

**MINUTES  
MARSHALL COUNTY COUNCIL MEETING  
MONDAY, JANUARY 14, 2019**

BE IT REMEMBERED: That on Monday, January 14, 2019, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Present were the Honorable Judy Stone, President; Penny Lukenbill, Jon VanVactor, Heath Thornton, James Masterson, Mandy Campbell, Jack Roose and County Auditor, Julie A. Fox. The meeting was opened with the Pledge of Allegiance and the business at hand was heard.

**PUBLIC INPUT**

Commissioner Mike Delp requested a joint work session between Council and Commissioner Members and Health Department Director, Christine Stinson, to gather information regarding the Water Task Force presented by Dr. Byron Holm and Ken Jones of Jones Petrie Rafinski Corporation. **Penny Lukenbill moved, second by Jack Roose, to hold a joint Council and Commissioner work session on Monday, February 11, 2019 at 10:30 a.m. following the Council meeting to discuss and receive information regarding the Water Task Force. Motion carried 7-0.**

Highway Superintendent Jason Peters, requested commitment of matching grant funds for the Marshall County Community Crossings 2019 Matching Grant application. The grant is for the following projects: Dogwood Road from US 6 to County Line, 11<sup>th</sup> Road from US 31 to S. Michigan, North Michigan Road – city limits to Veterans Parkway, Dogwood Road from SR 331 to US 6, and 9B Road from Union to County Line in the total sum of \$1,330,000. **Jon VanVactor moved, second by Penny Lukenbill to allow Mr. Peters to submit the letter of support to INDOT for the Marshall County Community Crossings Matching Grant in the total sum of \$1,330,000, requiring a County match of \$332,500. Motion carried 7-0.**

**HEALTH DEPARTMENT**

Director Christine Stinson, along with Health Educator, Jacob Baylis, requested permission to apply for a Lead Testing Grant in the sum of \$5,000 - \$10,000 and is a reimbursable federal grant to increase compliance with federal regulations that all children enrolled in Medicaid receive blood lead screenings at ages 12 months and 24 months. The grant allows for advertising while limiting the expense of blood lead testing kits. **James Masterson moved, second by Heath Thornton, to approve the request for the Health Department to apply for the reimbursable Federal Lead Testing Grant in the sum of \$5,000 - \$10,000. Motion carried 7-0.**

**SHERIFF**

Sheriff Matt Hassel submitted the Sheriff's Salary Contract for 2019 for approval. The contract has been reviewed by Attorney Clevenger, approved by the Commissioners and the only change is an increase in salary to \$89,071.10. **Jon VanVactor moved, second by Heath Thornton, to approve the Sheriff's Salary Contract for 2019 in the sum of \$89,071.10. Motion carried 7-0.**

Sheriff Hassel presented the County Sheriff's Report of Receipts and Disbursements of the Commissary Fund for the period July 1, 2018 through December 31, 2018. **Jon VanVactor moved, second by James Masterson to accept the Sheriff's Report of Receipts and Disbursements of the Commissary Fund for the period July 1, 2018 through December 31, 2018. Motion carried 7-0.**

Council Member Heath Thornton inquired about the progress of the body scanning machine installation. Sheriff Hassel stated the anticipated delivery and install is expected the end of March.

### **COMMISSIONERS**

Commissioner Kevin Overmyer stated that the County was awarded the \$50,000 for the Broadband Federal Grant and the required \$5,500 local match is in the Commissioners' budget. Commissioner Overmyer explained that the grant would allow expansion into communities that do not have broadband services and stated that the grant is to be used for an engineering and feasibility study, not to bring broadband into the County. **Jon VanVector moved, second by Heath Thornton, to approve the request to apply for the Broadband Federal Grant in the amount of \$50,000 with a local match of \$5,500 from the Commissioners budget. Motion carried 7-0.**

### **COMMUNITY CORRECTIONS**

Director Ward Byers requested permission to waive the 90-day probationary pay for long-time County employee, Jill McKinney, explaining that Ms. McKinney has been working in the Quality Assurance Coordinator position since November 2018 and previously worked in the Probation Department. **Jack Roose moved, second by Heath Thornton, to waive the 90-day probationary pay for Quality Assurance Coordinator, Jill McKinney to be effective today, January 14, 2019. Motion carried 7-0.**

Mr. Byers requested that Fund 9122-001: Community Corrections Officer PT, be changed from a salary of \$15,499.90 to an hourly rate of \$15.25. **James Masterson moved, second by Penny Lukenbill to amend Fund 9122-001 and to approve the pay change from a salary of \$15,499.90 to an hourly rate of \$15.25. Motion carried 7-0.**

### **COMMUNITY CORRECTIONS GRANT APPLICATION REQUEST**

Director Ward Byers stated that the Community Corrections Advisory Board approved the Fiscal Year 2020 Budget in December 2018 and is now requesting approval to submit the grants from the Council. The Community Corrections Advisory Board reviewed all departments' grant requests and gave approval to move forward with all four entities: Community Corrections, Prosecutor's Office, Sheriff's Department and Probation Department.

Mr. Byers explained that the Community Corrections budget includes a grant request of \$362,745, an increase from the Fiscal Year 2019 Budget of \$304,300 to hire a full-time Case Manager.

Prosecuting Attorney Nelson Chipman presented the Pre-Trial Diversion Grant request of \$59,300, which is the same amount as requested last year. Attorney Chipman explained that funding will be used for the salary and benefits of one full-time employee and training.

Sheriff Hassel presented the Jail Treatment Grant request of \$79,000, which includes a full-time Jail Treatment Supervisor to oversee and facilitate programs for inmates of the jail.

Chief Probation Officer Jim Bendy presented the Probation Grant request for \$130,042, which includes \$64,721 in funding to hire an Intake Officer that will assist Attorney Chipman with pre-trial services and \$65,321 to hire a Moderate/High Risk Probation Officer.

The total sum of the Fiscal Year 2020 Grant request is \$631,087. **Jon VanVector moved, second by Mandy Campbell, to approve the request to apply for the Community Corrections Fiscal Year 2020 Grant application request in the total sum of \$631,087. Motion carried 7-0.**

Council Member Jon VanVactor asked if new job descriptions would be required. Mr. Byers stated that the Intake Officer would need a new job description and the Moderate/High Risk Probation Officer may need to be re-written.

**MARSHALL COUNTY ECONOMIC DEVELOPMENT CORPORATION**

President Jerry Chavez, along with Lou Pierce, owner of Big Ideas, presented a PowerPoint Presentation regarding the branding of Marshall County by defining lifestyle. The presentation detailed a new logo and position statement, "Far from Nothing, Close to Everything". The budget estimate is \$36,640 - \$41,940. Mr. Pierce stated that Big Ideas has contributed \$11,000 in-kind.

**ADDITIONAL APPROPRIATION REQUESTS**

**ORDINANCE 2019-1(1)**

**SHERIFF: Jon VanVactor moved, second by Penny Lukenbill, to approve the additional appropriation request of \$8,000 into Wages – Security Officer PT. Motion carried 7-0.**

**ORDINANCE 2019-1(2)**

**COMMUNITY CORRECTIONS PROJECT INCOME: Heath Thornton moved, second by James Masterson, to approve the additional appropriation request of \$1,747.35 into Wages – Substance Abuse Interventionist; \$865.24 into Wages – PT Community Corrections Officer, and \$1,200.60 into Group Health Insurance for Fiscal Year 2018. Motion Carried 7-0.**

**TRANSFER REQUESTS ORDINANCE 2019-2(1)**

**PROSECUTOR: Jon VanVactor moved, second by Mandy Campbell, to approve the transfer request of \$1,283.92 from Toxicology into Victim Assistance. Motion carried 7-0**

**COMMUNITY CORRECTIONS PROJECT INCOME: James Masterson moved, second by Jon VanVactor, to approve the transfer request of \$323.83 from Office Supplies into Employer Social Security in the amount of \$235.02 and Employer PERF in the amount of \$88.81; \$84.22 from Postage into Employer PERF; \$25.00 from Dues & Subscriptions into Employer PERF; \$354.61 from Office Equipment into Employer PERF in the amount of \$178.60 and into Wages – PT Community Corrections Officer in the amount of \$176.01; and, \$540.17 from Group Life Insurance into Wages – Case Work Manager in the amount of \$486.30 into Employer Social Security in the amount of \$53.87 for calendar year 2018. Motion carried 7-0.**

**SOLID WASTE: Jon VanVactor moved, second by Mandy Campbell, to approve the transfer request of \$800 from Personnel Liabilities into Payroll Liabilities; and, \$1,300 from Education and Training into Utilities for calendar year 2018. Motion carried 7-0.**

**AUDITOR REPORT**

**December 10, 2018 Minutes: Heath Thornton moved, second by Penny Lukenbill, to approve the meeting minutes of December 10, 2018. Motion carried 5-0-2 with Jack Roose and Mandy Campbell abstaining.**

## COUNCIL ITEMS

Members arranged the following assignments and appointments for the coming year:

Liaison Assignments:

<b>Assessor</b>	Masterson	<b>Museum</b>	Lukenbill
<b>Auditor</b>	Thornton	<b>Plan Commiss/BZA</b>	Roose
<b>Building Inspector</b>	Thornton	<b>Probation</b>	Lukenbill
<b>Bldgs &amp; Grounds</b>	Masterson	<b>Prosecutor</b>	Thornton
<b>Circuit Court</b>	Campbell	<b>Recorder</b>	Campbell
<b>Clerk</b>	Lukenbill	<b>Sheriff/Jail</b>	Thornton & Roose
<b>Commissioners</b>	Campbell & Stone	<b>Superior Court #1</b>	Masterson
<b>Comm Correction</b>	Stone	<b>Superior Court #2</b>	VanVactor
<b>Coroner</b>	Masterson	<b>Surveyor</b>	Campbell
<b>EMA</b>	VanVactor	<b>Technology</b>	Lukenbill
<b>Extension</b>	Roose	<b>Treasurer</b>	Masterson
<b>Health/WIC</b>	Stone	<b>Veteran Service</b>	VanVactor
<b>Highway</b>	Lukenbill & VanVactor	<b>Weights &amp; Meas.</b>	Stone
<b>Merit Board</b>	Thornton & Roose		

Board Appointments:

<b>4H Fair</b>	Roose	<b>Marshall-Starke</b>	Roose
<b>Plan Commission</b>	Roose	<b>MC Tourism-CVB</b>	Lukenbill
<b>Central Comm Cmt</b>	Campbell & Stone	<b>Solid Waste</b>	VanVactor
<b>LEPC</b>	Masterson	<b>Unsafe Building</b>	Stone
<b>MACOG</b>	Stone		

**Jack Roose moved, second by Heath Thornton to approve the Liaison Assignments and Board Appointments for 2019. Motion carried 7-0.**

Council President Judy Stone congratulated Museum Director Linda Rippy for being reappointed as Official Marshall County Historian by Indiana Historical Society.

President Stone received an official notice from the DNR regarding the public meetings to discuss the proposed aerial treatments for Gypsy Moth in 2019. Auditor Fox will distribute notice to Council and Commissioner Members.

## BOARD REORGANIZATION

**James Masterson moved, second by Penny Lukenbill, to retain Judy Stone as President of the Marshall County Council for 2019. Motion carried 6-0-1, with Judy Stone abstaining.**

**Jon VanVactor moved, second by James Masterson, to nominate Penny Lukenbill as Vice President of the Marshall County Council for 2019. Motion carried 6-0-1, with Penny Lukenbill abstaining.**

Penny Lukenbill discussed the division of money into the MVH Restricted Fund stating that the money in the fund is to be used for Road Construction, Reconstruction and Preservation, but could not find a definition of preservation and contacted AIC for guidance.

**ADJOURNMENT**

After the appropriate documents had been signed and with no further business to come before the Council, **Heath Thornton moved, second by James Masterson, to adjourn the meeting at 10:39 a.m. Motion carried 7-0.**

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**Judy Stone, President**

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**Penny Lukenbill, Vice President**

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**Jon VanVactor**

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**Mandy Campbell**

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**Heath Thornton**

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**James Masterson**

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**Jack Roose**

**Attest:** \_\_\_\_\_

**Julie A. Fox, Auditor**

**MARSHALL COUNTY COUNCIL**  
**2020 BUDGET HEARINGS**  
**FIRST READING - AUGUST 20, 2019**

BE IT REMEMBERED: That on Tuesday, August 20, 2019, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana at 9:00 a.m. The budget hearing was called to order by President Judy Stone. Also present were Vice President Penny Lukenbill, members Jon VanVactor, Mandy Campbell, Heath Thornton, Jim Masterson, Jack Roose; and Auditor Julie A. Fox. The meeting was opened with the Pledge of Allegiance.

