours and job description should be left up to the Commissioners.

**Ward Byers moved, seconded by Don Morrison to leave the Veteran's Service Officer at part-time, but increase the pay to \$30,000, with the number of hours to be determined by the Commissioners. Motion carried 7-0.**

Mr. Hassel stated he felt it was a good compromise and full-time status could be reconsidered next year if demand increases.

Council then returned to the matter of the additional patrol officer in the Sheriff's budget, and Sheriff Chamberlin was present to discuss his request for the additional road officer. He explained that many towns are eliminating police protection services from their own budgets, and state agencies are reallocating their own resources and moving facilities. As a result, many areas are being left unprotected and the Sheriff is obligated under law to provide protection. His department faces additional responsibilities and duties, and he feels an additional officer is justified.

He explained that he has reallocated resources in order to provide for an additional officer. He replaced a Detective Sergeant position with a patrol officer in this year's budget, and has made room in his 2012 budget for an additional patrolman by eliminating the bookkeeper position and part-time deputies/matrons.

Council again expressed their reluctance to add full-time employees, and offered additional overtime funds to assist the Sheriff's budget. Mr. Hassel requested a motion to reflect the Council's wishes.

**John Benedict moved, seconded by Rex Gilliland, to restore the additional patrol officer in the Sheriff's budget, in the amount of \$43,124. Motion failed 3-4, with Booker, Byers, Morrison and Stone opposed.**

**Ms. Stone moved, seconded by John Benedict, to increase the Sheriff's Overtime by \$15,000, to reflect the funds paid by the Town of LaPaz for additional patrol hours. Motion carried 7-0.**

### **BUDGET ADOPTION**

**Ralph Booker moved, seconded by Judith Stone, to adopt the General Fund Budget as reduced in the amount of \$10,736,504\* and all special fund budgets as reduced. Motion carried 7-0.**

(\*Note – after all reductions and corrections were made, the final General Fund budget for 2012 stands at \$10,733,989).

### **CLOSING COMMENTS**

Mr. Hassel then asked each council member for any closing comments they wished to make. Members thanked each other for their efforts, and expressed appreciation to the Auditor.

Ralph Booker stated that the budget process is always interesting. He personally wishes they could add personnel, but that the economy does not support doing so at this time.

Ward Byers expressed appreciation for the efforts that go into the budget process and thanked the members for their preparation. He especially acknowledged Mr. Benedict for his active participation.

John Benedict stated he is impressed with the process, and the fact that Council members freely express their opinions.

Rex Gilliland said he felt Council had reached their goal of developing a good conservative budget and that they try to do the right thing, which is not always popular;

Judith Stone observed that the Council agrees to disagree of matters, and that she what she thought would be an easy budget year had turned out to be very difficult.

Matt Hassel also thanked department heads for their efforts in the budget process, and felt everyone was working toward the same goal – being fiscally responsible while providing quality services. He supports the county’s veterans, and looks forward to reassessing the Service Officer position next year. He also observed that Council members come prepared, and while they don’t always agree, they work together and are not a rubber stamp.

**Ward Byers moved, seconded by Judith Stone, to adjourn the meeting at 1:35 pm. 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**

Capital Outlays                      \$3,000

###### **Approved Budget**

Personal Services                      \$425,196

Supplies                                \$ 17,500

Other Services                        \$ 5,084

Capital Outlays                      \$ 3,000

**TOTAL BUDGET                      \$450,780      CLERK**

##### **Voter Registration**

###### **Approved Budget**

Personal Services                      \$30,774

Supplies                                \$1,500

Other Services                        \$550

Capital Outlays                      \$0

**TOTAL BUDGET                      \$32,824      VOTER REGISTRATION**

##### **Election Board**

###### **Additions/Adjustments**

Poll Workers Meals                      \$4,000

###### **Approved Budget**

Personal Services                      \$25,660

Supplies	\$11,500	
Other Services	\$37,489	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$74,649</b>	<b>ELECTION BOARD</b>

**Auditor**

Approved Budget

Personal Services	\$244,014	
Supplies	\$2,500	
Other Services	\$8,700	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$255,214</b>	<b>AUDITOR</b>

**Treasurer**

Personal Services	\$114,581	
Supplies	\$8,500	
Other Services	\$16,100	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$139,181</b>	<b>TREASURER</b>

**Recorder**

Reductions

Computer Maintenance	\$1,500
Training	\$300

Approved Budget

Personal Services	\$90,488	
Supplies	\$3,600	
Other Services	\$6,763	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$100,851</b>	<b>RECORDER</b>

**Sheriff**

Reductions

Patrol Officer	\$43,123
Uniforms	\$650
Portable Radios	\$1,000
Vehicle Purchase	\$40,000
Vehicle Accessories	\$5,000
Radar Units	\$3,000

Additions/Adjustments

Overtime	\$15,000
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Approved Budget

Personal Services	\$1,368,836	
Supplies	\$154,250	
Other Services	\$79,200	
Capital Outlays	<u>\$121,000</u>	
<b>TOTAL BUDGET</b>	<b>\$1,723,286</b>	<b>SHERIFF</b>

**Jail**

Additions/Adjustments

Records Clerk	\$36,333
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**Reductions**

Jail Physician	\$14,000
Prisoner Care	\$10,000

**Approved Budget**

Personal Services	\$869,892
Supplies	\$155,800
Other Services	\$78,500
Capital Outlays	____\$0

<b>TOTAL BUDGET</b>	<b>\$1,093,192</b>	<b>JAIL</b>
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**Surveyor****Approved Budget**

Personal Services	\$147,911
Supplies	\$4,450
Other Services	\$4,150
Capital Outlays	____\$0

<b>TOTAL BUDGET</b>	<b>\$156,511</b>	<b>SURVEYOR</b>
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**Coroner****Approved Budget**

Personal Services	\$27,265
Supplies	\$4,100
Other Services	\$34,300
Capital Outlays	____\$0

<b>TOTAL BUDGET</b>	<b>\$65,665</b>	<b>CORONER</b>
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**Assessor****Approved Budget**

Personal Services	\$183,516
Supplies	\$1,500
Other Services	\$2,000
Capital Outlays	____\$0

<b>TOTAL BUDGET</b>	<b>\$187,016</b>	<b>ASSESSOR</b>
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**Prosecutor****Reductions**

Overtime	\$2,000
Law Clerk	\$5,000
Deputy Prosecutor	\$3,526

**Approved Budget**

Personal Services	\$340,082
Supplies	\$6,120
Other Services	\$45,365
Capital Outlays	____\$7,000

<b>TOTAL BUDGET</b>	<b>\$398,567</b>	<b>PROSECUTOR</b>
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**Extension****Reductions**

Capital Outlays	\$1,800
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**Approved Budget**

Personal Services	\$82,463
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Supplies	\$10,000	
Other Services	\$122,150	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$214,613</b>	<b>EXTENSION</b>

**Veterans Service Officer**

<u>Approved Budget</u>		
Personal Services	\$30,000	
Supplies	\$1,250	
Other Services	\$1,500	
Capital Outlays	<u>\$530</u>	
<b>TOTAL BUDGET</b>	<b>\$33,280</b>	<b>VETERANS SERVICE OFFICER</b>

**County Council**

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

**Drainage Board**

<u>Approved Budget</u>		
Personal Services	\$35,841	
Supplies	\$150	
Other Services	\$4,050	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$40,041</b>	<b>DRAINAGE BOARD</b>

**Commissioners**

<u>Approved Budget</u>		
Personal Services	\$1,824,864	
Supplies	\$31,500	
Other Services	\$1,598,500	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$3,454,864</b>	<b>COMMISSIONERS</b>

**BZA**

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

**Plan Commission**

<u>Reductions</u>		
Legal Services	\$2,000	
<u>Approved Budget</u>		
Personal Services	\$55,380	
Supplies	\$700	



Other Services	\$7,550	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$63,630</b>	<b>PLAN COMMISSION</b>

### **Data Processing**

#### **Approved Budget**

Personal Services	\$128,093	
Supplies	\$1,250	
Other Services	\$9,250	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$138,593</b>	<b>DATA PROCESSING</b>

### **Building Maintenance**

#### **Reductions**

Overtime	\$2,000
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#### **Approved Budget**

Personal Services	\$201,599	
Supplies	\$44,150	
Other Services	\$128,500	
Capital Outlays	<u>\$20,000</u>	
<b>TOTAL BUDGET</b>	<b>\$394,249</b>	<b>BUILDING MAINTENANCE</b>

### **Museum**

#### **Approved Budget**

Personal Services	\$85,783	
Supplies	\$2,400	
Other Services	\$34,055	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$122,238</b>	<b>MUSEUM</b>

### **Superior Court #1**

#### **Reductions:**

Department Head Stipend	\$5,000
Liability Insurance	\$1,000

#### **Approved Budget**

Personal Services	\$110,294	
Supplies	\$10,000	
Other Services	\$75,700	
Capital Outlays	<u>\$4,000</u>	
<b>TOTAL BUDGET</b>	<b>\$199,994</b>	<b>SUPERIOR COURT #1</b>

### **Superior Court #2**

#### **Reductions**

Department Head Stipend	\$5,000
Bi-lingual stipend	\$1,000
Bailiff	\$229
Receptionist	\$23,189
Law Clerk	\$2,000
Court Administrator	\$313
Court Reporter	\$339
Court Clerk	\$249
Asst Court Clerk	\$240
Court Security Officer	\$307

Admin Asst	\$313	
<u>Approved Budget</u>		
Personal Services	\$234,731	
Supplies	\$11,600	
Other Services	\$149,650	
Capital Outlays	<u>\$11,000</u>	
<b>TOTAL BUDGET</b>	<b>\$406,981</b>	<b>SUPERIOR COURT #2</b>

### **Circuit Court**

<u>Reductions</u>		
Office Equipment	\$5,500	
<u>Approved Budget</u>		
Personal Services	\$107,973	
Supplies	\$4,750	
Other Services	\$89,841	
Capital Outlays	<u>\$20,500</u>	
<b>TOTAL BUDGET</b>	<b>\$223,064</b>	<b>CIRCUIT COURT</b>

### **Probation**

<u>Reductions</u>		
Probation Officer	\$29,268	
<u>Approved Budget</u>		
Personal Services	\$437,305	
Supplies	\$17,500	
Other Services	\$112,350	
Capital Outlays	<u>\$500</u>	
<b>TOTAL BUDGET</b>	<b>\$567,655</b>	<b>PROBATION</b>

### **Weights & Measures**

<u>Approved Budget</u>		
Personal Services	\$14,622	
Supplies	\$600	
Other Services	\$1,200	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$16,422</b>	<b>WEIGHTS &amp; MEASURES</b>

### **Building Inspector**

<u>Reductions:</u>		
Dept Head Wages	\$6,280	
<u>Approved Budget</u>		
Personal Services	\$39,528	
Supplies	\$4,950	
Other Services	\$1,800	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$46,278</b>	<b>BUILDING INSPECTOR</b>

### **EMA**

<u>Approved Budget</u>		
Personal Services	\$38,272	
Supplies	\$3,200	
Other Services	\$1,600	

Capital Outlays	<u>\$1,800</u>	
<b>TOTAL BUDGET</b>	<b>\$44,872</b>	<b>EMA</b>

**Soil and Water**

**Approved Budget**

Personal Services	\$31,739	
Supplies	\$0	
Other Services	\$0	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$31,739</b>	<b>SOIL AND WATER</b>

**FINAL GENERAL FUND TOTAL: \$10,733,989**

**SPECIAL FUND BUDGETS**

**Reassessment-0123**

**Approved Budget**

Personal Services	\$129,659	
Supplies	\$1,500	
Other Services	\$204,526	
Capital Outlays	<u>\$2,500</u>	
<b>TOTAL BUDGET</b>	<b>\$338,185</b>	<b>REASSESSMENT</b>

**Sales Disclosure Fund-0153**

**Approved Budget**

Personal Services	\$0	
Supplies	\$0	
Other Services	\$2,950	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$2,950</b>	<b>SALES DISCLOSURE FUND</b>