**TOWN OF ARGOS ECONOMIC DEVELOPMENT COMMISSION**

The Town of Argos has requested a Commissioner appointment to serve on the Argos Economic Development Commission. Kevin Overmyer has agreed to serve. **Mandy Campbell moved, second by Jim Masterson, to appoint Kevin Overmyer to the Town of Argos Economic Development Commission. Motion carried 7-0.**

President Stone reminded the Council additions to the budget would be accepted today and discussion can be made about cuts, however, no cuts will be made until September.

**MARSHALL COUNTY SOLID WASTE MANAGEMENT DISTRICT**

Marianne Peters presented the Solid Waste Management District budget: 2020 Budget estimate is \$373,410; Estimated Civil Max Levy is \$235,000 for the remainder of this year and the Property Tax Cap Credit Estimate is \$15,500.

**CONVENTION & VISITORS BUREAU PRESENTATION:**

Executive Director Corine Humes presented the Convention and Visitors Bureau 2020 Marketing Plan and budget of \$368,700, as approved by their Tourism Board and answered questions from the Council.

**COMMISSIONER RECOMMENDATIONS**

Commissioner Kevin Overmyer presented the board's recommendations and comments:

- 1) Recommend the following personnel issues:
  - a. Moving the Human Resources position to the Commissioner's budget
  - b. Recommend additional employee for Maintenance
  - c. Increase in wages to reflect \$1,000 increase for full time employees.
- 2) The following decreases were offered from the Commissioner's Budget:
  - a. Group Health Insurance (\$280,000)
  - b. Professional Services (\$10,000)
  - c. Legal Services (\$10,000)
  - d. Insurance – general liability (\$25,000)
  - e. Repair Building and Structures (\$55,000)
- 3) Sewer and Water has increased due to the increased inmates at the jail and reduction of manufacturing.
- 4) Jerry Chavez, President of MCEDC discussed projects, including currently tracking \$190 million in development and approximately 500 jobs.

The Clock Tower Project and matching grants were discussed, along with the Kankakee River Basin and Yellow River Basin Development Commission assessment tentatively beginning in 2021. Commissioner Delp is not comfortable with moving the Human Resources to the Commissioner's Budget at this time.

## BUDGET DISCUSSIONS

Commissioner Overmyer presented the following budgets:

**Commissioners:** The total budget submitted is \$4,814,902.

**Drainage Board:** The total budget submitted is \$8,450.

**Rainy Day Fund:** The total submitted budget is \$300,000 for Community Crossings.

**Cumulative Capital Development (CCD):** The total revised budget submitted is \$949,917.

**County IV-D Incentive:** The total budget submitted is \$87,466: \$4,900 as the Commissioners Budget portion and \$82,566 as the Prosecutors Budget portion.

**Buildings and Grounds:** The total budget submitted is \$596,961. Maintenance Supervisor Doug Masterson stated the budget includes a request for an additional custodian/maintenance position, stating the clerical could be removed, if the custodian/maintenance position is approved.

Highway Superintendent Jason Peters presented the following budgets:

**Highway:** The total budget submitted is \$4,573,230.

**Cum Bridge:** The total budget submitted is \$1,193,497. Estimated revenue is \$1,876,548.

**Local Roads and Streets:** The total budget submitted is \$650,000. Estimated revenue is \$701,317.

RECESS TAKEN AT 10:35 A.M. - RECONVENED AT 10:42 A.M.

Sheriff Matt Hassel presented the following budgets:

**General - Sheriff:** The total budget submitted is \$2,233,408. Offered reducing Wages-Overtime by \$10,000 and Vehicle Purchase by \$32,000.

**General - Jail:** The total budget submitted is \$1,357,171.

**LIT Special Legislation – Correctional Facility:** The total budget submitted is \$2,881,147.

Estimated revenue is \$2,991,461. Department offered reducing Machinery/Equipment by \$100,000.

**Extradition/Sheriff Assistance:** The total budget submitted is \$37,000.

**Misdemeanant-County Corrections:** The total revised budget submitted is \$123,000, to include an additional vehicle.

**Sex/Violent Offender Administration:** The total budget submitted is \$12,000 for Wages-Turnkey/Dispatchers PT.

**Statewide 911:** The total budget submitted is \$701,313. Estimated revenue is \$507,372.

**Central Dispatch:** The total budget submitted is \$184,061. Estimated revenue is \$220,000. Sheriff Hassel would like to add an additional Dispatcher in the future.

**DARE:** The total budget submitted is \$25,000.

**DEA Forfeiture:** The total budget submitted is \$35,000.

**Lake Enforcement DNR Grant:** The total budget submitted is \$63,000.

Clerk Deb VanDeMark presented the following budgets:

**Clerk:** The total budget submitted is \$451,060. Offered reducing Wages-Clerical by 50%.

**Voter Registration:** The total budget submitted is \$38,919.

**Election Board:** The total budget submitted is \$87,860.

**Clerks Records Perpetuation:** The total budget submitted is \$22,500.

**Clerk IV-D:** The total budget submitted is \$9,700.

**Treasurer:** Treasurer Angie Birchmeier submitted a total budget of \$165,620.

Recorder Janet Howard submitted the following budgets:

**Recorder:** The total budget submitted is \$115,316.

**ID Security Program:** The total budget submitted is \$8,000 for Software Maintenance. Estimated revenue is \$6,111 and has a fund balance of \$44,136.

**Recorders Perpetuation Fund:** Ms. Howard provided an update on the projected scanning projects and anticipated expenditures, forecasting an estimated balance as of December 2021 in the amount of \$380,849. The fund balance is currently \$274,699.

**Surveyor:** Surveyor Craig Cultice submitted a total budget of \$178,080.

Coroner John Grolsch submitted the following budgets:

**Coroner:** The total budget of \$105,191.

**LEPC:** The total budget submitted is \$23,000. The fund balance is \$23,324.

Assessor Deb Dunning submitted the following budgets:

**Assessor:** The total budget submitted is \$195,976. By email, Assessor Dunning offered to move one Deputy position to the Reassessment Fund.

**Sales Disclosure-County Share:** The total budget submitted is \$6,650.

**Reassessment:** The total revised budget submitted is \$479,514, which includes an additional deputy and explaining that MACOG is currently paying for Pictometry. The fund balance is \$851,677.

Prosecutor Nelson Chipman presented the following budgets:

**Prosecutor:** The total budget submitted is \$544,987.

**Pre-Trial Diversion:** The total revised budget submitted is \$312,377 which includes the F/T Clerical position and longevity. The fund balance is \$296,266.

**Prosecutor IV-D under County IV-D Incentive:** The total budget submitted is \$82,566. IV-D Funds can no longer support wages for the F/T Clerical position.

**Prosecutor Community Corrections Pros Felony Diversion:** The total budget submitted is \$59,300.

**Extension:** Director Karen Richey submitted a total budget of \$247,537.

**Veterans Service Officer:** Service Officer Pam Schweizer-Betz submitted a total budget of \$52,637.

Plan Commission Director Ty Adley presented the following budgets:

**Plan Commission:** The total budget submitted is \$132,876.

**Board of Zoning Appeals (BZA):** The total budget submitted is \$5,150. This budget was formally approved by the BZA Board.

**Building Commission:** Building Inspector Chuck DeWitt submitted a total budget of \$81,890. Offered reducing Vehicle Maintenance Supplies by \$2,000.

IT Director Michael Marshall submitted the following budgets:

**Information Systems:** The total budget submitted is \$158,833.

**Cumulative Capital Development (CCD):** The total revised budget submitted is \$949,917 which includes \$42,000 to cover the cost of adding additional ransomware protection and to upgrade to Office 365.



WIC Coordinator Evelyn Shields submitted the following budgets:

**WIC NSA:** The total budget submitted is \$219,594.39; \$209,405.39 as the WIC NSA Budget and \$10,189 as the WIC Peer Counselor Budget. This request includes a 2% State wage cap. The grant fiscal year begins October 1<sup>st</sup>, the adoption for this budget will be in September.

LUNCH RECESS AT 12:54 P.M. – RECONVENED AT 1:30 P.M.

Director Linda Rippy submitted the following budgets:

**Museum:** The total budget submitted is \$125,430.

**Historical Society:** The total budget submitted is \$46,000 for part-time clerical.

**Superior Court #1:** The total budget submitted is \$344,997.

**Superior Court # 2:** Judge Dean Colvin submitted a total budget of \$613,188.70.

Community Corrections Director Ward Byers presented the following budgets:

**Community Corrections:** The total budget submitted is \$370,429.73, pending a final award letter in October.

**Community Corrections-Jail Treatment:** The total budget submitted is \$145,026, which includes a new position: Jail Treatment Coordinator.

**Community Corrections-CCPI:** The total budget submitted is \$437,464.84.

**Drug Free Community:** Troy Ulch, Bremen Police Department, submitted a total budget of \$92,200. The estimated revenues are \$72,352.

**Circuit Court:** Judge Curt Palmer submitted a total budget of \$302,712.45.

Chief Probation Officer James Bendy presented the following budgets:

**Probation:** The total budget submitted is \$615,723.

**Adult Probation Administrative:** The total budget submitted is \$137,848.

**Supplemental Adult Probation:** The total budget submitted is \$16,500.

**Community Corrections-Probation:** The total budget submitted is \$130,042. Two additional Probation Officers have been added in anticipation of Trial Rule 26 effective January 1, 2020.

**Weights & Measures:** The total budget submitted is \$22,296.

**EMA:** Director Clyde Avery submitted a total budget of \$68,380.

**Soil & Water:** The total budget submitted is \$36,981.

Health Administrator Christine Stinson presented the following budgets:

**Health Department:** The total budget submitted is \$554,552.80. Estimated revenue is \$466,703, current fund balance is \$756,780. Administrator Stinson is requesting an additional P/T Clerical position to help with clinics.

**Local Health Maintenance:** The total budget submitted is \$33,139, which is a reimbursable grant.

**Local Health Department Trust Account:** The total budget submitted is \$25,093.

Auditor Julie Fox submitted the following budgets:

**Auditor:** The total budget submitted is \$408,287. The request includes an additional Deputy Auditor to replace the H/R position if moved to the Commissioner's Budget. Offered reducing Training and Travel/Mileage by \$500 each.

**Plat Mapping:** The total budget submitted is \$43,300.

**Auditor Ineligible:** The total budget submitted is \$14,000.

**County Officials Training Fund:** Total budget submitted is \$10,000.

**Council:** Council submitted a total budget of \$75,595.

Auditor Julie Fox reminded the Council the Budget Hearing will be held on September 9, 2019 at 9:00 a.m. The Budget Adoption will be held on October 14, 2019 at 9:00 a.m.

**ADJOURNMENT**

With no further business to come before the Council, **the 2020 budget hearings were adjourned at 3:00 p.m. upon motion by Jim Masterson, second by Heath Thornton. Motion carried 7-0.**

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Judy Stone, President

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Penny Lukenbill, Vice President

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Jon VanVactor

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Heath Thornton

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James Masterson

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Mandy Campbell

\_\_\_\_\_  
Jack Roose

Attest: \_\_\_\_\_  
Julie A. Fox, Auditor

**MINUTES  
MARSHALL COUNTY COUNCIL MEETING  
MONDAY, FEBRUARY 11, 2019**

BE IT REMEMBERED: That on Monday, February 11, 2019, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Present were the Honorable Judy Stone, President; Penny Lukenbill, Vice President; Jon VanVactor, Heath Thornton, James Masterson, Mandy Campbell, Jack Roose and County Auditor, Julie A. Fox. The meeting was opened with the Pledge of Allegiance and the business at hand was heard.

**PUBLIC INPUT**

No public input was heard.

**PLAN COMMISSION**

Plan Commission Director Ty Adley and Building Inspector Chuck DeWitt presented the 2018 Year End Report stating that 749 building permits were completed, a decrease from 815 in 2017, however the valuation increased from \$53,172,823 in 2017 to \$68,416,914. 287 permits were issued in Argos, Bourbon, Bremen, and Culver zoning districts. Mr. DeWitt expressed appreciation for the addition of part-time clerical.

**SHERIFF**

Sheriff Matt Hassel presented the proposed 2019 Commissary budget. Inmate services increased from \$10,000 to \$30,000 and an additional \$35,000 is requested to replace vehicles. **Penny Lukenbill moved, second by James Masterson, to accept the proposed 2019 Commissary budget. Motion carried 7-0.**

Sheriff Hassel presented the revised County Sheriff's Commissary Report for the Commissary Fund for the period January 1 through June 30, 2018 and July 1 through December 31, 2018. Sheriff Hassel stated a check for \$579 was incorrectly categorized as revenue rather than an expenditure. **Heath Thornton moved, second by Jack Roose, to accept the revised Commissary Report for January 1, 2018 through June 30, 2018. Motion carried 7-0.**

**Jack Roose moved, second by Heath Thornton, to accept the revised Commissary Report for July 1, 2018 through December 31, 2018. Motion carried 7-0.**

Sheriff Hassel requested approval to change the job description titles of 1<sup>st</sup> Sergeant to Lieutenant and Detective Lieutenant to Detective 1<sup>st</sup> Sergeant. Sheriff Hassel stated the approved Waggoner, Irwin, and Scheele job descriptions will otherwise remain the same. **Heath Thornton moved, second by Penny Lukenbill, to approve the job description title changes from 1<sup>st</sup> Sergeant to Lieutenant and Detective Lieutenant to Detective 1<sup>st</sup> Sergeant, subject to approval by the Merit Board. Motion carried 7-0.**

**WIC**

WIC Coordinator Evelyn Shields discussed the negative balance in WIC Fund 8804 in the sum of \$4,596.45. Ms. Shields explained Fund 8801 did not have a clean division on Fiscal Year, October 1<sup>st</sup> to September 31<sup>st</sup>, which is required. Therefore, Fund 8804 was created and corrections were made to clean up Fund 8801 and 8804. **Mandy Campbell moved, second by Heath Thornton, to transfer \$4,596.45 from General Fund to WIC Fund 8804. Motion carried 7-0.**

Jon VanVactor suggested a written policy for internal controls be put in place.

## MUSEUM

Director Linda Rippy and Mike Miley presented the Marshall County Museum quarterly report from October 1, 2018 to December 31, 2018. Ms. Rippy invited County Council and Commissioners to attend *Thrashing the Grain*, an event presented by Morgan Wilson, past intern for the Marshall County Museum, on Saturday, March 30th from 4:00 p.m. to 6:00 p.m.

## PROSECUTOR

Prosecuting Attorney Nelson Chipman presented a request to apply for the 2019 Edward Byrne Memorial Justice Assistance Grant in the total sum of \$45,218 to stop the importation, manufacturing and sale of illicit drugs in Marshall County. \$12,980 is to be used for equipment and \$32,238 is to be used for supplies and operating expenses which includes \$25,000 in confidential buy money. The Grant is a one-time Federal Grant that does not require matching funds. **Jon VanVactor moved, second by Penny Lukenbill, to approve the 2019 Edward Byrne Memorial Justice Assistance Grant in the total sum of \$45,218. Motion carried 7-0.**

## ADDITIONAL APPROPRIATION REQUESTS ORDINANCE 2019-1(3)

**SURVEYOR: James Masterson moved, second by Heath Thornton, to approve the additional appropriation request of \$8,267.74 into Wages – Department Head. Motion carried 7-0.**

**COMMUNITY CORRECTIONS PROJECT INCOME: James Masterson moved, second by Jack Roose, to approve the additional appropriation request of \$27,000 into Wages – Community Corrections Officer Part-Time, \$2,100 into Longevity and \$105,000 into Equipment Lease. Motion carried 7-0.**

**HEALTH DEPARTMENT: James Masterson moved, second by Penny Lukenbill, to approve the additional appropriation request of \$700 into Professional Services. Motion carried 7-0.**

## AUDITOR REPORT

January 14, 2019 Minutes: **Jack Roose moved, second by Mandy Campbell, to approve the meeting minutes of January 14, 2019. Motion carried 7-0.**

Auditor Julie Fox stated that revenues exceeded expenditures for 2018. Total revenues were \$84,548,476.08 and total expenditures were \$83,316,565.34.

## COUNCIL ITEMS SALARY ORDINANCE 2019-3(5)

Auditor Julie Fox submitted Ordinance 2019-3(5) amending Salary Ordinance 2018-19 for Probation Officer AC to an hourly rate of \$31.71 to reflect Section: Marshall County Probation Department, Fund 1000-273 Probation Department, effective the 27<sup>th</sup> day of February, 2019. **Jon VanVactor moved, second by James Masterson, to approve Ordinance 2019-3(5) Amending Salary Ordinance 2018-19 for Probation Officer AC to an hourly rate of \$31.71 to reflect Section: Marshall County Probation Department, Fund 1000-273 Probation Department, to be effective the 27<sup>th</sup> day of February, 2019. Motion carried 7-0.**

## SALARY ORDINANCE 2019-3(6)

Auditor Julie Fox submitted Ordinance 2019-3(6) amending Salary Ordinance 2018-19 for Bilingual Clerk to an hourly rate of \$15.79 to reflect Section: Women, Infants & Children (WIC), Fund 8801, retroactive to the 1<sup>st</sup> day of January, 2019. **Penny Lukenbill moved, second by Jack Roose, to approve Ordinance 2019-3(6) Amending Salary Ordinance 2018-19 for Bilingual Clerk to an hourly rate of \$15.79 to reflect Section: Women, Infants & Children (WIC), Fund 8801, retroactive to the 1<sup>st</sup> day of January, 2019. Motion carried 7-0.**

**SALARY ORDINANCE 2019-5(1)**

Auditor Julie Fox submitted Ordinance 2019-5(1) amending Salary Ordinance 2018-13 for Community Corrections Officer Part-Time to an hourly rate of \$15.25 to reflect Section: Marshall County Community Corrections, Fund 9122-001 Community Corrections Grant Fund, retroactive to the 14<sup>th</sup> day of January, 2019. **Heath Thornton moved, second by James Masterson, to approve Ordinance 2019-5(1) Amending Salary Ordinance 2018-13 for Community Corrections Officer Part-Time to an hourly rate of \$15.25 to reflect Section: Marshall County Community Corrections, Fund 9122-001 Community Corrections Grant Fund, retroactive to the 14<sup>th</sup> day of January, 2019. Motion carried 7-0.**

ABC Board Appointment: **James Masterson moved, second by Mandy Campbell, to reappoint Maria Keller to the Local Alcoholic Beverage Board for a term of one year, from January 1, 2019 to December 31, 2019. Motion carried 7-0.**

**ADJOURNMENT**

After the appropriate documents had been signed and with no further business to come before the Council, **Heath Thornton moved, second by Jack Roose, to adjourn the meeting at 10:17 a.m. Motion carried 7-0.**

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**Judy Stone, President**

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**Penny Lukenbill, Vice President**

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**Jon VanVactor**

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**Mandy Campbell**

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**Heath Thornton**

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**James Masterson**

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**Jack Roose**

Attest: \_\_\_\_\_  
**Julie A. Fox, Auditor**

**MINUTES  
MARSHALL COUNTY COUNCIL MEETING  
MONDAY, MARCH 11, 2019**

BE IT REMEMBERED: That on Monday, March 11, 2019, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Present were the Honorable Judy Stone, President; Penny Lukenbill, Vice President; Jon VanVactor, Heath Thornton, James Masterson, Mandy Campbell, Jack Roose and County Auditor, Julie A. Fox. The meeting was opened with the Pledge of Allegiance and the business at hand was heard.

**PUBLIC INPUT**

No public input was heard.

**COMMUNITY CORRECTIONS**

Director Ward Byers requested permission to apply for the 2019 NICS Act Record Improvement Program Grant for an iTouch Biometrics fingerprint scanner in the sum of \$20,000 including a three-year extended warranty, to be placed in the Probation Department, further explaining this is a one-time Federal Grant that does not require matching funds. **Penny Lukenbill moved, second by Jon VanVactor, to approve the 2019 NICS Act Record Improvement Program Grant application in the total sum of \$20,000. Motion carried 7-0.**

**SHERIFF**

Sheriff Matt Hassel discussed the FLSA exempt and non-exempt status for Captain, Chief Jailer, and Communications Supervisor. Sheriff Hassel stated Waggoner, Irwin, Scheele & Associates re-assessed wages and job descriptions and placed these job descriptions in an exempt status, further requesting an FLSA Exempt/Non-Exempt Compliance Questionnaire be completed and returned. The Council Review Committee has the updated job descriptions for review.

Sheriff Hassel discussed the possibility of an Intergovernmental Agreement between several counties to house inmates after the County has reached inmate capacity, but expressed concern regarding staffing and bed availability at other Counties. Council member Lukenbill inquired about sending inmates to the Indiana Department of Corrections Center if the jail is full.

Sheriff Hassel requested permission to waive the 90-day probationary pay for Bookkeeper Alyssa Niles, explaining that Ms. Niles was a Turnkey/Dispatcher and has been working with the County for five years. **Jack Roose moved, second by Heath Thornton, to waive the 90-day probationary pay for Bookkeeper, Alyssa Niles. Motion carried 7-0.**

**HIGHWAY**

Commissioner Klotz and Highway Superintendent Jason Peters presented revenues from 2016-2019. Discussion was held regarding the requirements concerning sub-fund 1173, Restricted Highway Fund.

Commissioner Klotz and Mr. Peters presented a three-year goal towards repairing and repaving roads and requested the reimbursement money from FEMA for last year's flood damage in the amount of \$100,000, the Community Crossings Grant match money of \$300,000 and Rainy Day Funding of \$600,000 for a total sum of \$1,000,000 be transferred to the Highway Department. Commissioner Klotz further discussed an Inmate Work Release Program to help maintain and repair roads.

Council member VanVactor confirmed bridge repairs still need to be completed. Council requested a 2019 road plan.

**ADDITIONAL APPROPRIATIONS ORDINANCE 2019-1(4)**

**PLAN COMMISSION:** James Masterson moved, second by Heath Thornton, to approve the additional appropriation request of \$745.99 into Office Furniture. Motion carried 7-0.

**BUILDING COMMISSION:** Heath Thornton moved, second by Penny Lukenbill, to approve the additional appropriation request of \$451.38 into Miscellaneous Printing. Motion carried 7-0.

**DRUG FREE COMMUNITY:** Jack Roose moved, second by Mandy Campbell, to approve the additional appropriation request of \$12,125 into Treatment. Motion carried 7-0.

**TRANSFER REQUESTS ORDINANCE 2019-2(2)**

**GENERAL FUND:** James Masterson moved, second by Heath Thornton, to approve the transfer request of \$800 from Computer Programming, \$275 from Postage, and \$110 from Printing & Advertising into Office Furniture & Fixtures in the total sum of \$1,185. Motion carried 6-1, with Judy Stone voting no.

**SOLID WASTE:** Jon VanVactor moved, second by Penny Lukenbill, to approve the transfer request of \$20,900 from Personnel Liabilities into Postage in the amount of \$100, Liability in the amount of \$1,800, Utilities in the amount of \$5,000, Print/Public Information in the amount of \$3,000, Equipment in the amount of \$3,000, Household Waste Collection in the amount of \$5,000, and Education in the amount of \$3,000. Motion carried 7-0.

**AUDITOR'S REPORT**

February 11, 2019 Minutes: Jack Roose moved, second by James Masterson, to approve the meeting minutes of February 11, 2019. Motion carried 7-0.

**COUNCIL ITEMS**

Council President Judy Stone discussed the upcoming referendum on the ballot for Plymouth Community School Corporation. One additional voting center in West Township will be open with cost to be paid by Plymouth Community School Corporation.

**ADJOURNMENT**

After the appropriate documents had been signed and with no further business to come before the Council, Jack Roose moved, second by James Masterson, to adjourn the meeting at 10:30 a.m. Motion carried 7-0.

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Judy Stone, President

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Penny Lukenbill, Vice President

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Jon VanVactor

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Mandy Campbell

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Heath Thornton

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James Masterson

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Jack Roose

Attest: \_\_\_\_\_  
Julie A. Fox, Auditor

**MINUTES  
MARSHALL COUNTY COUNCIL MEETING  
MONDAY, APRIL 8, 2019**

**BE IT REMEMBERED:** That on Monday, April 8, 2019, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Present were the Honorable Judy Stone, President; Penny Lukenbill, Vice President; Jon VanVactor, Heath Thornton, James Masterson, Mandy Campbell, Jack Roose and County Auditor, Julie A. Fox. The meeting was opened with the Pledge of Allegiance and the business at hand was heard.

**PUBLIC INPUT**

No public input was heard.

**CASA**

CASA Director Chastity Keller presented the CASA of Marshall County Progress Report stating CASA received more money from the State this year than in the last two years. Ms. Keller invited the Council to attend the 1<sup>st</sup> Annual walk/run benefiting CASA for Children. The run is to take place on Saturday, April 13<sup>th</sup> from 8:00 a.m. to 2:00 p.m. at LifePlex Fitness Forum.