**Plat Mapping-0170**

**Approved Budget**

Personal Services	\$9,219	
Supplies	\$0	
Other Services	\$1,500	
Capital Outlays	<u>\$1,000</u>	
<b>TOTAL BUDGET</b>	<b>\$11,719</b>	<b>PLAT MAPPING</b>

**Clerk's Records Perpetuation Fund-0331**

**Approved Budget**

Personal Services	\$10,000	
Supplies	\$1,000	
Other Services	\$1,000	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$32,000</b>	<b>CLERK'S RECORDS PERPETUATION FUND</b>

**Probation User Fees-0504**

**Approved Budget**

Personal Services	\$19,650	
Supplies	\$0	
Other Services	\$0	

Capital Outlays	\$0	
<b>TOTAL BUDGET</b>	<b>\$19,650</b>	<b>PROBATION USER FEES</b>

**Administrative Probation Fees-0506**

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

**Pre-Trial Diversion-0511**

<u>Approved Budget</u>		
Personal Services	\$87,890	
Supplies	\$20,000	
Other Services	\$181,000	
Capital Outlays	\$25,000	
<b>TOTAL BUDGET</b>	<b>\$313,800</b>	<b>PRE-TRIAL DIVERSION</b>

**Court Services-0523**

<u>Approved Budget</u>		
Personal Services	\$292,215	
Supplies	\$2,100	
Other Services	\$75,300	
Capital Outlays	\$700	
<b>TOTAL BUDGET</b>	<b>\$370,315</b>	<b>COURT SERVICES</b>

**Extradition-0525**

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

**County Corrections-0526**

<u>Approved Budget</u>		
Personal Services	\$0	
Supplies	\$13,000	
Other Services	\$56,000	
Capital Outlays	\$29,000	
<b>TOTAL BUDGET</b>	<b>\$98,000</b>	<b>COUNTY CORRECTIONS</b>

**Highway Administration-0702**

<u>Approved Budget</u>		
Personal Services	\$112,423	
Supplies	\$2,650	
Other Services	\$14,600	
Capital Outlays	\$3,100	
<b>TOTAL BUDGET</b>	<b>\$132,773</b>	<b>HIGHWAY ADMINISTRATION</b>

**Highway Repair & Maintenance-0702****Approved Budget**

Personal Services	\$937,568	
Supplies	\$295,750	
Other Services	\$500	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$1,233,818</b>	<b>HIGHWAY REPAIR &amp; MAINTENANCE</b>

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

Personal Services	\$557,769	
Supplies	\$599,500	
Other Services	\$271,200	
Capital Outlays	<u>\$155,000</u>	
<b>TOTAL BUDGET</b>	<b>\$1,583,469</b>	<b>HIGHWAY GENERAL &amp; UNDISTRIBUTED</b>
<b>TOTAL HIGHWAY</b>	<b>\$2,950,060</b>	<b>TOTAL ALL HIGHWAY FUNDS</b>

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

Personal Services	\$0	
Supplies	\$456,000	
Other Services	\$0	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$456,000</b>	<b>LOCAL ROAD AND STREET</b>

**Cum Bridge-0790****Approved Budget**

Personal Services	\$110,455	
Supplies	\$324,000	
Other Services	\$124,900	
Capital Outlays	<u>\$775,000</u>	
<b>TOTAL BUDGET</b>	<b>\$1,334,355</b>	<b>CUM BRIDGE</b>

**Health Department-0801****Approved Budget**

Personal Services	\$304,192	
Supplies	\$14,450	
Other Services	\$26,350	
Capital Outlays	<u>\$800</u>	
<b>TOTAL BUDGET</b>	<b>\$345,792</b>	<b>HEALTH DEPARTMENT</b>

**Health Maintenance-0807****Approved Budget**

Personal Services	\$29,880	
Supplies	\$892	
Other Services	\$1,900	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$32,672</b>	<b>HEALTH MAINTENANCE</b>

**Tobacco Cessation-0808****Approved Budget**

Personal Services	\$25,094	
Supplies	\$0	
Other Services	\$0	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$25,094</b>	<b>TOBACCO CESSATION</b>

**Clerk Title IVD-0853****Approved Budget**

Personal Services	\$5,000	
Supplies	\$0	
Other Services	\$2,589	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$7,589</b>	<b>CLERK TITLE IVD</b>

**Prosecutor IVD-0854****Approved Budget**

Personal Services	\$84,500	
Supplies	\$0	
Other Services	\$0	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$84,500</b>	<b>PROSECUTOR IVD</b>

**Lake Enforcement – 1138****Approved Budget**

Personal Services	\$35,000	
Supplies	\$7,000	
Other Services	\$10,500	
Capital Outlays	<u>\$2,500</u>	
<b>TOTAL BUDGET</b>	<b>\$53,000</b>	

**Drug Free Community-1142****Approved Budget**

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

**E911-1156****Reductions**

Holiday Pay	\$402	Transferred to Wireless 911
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**Approved Budget**

Personal Services	\$327,726	
Supplies	\$0	
Other Services	\$0	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$327,726</b>	<b>E911</b>

**Wireless 911-1158****Approved Budget**

Personal Services	\$154,445	
Supplies	\$0	
Other Services	\$103,500	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$257,945</b>	<b>WIRELESS 911</b>

**LEPC-1160****Approved Budget**

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

**Cum Cap Development-2391****Approved Budget**

Personal Services	\$0	
Supplies	\$0	
Other Services	\$290,000	
Capital Outlays	<u>\$50,000</u>	
<b>TOTAL BUDGET</b>	<b>\$340,000</b>	<b>CUM CAP DEVELOPMENT</b>

**Rainy Day-2395****Reductions**

Professional Services	\$100,000	
<b><u>Approved Budget</u></b>		
Personal Services	\$0	
Supplies	\$0	
Other Services	\$200,000	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$200,000</b>	<b>RAINY DAY</b>

**WIC-4225****Approved Budget**

Personal Services	\$120,292	
Supplies	\$6,295	
Other Services	\$41,594	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$168,181</b>	<b>WIC</b>