**HONORABLE JUDGE DEAN COLVIN**

Honorable Judge Dean Colvin discussed the Program Director of Community Corrections position requesting approval to establish a salary range of \$44,036.97 - \$53,082.97 based on the wage recommendation from Waggoner, Irwin, and Scheele. Judge Colvin stated the position requires a Bachelor's Degree and multiple certifications. Council member VanVactor stated the Program Director is a PAT III category, with the highest PAT III pay at \$48,029.80, further stating Council cannot raise the PAT III range to \$53,082.97 for one position and keep the remaining positions at \$48,029.80. Further explaining certain special funds cannot sustain raising all PAT III positions to the high end of the salary range. Judge Colvin discussed revising the job description to change the position from a PAT to a SO category. **Penny Lukenbill moved, second by James Masterson, to increase the Program Director of Community Corrections salary range to \$44,036.97 - \$48,029.80. Motion carried 7-0.**

**ADDITIONAL APPROPRIATIONS ORDINANCE 2019-1(5)**

**PROBATION: Heath Thornton moved, second by Jack Roose, to approve the additional appropriation request of \$5,000 into Urinalysis Supplies. Motion carried 7-0.**

**SHERIFF: Jon VanVactor moved, second by James Masterson, to approve the additional appropriation request of \$18,550 into Vehicle Purchase. Motion carried 7-0.**

**MARSHALL COUNTY POLICE EQUIPMENT: Jack Roose moved, second by Penny Lukenbill, to approve the additional appropriation request of \$3,000 into Office Supplies and \$500 into Office Equipment. Motion carried 7-0.**

**DRUG TASK FORCE: Heath Thornton moved, second by Mandy Campbell, to approve the additional appropriation request of \$3,000 into Machinery & Equipment and \$1,749 into Confidential Funds. Motion carried 7-0.**

**TRANSFER REQUESTS ORDINANCE 2019-2(2)**

**HEALTH: Jon VanVactor moved, second by James Masterson, to approve the transfer request of \$200 from Computer Maintenance into Office Equipment. Motion carried 7-0.**

**PLAT MAPPING: Jon VanVactor moved, second by Heath Thornton, to approve the transfer request of \$15,000 from Professional Services into Wages – Clerical. Motion carried 7-0.**



**HIGHWAY DEPARTMENT**

Highway Superintendent Jason Peters discussed use of the Cum Cap Development Fund to purchase the Chipper and Distributor Box stating there is \$121,850 budgeted. Mr. Peters explained that funding was received from Starke County from the sale of equipment in the sum of \$58,000 and placed into the MVH Fund. Mr. Peters stated he will submit an additional appropriation request to use that funding as partial payment for the Chipper and Distributor Box.

Mr. Peters stated that the Highway Department was awarded the Community Crossings Grant for the following local roads and bridges: Dogwood Drive, from US 6 to Marshall-Saint Joseph County line in the sum of \$324,750; 11th Road, from US 31 to South Michigan Street in the sum of \$119,250; Michigan Road, from Plymouth city limits to Veteran’s Parkway in the sum of \$204,750; Dogwood Road, from SR 331 to US 6 in the sum of \$152,250; 9A Road, from Union Road to County line in the sum of \$196,500 for a total sum of \$997,500, with a County match of \$249,375.

**AUDITOR’S REPORT**

March 11, 2019 Minutes: **Heath Thornton moved, second by Jack Roose, to approve the meeting minutes of March 11, 2019. Motion carried 7-0.**

Auditor Fox stated 2019 tax abatement requests will be submitted at the May Council meeting for approval.

**COUNCIL ITEMS**

**ORDINANCE 2019-04(01)**

**AN ORDINANCE AUTHORIZING MARSHALL COUNTY COUNCIL TO ESTABLISH NEW COUNTY FUND**

**Penny Lukenbill moved, second by James Masterson, to approve Ordinance 2019-04(01) to establish Fund 1173 MVH Restricted. Motion carried 7-0.**

**ORDINANCE 2019-04(02)**

**AN ORDINANCE AUTHORIZING MARSHALL COUNTY COUNCIL TO ESTABLISH NEW COUNTY FUND**

**Jon VanVactor moved, second by Penny Lukenbill, to approve Ordinance 2019-04(02) to establish Fund 4201 Convicted Inmate Processing Fee. Motion carried 7-0.**

**ADJOURNMENT**

After the appropriate documents had been signed and with no further business to come before the Council, **Jon VanVactor moved, second by James Masterson, to adjourn the meeting at 10:04 a.m. Motion carried 7-0.**

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**Judy Stone, President**

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**Penny Lukenbill, Vice President**

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**Jon VanVactor**

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**Mandy Campbell**

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**Heath Thornton**

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**James Masterson**

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**Jack Roose**

Attest: \_\_\_\_\_  
**Julie A. Fox, Auditor**

**MINUTES  
MARSHALL COUNTY COUNCIL MEETING  
MONDAY, MAY 13, 2019**

BE IT REMEMBERED: That on Monday, May 13, 2019, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Present were the Honorable Judy Stone, President; Penny Lukenbill, Vice President; Jon VanVactor, Heath Thornton, James Masterson, Mandy Campbell, Jack Roose and County Auditor, Julie A. Fox. The meeting was opened with the Pledge of Allegiance and the business at hand was heard.

**PUBLIC INPUT**

No public input was heard.

**HEALTH DEPARTMENT & BUILDING DEPARTMENT**

Request was received to be withdrawn from the agenda.

**HIGHWAY DEPARTMENT**

Highway Superintendent Jason Peters requested permission to waive the 90-day probationary pay for transferred employee, Gary Masterson, retroactive to April 29<sup>th</sup>, his start date as Area Leader.

**Jack Roose moved, second by James Masterson, to waive the 90-day probationary pay retroactive to April 29<sup>th</sup> for Gary Masterson. Motion carried 7-0.**

**AUDITOR'S REPORT**

April 8, 2019 Minutes: **Heath Thornton moved, second by Penny Lukenbill, to approve the meeting minutes of April 8, 2019. Motion carried 7-0.**

**SHERIFF**

Sheriff Matt Hassel requested permission to waive the 90-day probationary pay for Patrolman, Blake Bennett, effective April 1<sup>st</sup> explaining that was the date Mr. Bennett completed training and has since been working a regular full-time shift. **Penny Lukenbill moved, second by James Masterson, to waive the 90-day probationary pay retroactive to April 1<sup>st</sup> for Patrolman Blake Bennett. Motion carried 7-0.**

Sheriff Hassel stated a patrolman has resigned after two years of employment and would like Council to consider creating an Ordinance requiring the employee to reimburse a percentage of the costs expended during the initial training contingent upon years served at the County after completing training. Sheriff Hassel explained the County pays, in addition to salary, between \$4,000 and \$5,000 for equipment, uniform, books and living expenses while at 14 weeks of training for each officer. Council member Lukenbill suggested the merit board submit a recommendation.

**BUILDINGS & GROUNDS**

Maintenance Supervisors Doug Masterson and John Greer requested permission to waive the 90-day probationary pay for transferred employee, Billy Schoff, retroactive to May 2<sup>nd</sup>, his start date as Custodian-Maintenance. Supervisor Masterson explained that Mr. Schoff has been employed as a full-time Jailer at the County for four years helping with maintenance while on third shift. **Heath Thornton moved, second by Jack Roose, to waive the 90-day probationary pay retroactive to May 2<sup>nd</sup> for Billy Schoff. Motion carried 7-0.**

**IT DEPARTMENT**

IT Director Michael Marshall presented an update of the voice over phone service project with Hyper Wave Consulting and requested a transfer in the Cumulative Capital Development Fund of \$65,000 from Software

Maintenance into Communication Equipment due to the unpredictable cost of the project. Mr. Marshall stated the funds would be placed back into software maintenance account line after the contractual obligation with Hyper Wave Consulting has been met, further stating the County will save close to \$20,000 a year once the project is completed.

**ADDITIONAL APPROPRIATIONS ORDINANCE 2019-1(6)**

**CORONER: Jon VanVector moved, second by Mandy Campbell, to approve the additional appropriation of \$2,000 into Morgue Supplies. Motion carried 7-0.**

County Coroner John Grolich stated costs will increase due to autopsies for drug overdose cases. Coroner Grolich further stated two State Statutes were passed, one provides emergency contact information by scanning the barcode on a driver's license and one that allows the use of implanted body parts to identify persons.

**LIT SPECIAL PURPOSE: Heath Thornton moved, second by Penny Lukenbill, to approve the additional appropriation request of \$25,000 into External Inmate Housing Other Services. Motion carried 7-0.**

**MOTOR VEHICLE HIGHWAY and LOCAL ROADS & STREETS: Jon VanVector moved, second by Penny Lukenbill, to approve the Motor Vehicle Highway additional appropriation request of \$48,961.85 into Vehicle Maintenance and \$60,000 into Highway Equipment and the Local Road & Street additional appropriation request of \$300,000 into Bituminous. Motion carried 7-0.**

**TRANSFER REQUESTS ORDINANCE 2019-2(4)**

**ELECTION BOARD: Heath Thornton moved, second by Jack Roose, to approve the transfer request of \$120 from Election Poll Workers into Employee Poll Workers. Motion carried 7-0.**

**CUMULATIVE CAPITAL DEVELOPMENT: Jon VanVector moved, second by Jack Roose, to approve the transfer request of \$65,000 from Software Maintenance into Communications Equipment. Motion carried 7-0.**

**COMMUNITY CORRECTIONS PROJECT INCOME FUND: Jon VanVector moved, second by Heath Thornton, to approve the transfer request of \$5,000 from Professional Services into Group Health Insurance. Motion carried 7-0.**

**DRUG TASK FORCE: Heath Thornton moved, second by Mandy Campbell, to approve the transfer request of \$1,377.91 from Machinery/Equipment into Confidential Funds. Motion carried 7-0.**

**COMMUNITY CORRECTIONS - PROSECUTOR: Jon VanVector moved, second by James Masterson, to approve the transfer request of \$2,201.46 from Travel/Mileage into Group Health Insurance and \$66 from Travel/Mileage into Group Life Insurance. Motion carried 7-0.**

**COUNCIL ITEMS**  
**ABATEMENT REQUESTS**

Council member Thornton stated Headsight Inc. is in compliance with Statement of Benefits Personal Property, Form CF-1 and stated Faulkner Fabricating Inc. has hired two employees instead of the anticipated five, but are in the process of filling those positions. **Penny Lukenbill moved, second by James Masterson, to approve the Faulkner Fabricating Inc. tax abatement for real and personal property with notation of the number of additional employees not being met on personal property. Motion carried 7-0.**

**Jack Roose moved, second by Mandy Campbell, to approve the Headsight Inc. tax abatement finding the property owner is in substantial compliance. Motion carried 7-0.**

**James Masterson moved, second by Penny Lukenbill, to approve the Homestead Dairy LLC and Houin Family Farm LLC tax abatement conditional upon visitation once weather improves. Motion carried 7-0.**

### **SALARY ORDINANCE 2019-5(2)**

Auditor Julie Fox submitted Ordinance 2019-5(2) Amending Salary Ordinance 2018-13 to reflect Section: Marshall County Community Corrections, Fund 2523 Community Corrections Project Income Fund, Program Director to an hourly rate range of \$24.19 - \$26.39. **Jon VanVactor moved, second by Jack Roose, to approve Ordinance 2019-5(2) Amending Salary Ordinance 2018-13 to reflect Section: Marshall County Community Corrections, Fund 2523 Community Corrections Project Income Fund for Program Director to an hourly rate range of \$24.19 - \$26.39. Motion carried 7-0.**

### **SALARY ORDINANCE 2019-3(1)**

Auditor Julie Fox submitted Ordinance 2019-3(1) Amending Salary Ordinance 2018-19 to reflect Section: Marshall County Probation Department, Fund 1000-273 Probation Department for Probation Officer (RF) to an hourly rate of \$31.71. **Jon VanVactor moved, second by Penny Lukenbill, to approve Ordinance 2019-3(1) Amending Salary Ordinance 2018-19 to reflect Section: Marshall County Probation Department, Fund 1000-273 Probation Department for Probation Officer (RF) to an hourly rate of \$31.71. Motion carried 7-0.**

Council member VanVactor on behalf of the Council Review Committee for the Waggoner, Irwin & Scheele Job Classification and Compensation Study explained and presented the following recommendations regarding job classifications and descriptions.