**Marshall County DTF #1-4604****Reductions**

Office Supplies	\$8,765	
<b><u>Approved Budget</u></b>		
Personal Services	\$0	
Supplies	\$2,000	
Other Services	\$11,000	
Capital Outlays	<u>\$2,000</u>	
<b>TOTAL BUDGET</b>	<b>\$15,000</b>	<b>MARSHALL COUNTY DTF #1</b>

**D.A.R.E.-4606****Approved Budget**

Personal Services	\$0	
Supplies	\$14,000	
Other Services	\$11,000	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$25,000</b>	<b>D.A.R.E</b>

**Sheriff's Pre-Trial Diversion-4612****Approved Budget**

Personal Services	\$0	
Supplies	\$0	
Other Services	\$0	
Capital Outlays	<u>\$4,000</u>	
<b>TOTAL BUDGET</b>	<b>\$4,000</b>	<b>SHERIFF'S PRE-TRIAL DIVERSION</b>

**Jail CAGIT-4618****Reductions**

Holiday Pay	\$5,470
Jail Records Clerk	\$36,333
Employer Social Security	\$4,853
Employer PERF	\$4,476

**Approved Budget**

Personal Services	\$477,649	
Supplies		
Other Services	\$1,217,000	
Capital Outlays	<u>\$0</u>	
<b>TOTAL BUDGET</b>	<b>\$1,694,649</b>	<b>JAIL CAGIT</b>

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**Matt Hassel, President**

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**John Benedict**

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**Ward Byers**

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**Judith Stone**

**Attest:** \_\_\_\_\_  
**Penny Lukenbill, Auditor**

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**Don Morrison, Vice President**

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**Ralph Booker**

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**Rex Gilliland**



**MINUTES**  
**MARSHALL COUNTY COUNCIL**  
**MONDAY, OCTOBER 10, 2011**

BE IT REMEMBERED: That on Monday October 10, 2011, 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 John Benedict, Ralph Booker, Ward Byers, Rex Gilliland, 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.

**SHERIFF TOM CHAMBERLIN**  
**ADDITIONAL APPROPRIATION REQUEST**  
**VEHICLE PURCHASES**

Sheriff Chamberlin was present to discuss his request for an additional appropriation of \$69,000 from the General Fund to purchase three 2011 Crown Victoria police cars from Oliver Ford for \$22,894 each. He noted that Bloomington Ford, the supplier of the vehicles to Oliver, has added a \$200 handling charge to each vehicle, bringing the per-vehicle cost to \$23,095, or \$69,285 total. The three vehicles, along with another recently purchased from Cum Cap, will complete the Sheriff's 2012 vehicle rotation. Council will reduce his Vehicle Purchase line after the first of the year.

**COMMISSIONER JACK ROOSE**  
**MAINTENANCE DIRECTOR RICH ULRICH**

Mr. Roose and Mr. Ulrich were present to discuss replacing the windows and doors in the County Building, and to automate the doors to bring them into ADA compliance. Plymouth Glass has provided a quote of \$114,200 for 216 thermal low-e windows with vent panels, plus labor of \$27,500. Replacement of the two sets of double entry doors at both entrances will utilize existing frames, installed with tempered glass for \$14,600 materials plus \$400 in labor. The glass side panels near the entrances will be replaced as well, for \$575 in materials and \$125 in labor. In a recent energy audit, Ameresco felt that replacement windows and doors could save as much as 20% per year in energy costs.

Mr. Roose explained that the entrance doors to the County Building, Courthouse, Jail and Museum are not currently ADA compliant since they are not automated and must be replaced to comply with the law. Power doors with automatic openers for the County Building will cost approximately \$10,000, and an additional \$9,000 for the other buildings. Mr. Byers questioned why ADA compliant doors were not included in the original jail construction and the recent remodeling at the museum.

Delivery will take four to six weeks and installation will be completed as quickly as possible. Plymouth Glass will require a 50% down payment with periodic draws as they complete work. Mr. Roose stated \$170,000 will be requested to cover the project costs, as well as items such as masonry work and other incidental costs. Council members agreed that the additional should come from the General Fund, and Mr. Hassel suggested using CAGIT funds for the doors at the jail. The additional appropriation will be advertised for consideration at the November 14 meeting.

At Council's request, the Auditor will check the public projects statute to see whether it is necessary to advertise or obtain additional quotes. Mr. Byers also requested that Council receive copies of the quote or purchase order.

### **CORONER BILL CLEAVENGER** **ADDITIONAL APPROPRIATION REQUEST**

Coroner Bill Cleavenger discussed his request for an additional appropriation from the General Fund for \$30,000, \$20,000 of which will go to Autopsy Expense, \$5,000 to Toxicology and \$5,000 to Radiology. He explained it is always difficult to predict the number of coroner cases for budgeting purposes, and while the total number is similar to last year, he had five cases in August alone. It often takes between 90 and 120 days to receive a statement for these services, and the increased costs may carry over into 2012. He noted that he increased these line items in his 2012 budget.

### **ADDITIONAL APPROPRIATIONS**

**Sheriff:** Judith Stone moved, seconded by Ralph Booker to approve the Sheriff's additional appropriation request for \$69,000 to Capital Outlays-Vehicle Purchases. Motion carried 7-0.

**Coroner:** Don Morrison moved, seconded by Ward Byers, to approve the Coroner's additional appropriation request for \$20,000 to Autopsy Expense, \$5,000 to Toxicology and \$5,000 to Radiology. Motion carried 7-0.

### **TRANSFER REQUESTS**

**Prosecutor:** John Benedict moved, seconded by Ward Byers, to approve the Prosecutor's request to transfer \$100 from State Witness to Longevity, and \$203 from Clerical to Overtime. Motion carried 7-0.

**Buildings & Grounds:** Ward Byers moved, seconded by John Benedict, to approve Building & Grounds request to transfer \$4,500 into Repair of Buildings & Structures, transferring \$1,000 from Communication Equipment, \$3,000 from Machinery & Equipment and \$5,500 from Uniforms to cover remaining invoices. Motion carried 7-0.