The recommendation from Waggoner, Irwin and Scheele is to make First Deputies an exempt status and to pay them 80% of the Officeholder's salary. The committee recommends leaving these positions as non-exempt and pay an hourly rate with overtime. **Heath Thornton moved, second by Penny Lukenbill, to approve leaving First Deputies as non-exempt hourly employees. Motion carried 7-0.**

The recommendation from Waggoner, Irwin and Scheele for the positions of Public Health Nurse, WIC Coordinator, Sheriff's Captain, Chief Jailer and Communication Supervisor is to make the job description exempt status. The committee recommends these positions remain exempt, but be treated as non-exempt and pay an hourly rate with overtime. **Heath Thornton moved, second by James Masterson, to classify the positions of Public Health Nurse, WIC Coordinator, Sheriff's Captain, Chief Jailer and Communication Supervisor as exempt, but be treated as non-exempt paying an hourly rate with overtime/compensatory time. Motion carried 7-0.**

The recommendation from Waggoner, Irwin and Scheele is to make the Veteran Service Officer position a non-exempt status and is eligible for overtime. The committee recommends the position be classified as non-exempt and to be paid salary with overtime. **Penny Lukenbill moved, second by Mandy Campbell, to classify the Veteran Service Officer position as a non-exempt position to be paid overtime/compensatory time. Motion carried 7-0.**

The three courts had various titles for several positions with the same job description. The committee recommends using the job titles Court Administrator, Court Reporter, Bailiff and Law Clerk. Superior Court 2 is to have an Administrative Assistant, Civil Administrative Clerk, Criminal Administrative Clerk and Security Officer. **Jack Roose moved, second by James Masterson to standardize all job descriptions through all three courts. Motion carried 7-0.**

The Clerk eliminated the job description of Support Deputy, however there are two employees that currently hold those positions. There is a difference of \$1.21 per hour between the Support Deputy and the Deputy Clerk in the current Salary Ordinance. The committee recommends the current job descriptions of Support Deputy and Deputy Clerk be used until the wage recommendations have been decided. **Heath Thornton moved, second by Penny Lukenbill, to retain the job descriptions of Support Deputy and Deputy Clerk until further reviewed with wage recommendations. Motion carried 7-0.**

The positions of Lake Enforcement-Seasonal Deputies, Personal Property Data Collectors Seasonal, Adult Probation Admin Fund-Intern PT, Health Officer, Sanitarian Assistant and Health Educator PT do not have job

descriptions. Human Resource Administrator Tori Stull will be working with these offices to obtain job descriptions. **Jon VanVactor moved, second by Heath Thornton to pass Ordinance 2019-10: Adopting Job Descriptions. Motion carried 7-0.**

**Jon VanVactor moved, second by Mandy Campbell, to pass Ordinance 2019-3(7) Restating and Amending Marshall County Salary Ordinance 2018-19 to coincide with job descriptions. Motion carried 7-0.**

**Jon VanVactor moved, second by James Masterson, to pass Ordinance 2019-5(3) Restating and Amending Marshall County Salary Ordinance 2018-13. Motion carried 7-0.**

Council member VanVactor recommended the Commissioners update the process of job description changes in the personnel policy. President Stone discussed a personnel sub-committee of Council members be created to look over job descriptions when needed. Commissioner Overmyer stated the sub-committee annual appointments will begin January 1, 2020.

Commissioner Overmyer stated that a meeting was held with Gibson Insurance regarding 2020 health insurance options including self-funding and would like Council to look at the cost of dependent medical coverage, as we have lost employees due to the high cost of the family insurance plan.

Council member Lukenbill reminded Council that Thursday, May 16, 2019 is the DARE Banquet.

**ADJOURNMENT**

After the appropriate documents had been signed and with no further business to come before the Council, **Jon VanVactor moved, second by James Masterson, to adjourn the meeting at 10:15 a.m. Motion carried 7-0.**

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**Judy Stone, President**

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**Penny Lukenbill, Vice President**

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**Jon VanVactor**

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**Mandy Campbell**

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**Heath Thornton**

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**James Masterson**

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**Jack Roose**

Attest: \_\_\_\_\_  
**Julie A. Fox, Auditor**

**MINUTES  
MARSHALL COUNTY COUNCIL MEETING  
MONDAY, JUNE 10, 2019**

BE IT REMEMBERED: That on Monday, June 10, 2019, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Present were the Honorable Judy Stone, President; Penny Lukenbill, Vice President; Jon VanVactor, Heath Thornton, James Masterson, Mandy Campbell, Jack Roose and County Auditor, Julie A. Fox. The meeting was opened with the Pledge of Allegiance and the business at hand was heard.

**PUBLIC INPUT**

No public input was heard.

**GARDEN COURT**

James Causey, President of the Garden Court Communities Board of Directors, informed the Board that they were recently notified that the Indiana Housing and Community Development Authority (IHCDA) has approved their request for financing, which will allow the project to go forward and expect to break ground in August. Mr. Causey explained that although the building will be located within the City limits, the problem of rural homelessness is not concentrated in Plymouth alone, but affects all communities in Marshall County. In 2018, the Marshall County Community Foundation approved a \$50,000 grant. Mr. Causey is recommending a \$50,000 donation from Marshall County. Mr. Causey explained this would be for Permanent Supportive Housing, not rental housing.

**PLAN COMMISSION**

Director Ty Adley provided a department update since the hire of part-time Code Enforcement Officer concerning zoning and planning cases and process.

**SHERIFF**

Sheriff Matt Hassel requested permission to apply for the Operation Pull-Over grant in the sum of \$6,400, which is federally funded through NHTSA. The grant funding allows officers to work additional overtime hours to enforce traffic laws, specifically occupant protection (seat belts and child restraints) and impaired drivers. **Jon VanVactor moved, second by Penny Lukenbill, to allow the Sheriff to apply for the Operation Pull-Over grant in the sum of \$6,400. Motion carried 7-0.**

Sheriff Hassel requested permission to apply for the FY2019 Stop Arm Violation Enforcement (SAVE), which is a federal reimbursable grant. The purpose of the grant is to assist Indiana law enforcement agencies in traffic initiatives to prevent and reduce traffic injury and/or fatal crashes. **Jim Masterson moved, second by Heath Thornton, to allow the Sheriff to apply for the FY2019 Stop Arm Violation Enforcement (SAVE). Motion carried 7-0.**

Sheriff Hassel requested permission to waive the 90-day probationary pay for patrolman Justin Gorney, effective June 3<sup>rd</sup> explaining all training has been completed and he has three years prior service. **Jon VanVactor moved, second by Penny Lukenbill, to waive the 90-day probationary pay retroactive to June 3, 2019 for Justin Gorney. Motion carried 7-0.**

**HEALTH DEPARTMENT**

Jacob Baylis, Emergency Preparedness Coordinator/Health Educator, requested permission to apply for the 2019-2020 Emergency Preparedness grant, which is federally funded through Indiana Department of Health. The grant funding reimburses the salary of Emergency Health Preparedness/Health educator in the sum of \$25,000 and provides \$6,099.28 for supplies and equipment needed for preparedness.

**Heath Thornton moved, second by Jim Masterson, to allow the Health Department to apply for the 2019-2020 Emergency Preparedness grant, which reimburses \$25,000 of the Emergency Health Preparedness/Health Educator's salary and provides \$6,099.28 for supplies and equipment needed for preparedness. Motion carried 7-0.**

#### **PROSECUTOR**

Chief Deputy Prosecutor Tami Napier requested permission to waive the 90-day probationary pay for Melinda McCarty, Legal Secretary, effective May 13<sup>th</sup> explaining Ms. McCarty came with 16 years' experience working with Starke County, eight of which were in the Prosecutor's Office. **Jon VanVactor moved, second by Mandy Campbell, to waive the 90-day probationary pay retroactive to May 13, 2019 for Melinda McCarty. Motion carried 7-0.**

#### **COMMUNITY CORRECTIONS**

Director Ward Byers explained that the State has decided to move from a fiscal year to a calendar year on all Community Correction Grant Funding. Thereby the grant approved for Fiscal Year 2020 will now be Calendar Year 2020. The State has decided to extend the 2019 Fiscal Year Grant to December 31, 2019 and has approved. \$152,150 for Community Corrections and \$19,750 for Jail Treatment Services effective July 1<sup>st</sup> with the expiration date of December 31, 2019. Mr. Byers requested approval of the grant funding and salary adjustments effective July 1, 2019.

Kellie Kanarr, Pre-Trial Diversion Officer, presented the Community Correction Prosecutor's Diversion Grant funding in the amount of \$29,650 for fiscal year 2019 Extension.

**Jack Roose moved, second by James Masterson, to amend the salary ordinance as of July 1, 2019 to include the \$1,000 raise in the span of July 1, 2019 to December 31, 2019. Motion carried 7-0.**

**Penny Lukenbill moved, second by Mandy Campbell, to extend the Community Corrections Budgets FY19 from July 1, 2019 to December 31, 2019 in the sum of \$152,150. Motion carried 7-0.**

**Heath Thornton moved, second by Mandy Campbell, to extend the Prosecutor Felony Diversion Budget FY19 from July 1, 2019 to December 31, 2019 in the sum of \$29,650. Motion carried 7-0.**

**Penny Lukenbill moved, second by Jack Roose, to extend the Jail Treatment Budget FY19 from July 1, 2019 to December 31, 2019 in the sum of \$19,750. Motion carried 7-0.**

#### **HIGHWAY DEPARTMENT**

Superintendent Jason Peters requested permission to allocate a portion of the seasonal laborer budget for a Seasonal Mowing Crew Supervisor in the sum of \$9,300. **Jon VanVactor moved, second by Heath Thornton, to transfer \$9,300 from Laborer Seasonal Mowing to Laborer Seasonal Mowing Crew Supervisor. Motion carried 7-0.**

Mr. Peters explained that an additional appropriation will be submitted in July for \$500,000 to continue the road program.

Council member Lukenbill stated that an additional appropriation will also need to be submitted for the match of Community Crossing in July.

#### **COMMISSIONERS**

Mike Delp requested funding for the Water Task Force in the sum of \$50,000, for the Countywide study; the other option was a partial County study in the sum of \$30,000. Dr. Byron Holm and Ken Jones of Petrie, Jones, Rafinski addressed questions presented and the expectations from the study with funding options and available partnership recommendations. Council President Stone reviewed the Health Department Budget explaining there appears to be funding available. **Jim Masterson moved, second by Penny Lukenbill, to support the Countywide study in the sum of \$50,000 to be funded by the Health Department. Motion carried 7-0.**

**ADDITIONAL APPROPRIATIONS ORDINANCE 2019-1(7)**

**COUNTY OFFENDER TRANSPORTATION: Penny Lukenbill moved, second by Jack Roose, to approve the additional appropriation of \$1,500 into Prisoner Transportation. Motion carried 7-0.**

**TRANSFER REQUESTS ORDINANCE 2019-2(5)**

**COMMUNITY CORRECTIONS PROJECT INCOME: Jim Masterson moved, second by Mandy Campbell, to approve the transfer request of \$2,500 from Professional Services into Employer Social Security. Motion carried 7-0.**

**WIC: Heath Thornton moved, second by Jim Masterson, to approve the transfer request of \$2,400 from Wages-Clerical and \$300 from Personnel Fringe into Travel/Mileage in the sum of \$1,200 and into Office Supplies in the sum of \$1,500. Motion carried 7-0.**

**AUDITOR'S REPORT**

May 13, 2019 Minutes: **Jack Roose moved, second by Heath Thornton, to approve the meeting minutes of May 13, 2019. Motion carried 7-0.**

**COUNCIL ITEMS**

**SALARY ORDINANCE 2019-3(2)**

Penny Lukenbill explained that at the prior Council meeting action was not taken on the Deputy Clerk or Support Deputy position descriptions due to the wage difference between the two positions and recommends the combination of both descriptions into one Deputy Clerk position description to be effective January 1, 2020. Further explaining one of the support deputies has submitted a resignation and the Clerk requested an amendment to the current salary ordinance reflecting a reduction of one Support Deputy and increasing the Deputy Clerk by one. **Penny Lukenbill moved, second by Jon VanVactor, to approve the job description for the Deputy Clerk position effective January 1, 2020. Motion carried 7-0.**

**Jon VanVactor moved, second by Heath Thornton, to approve the Salary Ordinance 2019-3(2) Amending Salary Ordinance 2019-3(7) to reflect one Child Support Deputy Legal Assistant and eight Deputy Clerks as presented. Motion carried 7-0.**

**BREMEN PUBLIC LIBRARY BOARD APPOINTMENT**

**Heath Thornton moved, second by James Masterson, to appoint Brad Yoder to complete the unexpired term ending June 30, 2022, of Gayle Graverson to the Bremen Public Library Board of Trustees. Motion carried 7-0.**

Council President Stone shared with the Board that she has received several letters concerning overlapping taxing districts from the Town of Bremen, City of Plymouth, and Town of Culver.