**Jail:** John Benedict moved, seconded by Judith Stone, to approve the Sheriff's request to transfer \$17,900 from Overtime to Part-time Turnkey/Dispatcher to cover additional part-time costs in the Jail budget. Motion carried 7-0.

**Reassessment:** Ralph Booker moved, seconded by Ward Byers, to approve the request to transfer \$5,000 from Consulting Services to Overtime in the Reassessment budget to cover data entry duties. Motion carried 7-0.

**Highway:** Rex Gilliland moved, seconded by John Benedict, to approve the transfer of \$95,000 into Vehicle Maintenance, \$45,000 from Insurance and \$50,000 from Equipment to cover additional diesel and fuel costs. Motion carried 7-0.

**Cum Bridge:** Ward Byers moved, seconded by Judith Stone, to approve the request to transfer \$110,000 into 7<sup>th</sup> Road Construction, \$55,000 from Stone, Gravel & Aggregate, and \$55,000 from Bituminous. Motion carried 7-0.

**Local Health Trust Fund:** Ward Byers moved, seconded by Judith Stone, to transfer \$6,000 from Community Grants, \$5,000 to Health Educator and \$2,000 into Social Security in the Local Health Trust Fund. Motion carried 7-0.

**CAGIT:** John Benedict moved, seconded by Ward Byers, to transfer \$10,000 from Overtime into Part-time Turnkey/Dispatcher in the Jail CAGIT budget to cover additional part-time costs. Motion carried 7-0.

## **AUDITOR'S REPORT**

**Minutes – September 12, 2011: Rex Gilliland moved, seconded by Don Morrison, to approve the minutes of the September 12, 2011 meeting. Motion carried 7-0.**

The Auditor reported that after all adjustments were entered, the final total for the General Fund budget was \$10,733,989, down slightly from the adopted total of \$10,736,504.

## **2012 SALARY ORDINANCE ADOPTION**

The Auditor presented for adoption the 2012 salary ordinance, which includes a 2% raise for all full and part-time employees, as well as part-time clerical help.

Council discussed at some length future alternatives to giving a flat increase to all employees. Several members supported the concept of making raises a form of merit pay to deserving employees. This would involve providing an amount in each budget, and leaving it up to department head to determine raises for each of their employees. Department heads would be required to perform employee evaluations to assist in their decisions.

Mr. Booker suggested that the Personnel Committee consider the issues and make a recommendation. The Auditor recommended inviting the county's personnel consultants Waggoner, Irwin and Scheele in to discuss the matter.

Mr. Byers suggested that employees who have been with the County for less than a year as of each January 1 not receive the raises. The Auditor expressed concern over the difficulty this might present in administering payroll, and explained it would require adopting a separate category in the salary ordinance for each department and in each budget to reflect the different rate of pay for the same job description. Also at issue would be whether newly-elected officials would be affected by the policy.

Mr. Byers pledged to study the matter for the next budget and make recommendations on how to make it work.

**Ward Byers moved, seconded by John Benedict, to adopt the 2012 Marshall County Salary Ordinance as presented. Motion carried 7-0.**

Mr. Byers noted for the record that County Council members did not request nor receive the 2% raise.

## **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 10:10 am. Motion carried 7-0.**

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**John Benedict**

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**Ralph Booker**

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**Ward Byers**

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**Rex Gilliland**

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**Judith Stone**

**Attest:** \_\_\_\_\_  
**Penny Lukenbill, Auditor**

**MINUTES**  
**MARSHALL COUNTY COUNCIL**  
**MONDAY, NOVEMBER 14, 2011**

BE IT REMEMBERED: That on Monday, November 14, 2011, 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 John Benedict, Ralph Booker, Ward Byers, Rex Gilliland, 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.

**SHERIFF TOM CHAMBERLIN**  
**AMENDMENT TO MARSHALL COUNTY POLICE RETIREMENT PLAN**

Sheriff Chamberlin presented a proposed amendment to the Marshall County Police Retirement Plan. The amendment brings the plan into compliance with changes in federal and state laws as they pertain to benefit limits for participants who are in the military and IRA rollovers from previous employers. The proposed changes will not have an economic impact on funding the plan. The amendment must be approved by the County Council and the Marshall County Police Merit Board. **John Benedict moved, seconded by Don Morrison, to approve the amendment to the Marshall County Police Retirement Plan, and to recommend adoption to the Merit Board. Motion carried 7-0.**

**KAREN RICHEY, PURDUE EXTENSION**

Karen Richey appeared before the Council to request an increase to the mileage reimbursement rate from 40 cents to 44 cents to reflect increased fuel costs. She stated that the average mileage rate for the 92 counties is now 44 cents, ranging from 34 to 55.5 cents per mile, with the State reimbursement rate at 44 cents. She explained that the Purdue Extension educators use their own vehicles for travel within the county, and Purdue provides their training via webinars in an effort to reduce mileage costs.

The increased rate will affect employees who use their own vehicles to conduct county business and to attend meetings. Several Council members expressed concern that most departments did not budget for the increased mileage rates for 2012.

**Rex Gilliland moved, seconded by Don Morrison to increase the mileage reimbursement to 44 cents per mile, effective January 1, 2012, and to re-evaluate the rate if fuel costs decline. Motion carried 5-2, with Byers and Stone voting against.**

**ADDITIONAL APPROPRIATION REQUESTS**

**Sheriff: Vehicle Accessories - \$3,500:** Sheriff Chamberlin requested an additional appropriation of \$3,500 into Vehicle Accessories to cover the transfer and installation of equipment for two vehicles recently purchased. Mr. Byers noted that the vehicles were purchased out of 2011 funds for the 2012 vehicle rotation, and suggested reducing the 2012 Vehicle Accessories line item by \$3,500 after January 1.

**John Benedict moved, seconded by Rex Gilliland, to approve the additional appropriation request for the Sheriff's Vehicle Accessories line, and reduce the 2012 Vehicle Accessories by \$3,500 after January 1, 2012. Motion carried 7-0.**

**Vehicle Repair - \$5,000:** The Sheriff explained that vehicle repairs and insurance deductible payments have left his repair line short, and the \$5,000 requested will be used to purchase tires and perform maintenance for the remainder of the year, and to pay deductibles on insurance claims.

Council members were concerned about the increased expenses, but Mr. Hassel pointed out that the Sheriff has been keeping his vehicles longer, resulting in increased repair costs.

**John Benedict moved, seconded by Rex Gilliland, to approve the additional appropriation request for \$5,000 to Vehicle Repairs in the Sheriff's budget. Motion carried 7-0.**

**COMMISSIONER JACK ROOSE**  
**MAINTENANCE DIRECTOR RICH ULRICH**

**COUNTY BUILDING WINDOW AND DOOR REPLACEMENT PROJECT**

At the October 10 meeting, Mr. Roose and Mr. Ulrich presented a proposal to replace the windows and doors in the County Building, automating the doors at both entrances, and presented a quote from Plymouth Glass for \$114,200 for 216 thermal low-e windows with vent panels, plus labor of \$27,500. Due to the cost of the project, they requested additional quotes, but have not yet received any responses. An additional appropriation of \$170,000 from the General Fund was advertised for consideration at this meeting. However, Mr. Roose stated that the five-week delivery time for the windows would make it difficult to expend the appropriation by the end of the year, and suggested withdrawing the request and resubmitting it for the 2012 budget. Mr. Hassel suggested tabling the request until the December meeting. The request could be reduced if the windows could be ordered and the deposit paid before the end of the year, with the balance of the project coming from 2012 monies.

**Judith Stone moved, seconded by Ward Byers, to table action on the additional appropriation request of \$170,000 from the General Fund to the Buildings and Grounds budget pending receipt of additional quotes. Motion carried 7-0.**

**TRANSFER REQUESTS**

**Auditor:** Rex Gilliland moved, seconded by Judith Stone, to approve the transfer of \$1,200 in the Auditor's budget from Longevity to Clerical. Motion carried 7-0.

**Surveyor:** Ralph Booker moved, seconded by Ward Byers, to approve the transfer of \$275 from Travel and \$75 from Postage into Vehicle Maintenance in the Surveyor's budget. Motion carried 7-0.

**Assessor:** Rex Gilliland moved, seconded by Ward Byers, to approve the transfer of \$2,500 in the Assessor's budget from PTABOA Per Diem to Overtime. Motion carried 7-0.

**Commissioners:** The Commissioners are in the process of securing easements over two properties for the sewer line to the Jail which had not been completed during construction of the facility. Council discussed whether the additional appropriation should come from the special CAGIT fund, but in the interest of time, decided to approve the transfers in the Commissioners' budget into the Right-of-Way Purchase line.

**Rex Gilliland moved, seconded by Judith Stone, to approve the transfer in the Commissioners' budget of \$10,500 into Right-of-Way Purchase, taking \$1,500 from Office Supplies, \$4,000 from Office Machine Supplies, \$1,500 from Legal Advertising, \$1,000 from Repair Furniture and Equipment and \$2,500 from Job Classification. Motion carried 7-0.**

**Probation:** Ralph Booker moved, seconded by John Benedict, to approve the transfer of \$104 from Urinalysis Supplies into Vehicle Maintenance. Motion carried 7-0.

**Building Department:** Ralph Booker moved, seconded by John Benedict, to approve the transfer of \$159 from Vehicle Maintenance to Vehicle Repair in the Building Department budget. Motion carried 7-0.

**EMA:** John Benedict moved, seconded by Judith Stone, to approve the transfer of \$300 from Contractual Services to Vehicle Maintenance Supplies in the EMA budget. Motion carried 7-0.

**Jail:** Ralph Booker moved, seconded by Don Morrison, to approve the transfer of \$3,500 in the Jail budget from Turnkey/Dispatchers to Overtime. Motion carried 7-0.

### **AUDITOR'S REPORT**

Minutes – October 10, 2011: **Don Morrison moved, seconded by Ward Byers, to approve the minutes of the October 10, 2011 meeting. Motion carried 7-0.**

### **MARSHALL COUNTY HOUSING AUTHORITY**

#### **2011 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 Marshall County Housing Authority Annual Report for 2011. Motion carried 7-0.**

#### **BOARD APPOINTMENTS**

**Ward Byers moved, seconded by Judith Stone, to reappoint Stacey Hess, Ralph Winters and Carol Young to the Marshall County Housing Authority Board of Commissioners. Motion carried 7-0.**

#### **COUNCIL COMMENTS**

In observance of the Veteran's Day last Friday, Mr. Benedict expressed his gratitude and appreciation to the county's veterans for their service.

Mr. Hassel expressed the hope that the economy would soon improve and especially encouraged the youth of our communities in their job searches.

Mr. Booker reminded members of the Community Conversation on the Economy sponsored by the Marshall County Economic Development Commission to be held Wednesday, November 16.

### **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 10:00 am. Motion carried 7-0.**

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**John Benedict**

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**Ralph Booker**

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**Ward Byers**

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**Rex Gilliland**

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**Judith Stone**

Attest: \_\_\_\_\_  
**Penny Lukenbill, Auditor**

**MINUTES**  
**MARSHALL COUNTY COUNCIL**  
**MONDAY, DECEMBER 12, 2011**

BE IT REMEMBERED: That on Monday, December 12, 2011, 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, Judy Stone; and Auditor Penny Lukenbill. Absent was John Benedict. The meeting was opened with the Pledge to the Flag.

**PUBLIC INPUT**

There were no comments from the public.

**SHERIFF TOM CHAMBERLIN**  
**TRANSFER REQUEST**

Sheriff Chamberlin presented his request to transfer \$100 from Detective Sergeant to Chief Deputy, and \$4,000 from Emergency Deputies to Overtime.

**Judith Stone moved, seconded by Don Morrison, to approve the transfers of \$100 from Detective Sergeant to Chief Deputy, and \$4,000 from Emergency Deputies to Overtime. Motion carried 6-0.**

**RICH ULRICH – BUILDINGS & GROUNDS**  
**COUNTY BUILDING ELEVATORS**

Mr. Ulrich and Commissioner Jack Roose were present to discuss repairs of the County Building elevators. The aging system still utilizes the original electronics and switches, and as a result has been experiencing an increasing number of service outages. Technicians from Otis Elevator have been providing short-term remedies just to keep the elevators in service, but Mr. Ulrich feels it is time to consider a long-term solution.