Budget Process 2020: Council would like Commissioner recommendations and large purchase requests to be presented at the July meeting. Commissioner Overmyer stated that a meeting will be held on Wednesday with Gibson Insurance to review health insurance options for 2020. Council recommends setting wage requests at a \$1,500 increase per employee for budget advertising purposes.

Commissioner Overmyer stated Central Dispatch and 911 revenues are down and foresees 911 receiving less revenue. Legislatively looking at increasing 911 fees every year.

Vice President Penny Lukenbill stated that Marshall County Economic Development Corporation received good news about Indiana Wheel coming to Plymouth, which will be good for the city and the county.



**ABATEMENT REQUESTS**

Penny Lukenbill stated that she visited Homestead Dairy LLC and Houin Family Farm LLC and they are in compliance. **Penny Lukenbill moved, second by Jack Roose, to approve the personal property abatement for Homestead Dairy LLC and the real estate abatement for the Houin Family Farm LLC for the 2019-2020 tax year. Motion carried 7-0.**

**ADJOURNMENT**

After the appropriate documents had been signed and with no further business to come before the Council, **Jack Roose moved, second by Heath Thornton, to adjourn the meeting at 10:43 a.m. Motion carried 7-0.**

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**Judy Stone, President**

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**Penny Lukenbill, Vice President**

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**Jon VanVactor**

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**Mandy Campbell**

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**Heath Thornton**

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**James Masterson**

\_\_\_\_\_  
**Jack Roose**

**Attest:** \_\_\_\_\_  
**Julie A. Fox, Auditor**

**MINUTES  
MARSHALL COUNTY COUNCIL MEETING  
MONDAY, JULY 8, 2019**

BE IT REMEMBERED: That on Monday, July 8, 2019, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Present were the Honorable Judy Stone, President; Penny Lukenbill, Vice President; Jon VanVactor, Heath Thornton, James Masterson, Mandy Campbell, Jack Roose and County Auditor, Julie A. Fox. The meeting was opened with the Pledge of Allegiance and the business at hand was heard.

**PUBLIC INPUT**

Commissioner Mike Delp discussed the prior request made by James Causey for the Garden Court funding. Commissioner Delp wanted further explanation on the decision not to fund the request as presented. Vice President Penny Lukenbill expressed concerns with limited funds. Councilman Jon VanVactor spoke on TIF Districts and explained that the county is actually contributing via TIF funds. Councilman Heath Thornton also spoke on the Residential TIF Districts.

**BOWEN CENTER**

President and CEO, Kurt Carlson and Director, Lindy Leary of the Bowen Center, updated the Council on the Bowen Center and services provided. Marshall County contributed \$318,640 last year as determined by legislation. Lindy Leary gave a brief update on the services provided in Marshall County. Every student in Marshall County will have the option of two free visits beginning in August. Grow, Achieve, Prosper is a summer program offered for teens. Bowen Center also has about 50 participants currently in their Autism Group and provides services to the Marshall County Jail. The Bowen Center has brick and mortar in five counties and offer mobile services to several other counties. The Council Members thanked the Bowen Center for their continued support of Marshall County.

**MUSEUM UPDATE**

Linda Rippy provided the Council with a one-page summary, the staff report and the current newsletter. Ms. Rippy provided the following updates: The Annual Dinner in April had 160 people attend; the Historical Buildings of Bremen Tour is scheduled for this month; the visitors count is on the rise and the Sports Room is about 90% complete. The Council Members thanked Linda for the update. Linda thanked the Council Members for their continued support.

**ASSESSORS OFFICE**

Assessor Debbie Dunning explained that one position has been vacated and another will be vacated the beginning of August. Ms. Dunning explained that she would like to extend an Offer of Employment to two individuals currently employed by the County and sought confirmation there would not be a lapse of insurance coverage during the 90-day probationary pay period. Ms. Dunning requested permission to hire one of the positions on an interim bases stating funding is available to cover the additional wages.

**Jim Masterson moved, second by Heath Thornton, to allow the Assessor's Office to hire an interim Deputy Assessor. Motion carried 7-0.**

## COMMUNITY CORRECTIONS

Director Ward Byers, explained that the State has decided to move from a fiscal year to a calendar year on Project Income Budget, Fund 2523. Thereby the grant approved for Fiscal Year 2020 will now be Calendar Year 2020. Mr. Byers requested approval of the grant funding retroactive to July 1, 2019 and approve Salary Ordinance 2019-5(4) effective July 1, 2019. The salary ordinances will be revisited in January, 2020.

**Jon VanVector moved, second by Mandy Campbell, to approve the Project Income Fund 2523 Fiscal Year 2019 budget extension retroactive to July 1, 2019 and to approve Salary Ordinance 2019-5(4) retroactive to July 1, 2019. Motion carried 7-0.**

## ADDITIONAL APPROPRIATIONS ORDINANCE 2019-1(8)

VETERAN SERVICES: **Jon VanVector moved, second by Jack Roose, to approve the additional appropriation of \$10,000 into Wages-Overtime. Motion carried 7-0.**

CUM BRIDGE: **Heath Thornton moved, second by Penny Lukenbill, to approve the additional appropriation of \$184,012.27 into Professional Services and to approve the additional appropriation of \$94,224.09 into Vehicle Maintenance. Motion carried 7-0.**

MOTOR VEHICLE HIGHWAY: **Jim Masterson moved, second by Mandy Campbell, to approve the additional appropriation of \$9,300.00 into Laborer. Motion carried 7-0.**

MOTOR VEHICLE HIGHWAY: **Jon VanVector moved, second by Penny Lukenbill, to approve the additional appropriation of \$500,000.00 into Bituminous. Motion carried 7-0.**

CUM CAP DEVELOPMENT: **Heath Thornton moved, second by Jim Masterson, to approve the additional appropriation of \$10,000.00 into Leased Vehicle Enterprise. Motion carried 7-0.**

HEALTH DEPARTMENT: **Jack Roose moved, second by Penny Lukenbill, to approve the additional appropriation of \$50,000.00 into Professional Services for countywide sewer study by Petrie, Jones, Rafinski. Motion carried 7-0.**

## TRANSFER REQUESTS ORDINANCE 2019-2(5)

LIT SPECIAL PURPOSE: **Jon VanVector moved, second by Jack Roose, to approve the transfer request of \$12,807.49 from Repair Buildings and Structures into Machinery and Equipment. Motion carried 7-0.**

MARSHALL COUNTY SOLID WASTE: **Jon VanVector moved, second by Jim Masterson, to approve the transfer request of \$4,500 from Personal Liabilities into Equipment; \$477.82 from Technology into Software; \$7,000 from Battery Recycling into Office and Warehouse Supplies in the sum of \$3,000; into Tire Recycling in the sum of \$1,000; and HHW Collection in the sum of \$3,000. Motion carried 7-0.**

## COUNCIL ITEMS

### SALARY ORDINANCE 2019-3(3)

### AMENDING SALARY ORDINANCE 2019-3(7)

**Jon VanVector moved, second by Penny Lukenbill, to approve the Salary Ordinance 2019-3(3) amending Salary Ordinance 2019-3(7) for the Chief Probation Officer as presented. Motion carried 7-0.**

## PLYMOUTH PUBLIC LIBRARY BOARD APPOINTMENT

**Jon VanVector moved, second by Jack Roose, to re-appoint Alice Ruiz to the Plymouth Public Library Board of Trustees for a four-year term beginning July 1, 2019 and ending June 30, 2023. Motion carried 7-0.**

**AUDITOR’S REPORT**

June 10, 2019 Minutes: Tabled until August Meeting

Auditor Julie Fox, invited the Council to the State Board of Accounts exit meeting July 8, 2019 at 10:00 a.m.

Council President Stone inquired about the budgets and when they will be available for review.

Council Vice President Lukenbill and Councilman Roose recently attended the County Council Association Meeting and updated the Council on seminars attended regarding overcrowding in the jails and an evidence-based decision-making process to determine placement for individuals housed in the jail. Councilman Roose updated the Council on the meeting with the legislators on the same issue.

**ADJOURNMENT**

After the appropriate documents had been signed and with no further business to come before the Council, **Heath Thornton moved, second by Jim Masterson, to adjourn the meeting at 10:09 a.m.**  
**Motion carried 7-0.**

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**Judy Stone, President**

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**Penny Lukenbill, Vice President**

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**Jon VanVactor**

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**Mandy Campbell**

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**Heath Thornton**

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**James Masterson**

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**Jack Roose**

**Attest:** \_\_\_\_\_  
**Julie A. Fox, Auditor**

**MINUTES  
MARSHALL COUNTY COUNCIL MEETING  
MONDAY, AUGUST 12, 2019**

BE IT REMEMBERED: That on Monday, August 12, 2019, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Present were the Honorable Judy Stone, President; Penny Lukenbill, Vice President; Jon VanVactor, Heath Thornton, James Masterson, Mandy Campbell, Jack Roose and County Auditor, Julie A. Fox. The meeting was opened with the Pledge of Allegiance and the business at hand was heard.

**PUBLIC INPUT**

No public input.

**SUPERIOR COURT II**

Judge Dean A. Colvin along with Interns, Matt Aldridge and Makayla DePoy, presented a request to add an additional Jurisdiction Court – Superior Court III. Judge Colvin’s request is a result of an initial stakeholder meeting that was held on September 11, 2018 to discuss the overcrowding in the Marshall County Correctional facility and what an additional court might do to reduce those numbers. Several surveys indicate the need for an additional court due to increasing caseloads and time allotment constraints. Marshall County ranks 23<sup>rd</sup> in severity of need in Indiana. The earliest a new court could be added, if approved, would be July, 2020. The Council had discussion regarding funding, timing, and the process for adding an additional court. The overcrowding in the Marshall County Correctional facility will require multiple solutions.

**Jon VanVactor moved, second by Jim Masterson, to support adding a 4<sup>th</sup> Court as presented. Motion carried 7-0.**

**TREASURER**

Treasurer Angie Birchmeier presented a request for a new scanner. The current scanner is 12 years old and no longer efficient. Ms. Birchmeier requested a transfer of \$325.00 to cover the cost.

**MAINTENANCE DEPARTMENT**

Doug Masterson and Commissioner Overmyer presented a request for patio funding, explaining that water is seeping into the basement and elevator room causing considerable damage. Mr. Masterson requested quotes from seven contractors and only one contractor bid on the project. The project would involve installing a perimeter drain to the road and replacing the concrete at a cost of \$67,500 from D & R Masonry. The Council had discussions regarding the funding and timing of the project. D & R Masonry requires \$22,500 to begin the work. The project is expected to be completed in three weeks. The Council suggested taking money for the initial \$22,500 required from the Building and Grounds budget and then an additional appropriation into the General Fund would need to be submitted for the total amount. The additional appropriation would come before Council in September for approval. **Heath Thornton moved, second by Jack Roose, to support the patio project as presented. Motion carried 7-0.**

**VEHICLE LEASE**

Commissioner Mike Delp updated the Council on the incoming lease vehicles. The lease agreement was signed in December of 2018. The lease vehicles are expected to arrive in September. Currently the County has sixteen leased vehicles; eight of these vehicles will be replaced by 2020 pickups. The Surveyor’s office will receive two vehicles. The Health Department will also be receiving a new lease vehicle which will be paid out of their budget. The total number of leased vehicles for the County will increase by three vehicles to nineteen vehicles of which the Commissioner’s budget funds fifteen vehicles. The eight lease turn-in vehicles will be sold and will reflect in the Lease Agreement. The 2020 Budget will reflect a more accurate number for the leased vehicles. A question was asked about the brackets for snow plows. The trucks will arrive with the

framework needed for snow plows. Commissioner Delp may request help from the Council in September when the vehicles arrive for additional funding.