Kone Elevator had previously proposed to completely replace the cars and equipment for \$125,000 per car. However, Otis Elevator feels it is not necessary to replace the cars, but will retrofit both with new technology, including switches, contacts, and electronics for \$144,000 for both cars, plus \$20,000 in electrical upgrades. The cost will include a one-year warranty on new equipment.

Mr. Roose emphasized that the repairs are necessary for public safety and ADA compliance. Mr. Ulrich stated he has expended approximately \$7,000 in repairs this year and feels the retrofit should solve the problem. It will take approximately four to six weeks for the equipment to be delivered and the switch over to the new controls would probably be done on a weekend to minimize inconvenience.

Mr. Ulrich has also recommended contracting with Otis for the elevator maintenance. The county currently contracts with Kone for the two elevators in the County Building and one in the Museum for \$965 per month, but he feels they are no longer providing satisfactory service. The county attorney is in the process of terminating the Kone contract. The contract with Otis provides for full maintenance, repairs, call backs and state testing for \$950 per month for all five elevators in the Courthouse, County Building and Museum.

Council members agreed that the repairs are necessary and recommended that the project be funded through an additional appropriation from the General Fund. The Commissioners will consider the issue again at their next meeting.

### **COUNTY BUILDING WINDOW AND DOOR REPLACEMENT PROJECT**

Mr. Roose distributed copies of a second quote for the project submitted by Michiana Contracting for \$169,285 for windows only. The estimate from Plymouth Glass was \$157,400 for the windows, and an additional \$10,000 for automated doors at both entrances of the County Building and \$3,000 for extra caulking and tuck pointing. The \$170,000 additional appropriation request had been tabled at the November meeting, pending receipt of the second estimate.

### **ADDITIONAL APPROPRIATION REQUESTS**

**Highway – General & Undistributed:** Mr. Haeck had requested an additional appropriation of \$6,300 into Unemployment to cover remaining obligation through the end of the year.

**Rex Gilliland moved, seconded by Ward Byers, to approve the Highway's additional appropriation request of \$6,300 for Unemployment. Motion carried 6-0.**

**WIC:** Ward Byers moved, seconded by Rex Gilliland, to approve the additional appropriation requests for WIC of \$2,640 to Office Supplies and \$210 to Travel/Mileage. Motion carried 6-0.

**General Fund – Buildings & Grounds:** Council members considered the additional appropriation request of \$170,000 for the Buildings & Grounds General Fund budget for the windows and doors replacement project which had been tabled at the November meeting. After discussion, Council arrived at a consensus to include the replacement of windows and doors, and to automate the doors at both entrances of the County Building.

**Ralph Booker moved, seconded by Rex Gilliland, to approve an additional appropriation from the General Fund of \$170,000 to the Buildings and Grounds budget for window and door replacement in the County Building, and to automate the doors at both entrances to the building. Motion carried 6-0.**

### **TRANSFER REQUESTS**

**Treasurer:** Rex Gilliland moved, seconded by Ward Byers, to approve the transfer of \$60 in the Treasurer's budget from Tax Statements to Travel/Mileage. Motion carried 6-0.

**Coroner:** Ralph Booker moved, seconded by Ward Byers, to approve the transfer of \$540 from Emergency Deputies to Office Supplies - \$21, Morgue Supplies - \$242, Vehicle Maintenance - \$261, and Uniforms/Clothing - \$16; and a transfer of \$1,062 into Autopsy Expense, taking \$800 from Clerical and \$262 from Emergency Deputies and Matrons. Motion carried 6-0.

**Prosecutor:** Don Morrison moved, seconded by Rex Gilliland, to approve the transfer of \$136 in the Prosecutor's budget from State Witness Fees to Child Support Office Supplies. Motion carried 6-0.

**IT:** Ralph Booker moved, seconded by Rex Gilliland, to approve the transfer of \$700 in the IT Department budget from Equipment Repair to Overtime. Motion carried 6-0.

**Buildings & Grounds:** Ward Byers moved, seconded by Judith Stone, to approve the following transfers in the Buildings and Grounds budget: \$4,100 from Machinery and Equipment to Repair Furniture and Equipment; \$4,000 from Machinery and Equipment to Repair Buildings and Structures; \$500 from Office Furniture to Repair Buildings and Structures; \$200 from Tools to Uniforms; and \$2,000 from Maintenance Supplies to Equipment Maintenance Contracts. Motion carried 6-0.



**Reassessment:** Rex Gilliland moved, seconded by Ward Byers, to approve the transfers in the Reassessment budget of \$600 from Unemployment Compensation to PERF, and \$600 from Unemployment Compensation to Social Security. Motion carried 6-0.

**Plat Mapping:** Ward Byers moved, seconded by Don Morrison, to approve the transfer of \$925 Plat Mapping from Training to Technology/GIS. Motion carried 6-0.

**Court Services:** Judith Stone moved, seconded by Rex Gilliland, to approve the following transfers in the Court Services budget: \$17,079 from Casework Manager as follows: \$11,782 into Professional Services, \$4,847 into Adult Monitoring Fees, and \$450 into Longevity; and \$3,000 from Secretaries into Unemployment Compensation. Motion carried 6-0.

**Health:** Ward Byers moved, seconded by Rex Gilliland, to approve the transfer in the Health Department budget of \$855 from Health Insurance to PERF. Motion carried 6-0.

**WIC:** Rex Gilliland moved, seconded by Ward Byers, to approve the transfer in the WIC budget of \$125 from PERF to Health Insurance. Motion carried 6-0.

**Drainage Board:** Ward Byers moved, seconded by Judith Stone, to approve the transfer in the Drainage Board budget of \$2,200 from Per Diem, \$200 from Clerical and \$36 from Travel and Mileage, totaling \$2,436 to Legal Services; and \$100 from Clerical to Longevity. Motion carried 6-0.