#### **EXTENSION OFFICE**

Director Karen Richey presented a request to waive the 90-day probationary pay for Lindsay Schrader. Ms. Schrader was previously employed in the Extension Office. **Jim Masterson moved, second by Penny Lukenbill, to approve the 90-day probationary pay waiver for Lindsay Schrader effective August 5, 2019 as presented. Motion carried 7-0.**

#### **CHIRP-ICJI GRANT APPLICATION REQUEST**

Troy Ulch requested permission to apply for the CHIRP-ICJI (OPO/DUI) Grant as presented. Argos, Plymouth, Culver, Bremen and Bourbon will participate in one grant, funding traffic safety partnership. The amount of the grant is approximately \$60,000. The Auditor's Office will maintain the reimbursable grant. **Jack Roose moved, second by Penny Lukenbill, to grant permission to apply for the CHIRP-ICJI Grant as presented. Motion carried 7-0.**

#### **SHERIFF**

Sheriff Matt Hassel presented the 2018-2019 Commissary Report for approval. An incorrect amount was entered on January 1<sup>st</sup> and has been corrected. **Jon VanVector moved, second by Heath Thornton, to approve the revised 2018-2019 Commissary Report as presented. Motion carried 7-0.**

Sheriff Hassel presented the additional appropriation for the replacement of the three HVAC units at the Marshall County Jail.

Sheriff Hassel reported the inmate population for today at 292. The recommended occupancy from the Building Inspector is 238 inmates. As a result of the increase in inmate population, Sheriff Hassel requested the transfer of funds to cover three additional employees (jail turnkey and dispatch positions) at a cost of \$208,013. The State has reimbursed, based on the daily rate of \$37.50 per day, a lump sum of \$259,613 which was received in July of 2019. This amount will cover the cost of the three additional employees needed to cover the increased jail population.

The Council discussed the national news story in regards to Marshall County and Narcan. Well over half of the inmates housed at Marshall County do not have a Marshall County address. Director of the Health Department Christine Stinson reported the Health Department had no input on this national story. Indiana has a standing order that anyone can get Narcan from any pharmacy.

#### **MARSHALL CO. CROSSROADS REGIONAL PLANNING**

Ginny Monroe and Sean Surrisi updated the Council on the Marshall County Crossroads Regional Planning Team. The deadline for the Communities Regional Stellar Grant is September 20, 2019. Ms. Monroe explained there are 90 individuals working on the plan that represent over 100 organizations throughout Marshall County. The mission of our team is to inspire each of our communities to collaborate with each other and create high-quality hometowns. If Marshall County is designated Stellar, the amount awarded would range from \$12,700,000 to \$17,000,000. The grant would require a 20% match on each project.

Mr. Surrisi reported on the Quality of Life Plan and Regional Cities applications. The Marshall County Crossroads Regional Planning team is requesting the support and possible funding from the Council and Commissioners. President Judy Stone thanked Ms. Monroe and Mr. Surrisi for their presentation.

#### **KANKAKEE RIVER BASIN & YELLOW RIVER BASIN DEVELOPMENT COMMISSION**

Executive Director Scott Pelath presented on the Kankakee River Basin and Yellow River Basin Development Commission. Mr. Pelath shared there are eight counties included in this commission. Public Law 282 (2019) will impose fees to those parcels in direct contact with the Kankakee River Basin or Yellow River Basin. There are options in regards to the assessments: option to offset the assessments with current drainage ditch

fees, mixed funding with some county funds and some assessments, option to adopt higher fees, or an option to leave the fees as they stand by Public Law 282 (2019). The new assessments will begin in May of 2021 and will be \$1.00 per farm acre, \$7.00 per residential parcel, and \$50 per commercial parcel. The Council discussed the assessments, agriculture impact, fiscal impact on statements, and how parcels will be verified.

### **HIGHWAY DEPARTMENT**

Superintendent Jason Peters updated the Council on the Muckshaw road closure on August 20<sup>th</sup> by the Railroad. Emergency vehicles will be allowed access.

Mr. Peters also updated the Council on the current financial status of the Highway Department. Chip and seal is complete on 60 miles. Triple seal is complete for 7.5 miles which is equivalent to 22.5 miles. Paving is complete on 8 miles. Mr. Peters presented a list of projects for the next 43 days.

Mr. Peters also updated the Council on the Community Crossings projects. A second call for projects for Community Crossings can be made if there are funds leftover from the first call. Mr. Peters along with Commissioner Stan Klotz, presented a request to fund a project around the Lake of the Woods. The Council had discussion around the additional funding request. No motion will be made at this time. Councilman VanVactor suggested an additional appropriation for next month's meeting.

### **MARSHALL COUNTY ECONOMIC DEVELOPMENT**

Director Jerry Chavez presented a report on Marshall County Economic Development projects. Mr. Chavez thanked the Council for their continued support. Workforce Development programming included a Veterans Recruitment Program, an Incumbent Training Program, and a Youth Engagement Program. The Regional Cities Initiative (RCI) included River Gate South, Aquatic Center, Manufacturing Center, E-Hub, REES Theatre, and the Boys and Girls Club. Current business investments include capital investments of \$85.2 million and 255 jobs created. More announcements will be coming.

### **ADDITIONAL APPROPRIATIONS ORDINANCE 2019-1(9)**

**SHERIFF: Jack Roose moved, second by Jim Masterson, to approve the additional appropriation of \$13,088.47 into Wages-Overtime. Motion carried 7-0.**

**COMMISSIONERS: Penny Lukenbill moved, second by Heath Thornton, to approve the additional appropriation of \$30,000 into Water and Sewage and \$50,000 into Telephone. Motion carried 7-0.**

**COMMISSIONERS: Jim Masterson moved, second by Mandy Campbell, to approve the additional appropriation of \$67,500 into Repair Buildings & Structures for the Patio Annex Project. Motion carried 7-0.**

**LIT SPECIAL PURPOSE: Jon VanVactor moved, second by Penny Lukenbill, to approve the additional appropriation of \$210,000.00 into Machinery & Equipment to replace three Roof Top Heating & A/C units at the Marshall County Jail. Motion carried 7-0.**

**LIT SPECIAL PURPOSE: Jon VanVactor moved, second by Mandy Campbell, to approve the additional appropriation of \$17,063.00 into Group Health Insurance, \$244.00 into Group Life Insurance, \$8,625.00 into Employer PERF, \$6,000 into Wages-Overtime, \$5,075.00 into Wages-Holiday Pay, \$60,700.00 into Wages-Turnkey/Dispatchers, and \$5,907.00 into Employer Social Security for the additional three Turnkey/Dispatchers. Motion carried 7-0.**

**MARSHALL COUNTY DTF 1: Jon VanVactor moved, second by Jim Masterson, to approve the additional appropriation of \$25,000.00 into Confidential Funds, \$12,980.00 into Machinery/Equipment, and \$7,238.00 into Office Supplies for the Federal JAG Ed Byrne Grant. Motion carried 7-0.**

**HEALTH DEPARTMENT:** Jon VanVactor moved, second by Heath Thornton, to approve the additional appropriation of \$7,000.00 into Office Furniture & Fixtures to replace office desk and lobby furniture. Motion carried 7-0.

**HEALTH DEPARTMENT:** Jack Roose moved, second by Jon VanVactor, to approve the additional appropriation of \$2,800.00 into Printing/Advertising, \$620.00 into Travel/Mileage, and \$1,580.00 into Personal Health Care Supplies for the reimbursable Lead Grant. Motion carried 7-0.

**COMMUNITY CROSSINGS:** Penny Lukenbill moved, second by Jim Masterson, to approve the additional appropriation of \$83,553.70 into 9007-Dogwood Road, \$31,792.73 into 9008-11<sup>th</sup> Road, \$62,285.75 into 9009-North Michigan, \$30,662.50 into 9010-Dogwood Road, and \$67,043.85 into 9011-9B Road for the 25% match money for Community Crossings Grant. Motion carried 7-0.

**TRANSFER REQUESTS ORDINANCE 2019-2(7)**

**TREASURER:** Mandy Campbell moved, second by Jack Roose, to approve the transfer request of \$325 from Office Supplies into Office Equipment to replace the check scanner. Motion carried 7-0.

**SUPERIOR COURT II:** Heath Thornton moved, second by Jack Roose, to approve the transfer request of \$1,180.68 from Equipment Maintenance into Office Furniture & Fixtures to replace the conference room chairs. Motion carried 7-0.

**MVH RESTRICTED:** Jim Masterson moved, second by Penny Lukenbill, to approve the transfer request of \$45,000.00 from MVH Restricted-Heavy Equipment Operators to MVH-Heavy Equipment Operators to cover non-restricted wages. Motion carried 7-0.

**AUDITOR'S REPORT**

June 10, 2019 Minutes: Penny Lukenbill moved, second by Jack Roose, to approve the meeting minutes of June 10, 2019. Motion carried 7-0.

July 8, 2019 Minutes: Jim Masterson moved, second by Heath Thornton, to approve the meeting minutes of July 8, 2019. Motion carried 7-0.

The following numbers should be considered in preparation of the 2020 Budget Hearings. Estimated Civil Max Levy of \$10,709,833, Property Tax Cap Credit Estimate of \$559,071, Property Tax Revenue Estimate of \$9,900,830, General Fund Estimated Revenue of \$13,223,738, and General Fund Requested Budget of \$14,186,415. FT Salary request of \$1,500 (\$0.82/hour).

**COUNCIL ITEMS**  
**ORDINANCE 2019-04(3)**

Jack Roose moved, second by Penny Lukenbill, to approve the Ordinance 2019-04(3) to establish new funds: 8101-OCRA, 8102-Courthouse Clock Tower, 9007-CCMG Dogwood Road (US 6 to County Line Road), 9008-CCMG 11<sup>th</sup> Road (US 31 to S Michigan Road), 9009-CCMG N. Michigan (City Limits to Veterans Parkway), 9010-CCMG Dogwood Road (State Road 331 to US 6), 9011-CCMG 9B Road (Union Road to County Line Road), and 9123-Community Corrections FY2020 as presented. Motion carried 7-0.

**SALARY ORDINANCE 2019-3(4)**  
**AMENDING SALARY ORDINANCE 2019-3(7)**

Jon VanVactor moved, second by Penny Lukenbill, to approve Salary Ordinance 2019-3(4) to amend the Assessor, Reassessment, and Building Maintenance-Custodian salaries as presented. Motion carried 7-0.



**ORDINANCE 2019-10(1)**  
**AMENDING ORDINANCE 2019-10**

**Jim Masterson moved, second by Mandy Campbell, to approve Ordinance 2019-10(1) to amend Ordinance 2019-10 to adopt job descriptions for Circuit Court, Superior Court I and Superior Court II as presented. Motion carried 7-0.**

**ADJOURNMENT**

After the appropriate documents had been signed and with no further business to come before the Council, **Heath Thornton moved, second by Jim Masterson, to adjourn the meeting at 12:20 p.m. Motion carried 7-0.**

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**Judy Stone, President**

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**Penny Lukenbill, Vice President**

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**Jon VanVactor**

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**Mandy Campbell**

\_\_\_\_\_  
**Heath Thornton**

\_\_\_\_\_  
**James Masterson**

\_\_\_\_\_  
**Jack Roose**

**Attest:** \_\_\_\_\_  
**Julie A. Fox, Auditor**

**MINUTES  
MARSHALL COUNTY COUNCIL MEETING  
MONDAY, OCTOBER 14, 2019**

BE IT REMEMBERED: That on Monday, October 14, 2019, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Board members present were the Honorable Judy Stone, President; Penny Lukenbill, Vice President; Jon VanVactor, Heath Thornton, James Masterson, Mandy Campbell, Jack Roose and County Auditor, Julie A. Fox. The meeting was opened with the Pledge of Allegiance and the business at hand was heard.

**PUBLIC INPUT**

There was no public input.

**EMA**

Director Clyde Avery requested permission to apply for the 2019 EMPG Salary Reimbursement Grant. This grant reimburses up to 50% of the EMA Director's salary payable in 2020. **Jack Roose moved, second by Jim Masterson, to allow Mr. Avery to apply for the 2019 EMPG Salary Reimbursement Grant as presented. Motion carried 7-0.**

**ADDITIONAL APPROPRIATIONS ORDINANCE 2019-1(11)**

**GENERAL FUND/BLDG MAINTENANCE:** Council agreed to discuss the appropriation request during the Building and Grounds presentation.

**GENERAL FUND/JAIL:** Penny Lukenbill moved, second by Jack Roose, to approve the additional appropriation of \$12,000 into Janitorial Supplies due to the increase in the jail inmate population. Motion carried 7-0.

**LAKE ENFORCEMENT DNR GRANT:** Discussion held regarding funding from the lake association. Heath Thornton moved, second by Jack Roose, to approve the additional appropriation of \$3,500 into Wages Overtime and \$1,500 into Wages-Seasonal. Motion carried 7-0.

**AUDITOR'S REPORT**

September 9, 2019 Minutes: **Jim Masterson moved, second by Penny Lukenbill, to approve the meeting minutes of September 9, 2019 as presented. Motion carried 7-0.**

**MEETING DATE CHANGE**

A change of date was requested for the November meeting from Tuesday, November 12<sup>th</sup> to Wednesday, November 13<sup>th</sup> due to a conflict with the OCRA Presentation in Indianapolis on November 12<sup>th</sup>.