**EMA:** Judith Stone moved, seconded by Ward Byers, to approve the transfer in the EMA budget of \$400 from Other Repairs to Machinery and Equipment. Motion carried 6-0.

### **AUDITOR'S REPORT**

**Minutes – November 14, 2011:** Don Morrison moved, seconded by Ward Byers, to approve the minutes of the November 14, 2011 meeting. Motion carried 6-0.

**Salary Ordinance Amendment:** Pursuant to a court order signed by all three judges, the salary of the Court Services Director has been reduced to \$43,860 for 2012, and the Auditor submitted a salary ordinance amendment reflecting the revised bi-weekly pay for that position of \$1,686.92.

**Judith Stone moved, seconded by Ward Byers, to approve the salary ordinance amendment for the position of Court Services Director for 2012, setting the bi-weekly pay of \$1,686.92. Motion carried 6-0.**

### **BOARD APPOINTMENTS**

Maria Keller's appointment to the Alcoholic Beverage Commission expires December 31, and Mr. Gilliland agreed to contact her to see if she is willing to serve another one-year term. Action on the appointment will be taken at the Council's December 30 meeting.

### **2012 MEETING SCHEDULE**

**Ralph Booker moved, seconded by Judith Stone, to approve the following meeting schedule for 2012:**

<b>Monday, January 9</b>	<b>Monday, August 27 Budget Hearings</b>
<b>Monday, February 13</b>	<b>Tuesday, August 28 Budget Hearings</b>
<b>Monday, March 12</b>	<b>Monday, September 10</b>
<b>Monday, April 9</b>	<b>Monday, October 8</b>
<b>Monday, May 14</b>	<b>Monday, November 13</b>
<b>Monday, June 11</b>	<b>Monday, December 10</b>
<b>Monday, July 9</b>	<b>Friday, December 28 if necessary</b>
<b>Monday, August 13</b>	

### **COUNCIL COMMENTS**

Members commented on the county's excellent financial condition resulting from sound fiscal decisions throughout the year, and wished each other happy holidays.

### **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 10:00 am. Motion carried 6-0.**

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**John Benedict**

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**Ralph Booker**

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**Ward Byers**

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**Rex Gilliland**

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**Judith Stone**

**Attest:** \_\_\_\_\_  
**Penny Lukenbill, Auditor**

**MINUTES  
MARSHALL COUNTY COUNCIL  
FRIDAY, DECEMBER 30, 2011**

BE IT REMEMBERED: That on Friday, December 30, 2011, 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; John Benedict, Ralph Booker, Rex Gilliland, Judith Stone, and County Auditor Penny Lukenbill. Absent was Ward Byers. The meeting was opened with the Pledge of Allegiance.

**ADDITIONAL APPROPRIATION**

Coroner Bill Cleavenger appeared before the Council to request an additional appropriation of \$8,200 to Autopsy Expense, due to an unusual number of cases in 2011.

**Rex Gilliland moved, seconded by Don Morrison, to approve the Coroner's additional appropriation request of \$8,200 to Autopsy Expense. Motion carried 6-0.**

**TRANSFER REQUESTS:**

**Building and Grounds:** Don Morrison moved, seconded by John Benedict, to approve the transfer in Buildings and Grounds of \$824 from Maintenance Wages to Part-Time Maintenance Wages.

**Probation:** Ralph Booker moved, seconded by Don Morrison, to approve the transfer in the Probation budget from Overtime and \$54 from Consulting Services to Longevity; and \$668 from Secretaries, \$701 from Office Administrator and \$499 from Overtime to Clerical. Motion carried 6-0.

**EMA:** Judith Stone moved, seconded by Ralph Booker, to approve the transfer in the EMA budget of \$161 from Vehicle Maintenance Supplies, \$111 from Printing and Advertising, and \$103 from Vehicle Repair to Other Repairs. Motion carried 6-0.

**Jail:** John Benedict moved, seconded by Judith Stone, to transfer \$1,600 from Overtime to Turnkey/Dispatcher. Motion carried 6-0.

**Plat Mapping:** Rex Gilliland moved, seconded by John Benedict, to approve the transfer in the Plat Mapping budget of \$235 from Rebinding Records and \$75 from Training to Map Supplies. Motion carried 6-0.

**Highway:** John Benedict moved, seconded by Don Morrison, to approve the transfer of \$138 from Overtime to PERF in the Highway budget. Motion carried 6-0.

**Health Department:** Ralph Booker moved, seconded by Judith Stone, to approve the transfer in the Health Department budget of \$583 from Health Insurance to PERF (\$577) and Sanitarian/Environmentalist (\$6). Motion carried 6-0.

**Clerk's IVD Budget:** Don Morrison moved, seconded by John Benedict, to approve the transfer in the Clerk's IV-D budget of \$53 from Wages to Social Security. Motion carried 6-0.

**Lake Enforcement:** Judith Stone moved, seconded by Don Morrison, to approve the transfer in the Lake Enforcement budget of \$100 from Social Security to PERF. Motion carried 6-0.

**Wireless 911:** John Benedict moved, seconded by Judith Stone, to approve the transfer in the Wireless 911 budget of \$3,350 from Equipment Lease to Computer Software. Motion carried 6-0.

**CAGIT:** Ralph Booker moved, seconded by Judith Stone, to approve the transfer in the CAGIT budget of \$548 from Worker's Compensation to Professional Services. Motion carried 6-0.

**COUNCIL ITEMS**

Alcoholic Beverage Commission appointment: Mr. Gilliland reported that Maria Keller has agreed to serve another term on the ABC Board.

**Rex Gilliland moved, seconded by Judith Stone, to appoint Maria Keller to the Marshall County Alcoholic Beverage Commission for 2012. Motion carried 6-0.**

**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 Judith Stone, to adjourn the meeting at 9:25 am. Motion carried 6-0.**

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**John Benedict**

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**Ralph Booker**

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**Rex Gilliland**

\_\_\_\_\_  
**Judith Stone**

Attest: \_\_\_\_\_  
**Penny Lukenbill, Auditor**