**Jon VanVactor moved, second by Mandy Campbell, to approve the meeting date change for November from Tuesday, November 12<sup>th</sup> to Wednesday, November 13<sup>th</sup>. Motion carried 7-0.**

**COMMUNITY CORRECTIONS**

Director Ward Byers and Judge Dean Colvin requested permission to apply for the Justice Partners Addictions Response Grant. The grant provides funding to identify those with substance abuse disorders, provides necessary services and utilize diversion. This grant is for \$60,000 per year to fund two part-time employees and could be renewed for a 2<sup>nd</sup> year. One position at the jail would provide initial screening. The other position will be a peer recovery coach or specialist to assist with the release plan and make sure individuals attend treatment. The remainder of the grant funding will be used for staff training and community outreach. **Jon VanVactor moved, second by Penny Lukenbill, to allow the Marshall County Judiciary to apply for the Justice Partners Addictions Response Grant in the amount of \$60,000 per year. Motion carried 7-0.**

Mr. Byers also updated the Council on the 2020 Community Corrections Grant. Again this year, no new increases were honored throughout the state. A 5% increase was added to the base grant for Community Corrections and Prosecutor Diversion for 2020 to cover the cost of fringe benefits only. The budget for the Community Corrections will be presented for approval at the November meeting.

### **BUILDINGS AND GROUNDS**

The Council requested clarification on the additional appropriation request of \$22,500 for the patio project. Doug Masterson explained that funding was used from the Building and Grounds budget to pay for the patio and is requesting reimbursement for that expense. Auditor Fox confirmed the original amount of \$67,500 had been appropriated in August into the Commissioner's Budget. **Jon VanVector moved, second by Heath Thornton, to deny the additional appropriation of \$22,500 into Repair Building and Structures for D.R. Masonry due to the appropriation approval into the Commissioner's budget at the August meeting. Motion carried 7-0.**

Maintenance Supervisor Doug Masterson reported the boiler in the County Building needs to be replaced. The boiler was installed twelve to thirteen years ago and five of the seven burners need repaired. The vendor has recommended installation of a new boiler this year. Upon approval, the boiler could be installed in approximately two weeks. **Jim Masterson moved, second by Mandy Campbell, to support replacing the boiler in the County Building with an additional appropriation request to be presented at the November meeting. Motion carried 7-0.**

### **COUNCIL ITEMS**

#### **ORDINANCE 2019-04(5): ESTABLISHING HAVA GRANT FUND**

**Jon VanVector moved, second by Jack Roose, to approve the Ordinance 2019-04(5): Establishing a New County Fund: 8818 HAVA Grant for election security improvement CFDA 90.404. Motion carried 7-0.**

#### **ORDINANCE 2019-3(10): AMENDING SALARY ORDINANCE 2019-3(7)**

**Jon VanVector moved, second by Penny Lukenbill, to approve Salary Ordinance 2019-3(10): Amending Salary Ordinance 2019-3(7) for the Probation Officer salary as presented. Motion carried 7-0.**

### **BUDGET DISCUSSIONS**

Discussion was held regarding the 2020 budget and reducing longevity in the Prosecutor's budget by \$2,600. **Heath Thornton moved, second by Jon VanVector, to reduce the Longevity line in the Prosecutor's General Fund budget by \$2,600. Motion carried 7-0.**

#### **MARSHALL COUNTY SOLID WASTE MANAGEMENT DISTRICT** **ORDINANCE 2019-19: MARSHALL COUNTY 2020 SOLID WASTE BUDGET**

The Solid Waste 2020 Budget is \$357,910, adopted tax levy \$344,191. The Property Tax Cap Credit Estimate is \$15,500. **Jon VanVector moved, second by Jim Masterson, to adopt the Marshall County 2020 Solid Waste Management Budget in the sum of \$357,910 as presented. Motion carried 7-0.**

**Heath Thornton moved, second by Jon VanVector, to approve Ordinance 2019-19: Marshall County 2020 Solid Waste Budget. Motion carried 7-0.**

#### **ORDINANCE 2019-20: MARSHALL COUNTY 2020 SALARY ORDINANCE**

**Jon VanVector moved, second by Heath Thornton to approve the 2019-20: Marshall County 2020 Salary Ordinance as presented. Motion carried 7-0.**

Vice President Penny Lukenbill explained the classification system and salary structure will maintain pay equity. Councilman VanVector explained the ordinances and forms have been reviewed by the Sub Committee. Councilman VanVector also commented that the Commissioners will need to change the handbook policy to reflect the new ordinances as adopted today.

**ORDINANCE 2019-20A: JOB CLASSIFICATION AND COMPENSATION  
MAINTENANCE PLAN PROCEDURES**

Penny Lukenbill moved, second by Jim Masterson, to approve Ordinance 2019-20A: Marshall County Job Classification and Compensation Maintenance Plan Procedures as presented. Motion carried 7-0.

**ORDINANCE 2019-20B: JOB DESCRIPTIONS**

Heath Thornton moved, second by Mandy Campbell, to approve Ordinance 2019-20B: Job Descriptions as presented. Motion carried 7-0.

**ORDINANCE 2019-21 MARSHALL COUNTY BUDGET ORDINANCE**

**Commissioners:** The total approved budget is \$4,430,223.

**Drainage Board:** The total approved budget is \$8,450.

**Rainy Day Fund:** The total approved budget is \$300,000.

**Cumulative Capital Development (CCD):** The total approved budget is \$949,842.

**Buildings and Grounds:** The total approved budget is \$523,904.

**Highway:** The total approved budget is \$4,543,652.

**Cum Bridge:** The total approved budget is \$1,270,534.

**Local Roads and Streets:** The total approved budget is \$650,000.

**General - Sheriff:** The total approved budget is \$2,109,293.

**General - Jail:** The total approved budget is \$1,318,152.

**LIT Special Legislation – Correctional Facility:** The total approved budget is \$2,754,814.

**Extradition/Sheriff Assistance:** The total approved budget is \$37,000.

**Misdemeanant-County Corrections:** The total approved budget is \$123,000.

**Sex/Violent Offender Administration:** The total approved budget is \$12,000.

**Statewide 911:** The total approved budget is \$685,787.

**Central Dispatch:** The total approved budget is \$182,033.

**DARE:** The total approved budget is \$25,000.

**DEA Forfeiture:** The total approved budget is \$35,000.

**Lake Enforcement DNR Grant:** The total approved budget is \$63,000.

**Clerk:** The total approved budget is \$452,930.

**Voter Registration:** The total approved budget is \$40,076.

**Election Board:** The total approved budget is \$87,860.

**Clerk's Records Perpetuation:** The total approved budget is \$22,500.

**Clerk IV-D:** The total approved budget is \$9,700.

**Treasurer:** The total approved budget is \$169,474.

**Recorder:** The total approved budget is \$118,039.

**ID Security Program:** The total approved budget is \$8,000.

**Surveyor:** The total approved budget is \$174,953.

**Coroner:** The total approved budget is \$80,865.

**LEPC:** The total approved budget is \$23,000.

**Assessor:** The total approved budget is \$156,452.

**Sales Disclosure-County Share:** The total approved budget is \$6,650.

**Reassessment:** The total approved budget is \$491,173.

**Prosecutor:** The total approved budget is \$544,230.

**Pre-Trial Diversion:** The total approved budget is \$309,004.

**Prosecutor IV-D under County IV-D Incentive:** The total approved budget is \$87,466.

**Extension:** The total approved budget is \$246,355.

**Veterans Service Officer:** The total approved budget is \$52,305.

**Plan Commission:** The total approved budget is \$128,331.

**Board of Zoning Appeals (BZA):** The total approved budget is \$5,150.

**Building Commission:** The total approved budget is \$78,860.

**Information Systems:** The total approved budget is \$169,680.

**Museum:** The total approved budget is \$127,634.

**Historical Society:** The total approved budget is \$46,000.

**Superior Court #1:** The total approved budget is \$310,756.  
**Superior Court # 2:** The total approved budget is \$525,375.  
**Community Corrections-CCPI:** The total approved budget is \$433,465.  
**Drug Free Community:** The total approved budget is \$92,200.  
**Circuit Court:** The total approved budget is \$294,972.  
**Probation:** The total approved budget is \$598,208.  
**Adult Probation Administrative:** The total approved budget is \$137,848.  
**Supplemental Adult Probation:** The total approved budget is \$16,500.  
**Weights & Measures:** The total approved budget is \$21,251.  
**EMA:** The total approved budget is \$71,720.  
**Soil & Water:** The total approved budget is \$37,856.  
**Health Department:** The total approved budget is \$557,930.  
**Local Health Maintenance:** The total approved budget is \$33,139.  
**Local Health Department Trust Account:** The total approved budget is \$25,093.  
**Auditor:** The total approved budget is \$344,622.  
**Plat Mapping:** The total approved budget is \$40,300.  
**Auditor Ineligible:** The total approved budget is \$14,000.  
**County Officials Training Fund:** The total approved budget is \$10,000.  
**Council:** The total approved budget is \$75,313.

**Heath Thornton moved, second by Jim Masterson, to approve Ordinance 2019-21: Marshall County 2020 Budget of \$27,695,300, which includes a General Fund Budget of \$13,303,289, Special Funds in the sum of \$13,832,940 and a Property Tax Cap in the total sum of \$559,071. Motion carried 7-0.**

**ADDITIONAL COMMENTS**

Commissioner Overmyer stated that the Commissioners will revise the Handbook reflecting the Ordinances approved today. Commissioner Overmyer updated the Council regarding an upcoming change in health insurance from Anthem to United Health Care effective on January 1, 2020. Commissioner Overmyer will seek permission to hire an Interim Human Resource Administrator at the November meeting.

Vice President Lukenbill explained the use of internal not external comparisons to establish category rates and that in addition to the internal adjustments a \$.25 per hour raise for most employees will be effective January 1, 2020. As a result of the implemented changes, no employee received a cut in pay, however some position pay rates will be frozen until the particular category pay scale meets the category pay. Questions concerning the new salary ordinance structure should be directed to Human Resources to arrange a meeting with the Sub Committee.

**ADJOURNMENT**

After the appropriate documents had been signed and with no further business to come before the Council, **Penny Lukenbill moved, second by Jim Masterson, to adjourn at 10:03 am. Motion carried 7-0.**

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**Judy Stone, President**

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**Penny Lukenbill, Vice President**

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**Jon VanVactor**

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**Mandy Campbell**

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**Heath Thornton**

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**James Masterson**

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**Jack Roose**

**Attest:** \_\_\_\_\_  
**Julie A. Fox, Auditor**

**MINUTES  
MARSHALL COUNTY COUNCIL MEETING  
WEDNESDAY, NOVEMBER 13, 2019**

BE IT REMEMBERED: That on Wednesday, November 13, 2019, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Board members present were the Honorable Judy Stone, President; Penny Lukenbill, Vice President; Jon VanVactor, Heath Thornton, James Masterson, Mandy Campbell, Jack Roose and County Auditor, Julie A. Fox. The meeting was opened with the Pledge of Allegiance and the business at hand was heard.

**PUBLIC INPUT**

Commissioner President Kevin Overmyer updated the Council on the Human Resources Administrator position stating there were four qualified applicants which have been interviewed. The Commissioners would like to have the prospective employee begin working December 2, 2019 to allow time for training. President Stone suggested transferring funding and Commissioner Overmyer agreed to review the Commissioners budget.

Highway Superintendent Jason Peters explained that there is a 2025 Call for Projects stating the application has to be submitted to INDOT by December 13<sup>th</sup>. The project would extend Veterans Highway and would be a joint project with the City of Plymouth. Mr. Peters explained that it is an 80/20 match and is requesting financial support in the total sum of \$1,906,000 or \$400,000 per year. Randolph Street Bridge would be the second project. Mr. Peters is anticipating an award letter in January, 2020. **Heath Thornton moved, second by Penny Lukenbill, to show commitment to the project contingent upon the City of Plymouth approving the project. Motion carried 7-0.**

Charles Bowen, 202 S. Williams Street, North Liberty, IN came before Council to express concern over the salary freeze in the 2020 Salary Ordinance and stated that each year wages have been an issue with Community Corrections and would like Council to address some questions. Mr. Bowen stated that 11 of the 13 positions were frozen in Community Corrections and also questioned the Council's practice of the probationary pay waiver. Mr. Bowen requested that the Council reconsider the wage freeze. President Stone requested a copy of his statement and stated she would review the request.

**MUSEUM**

Director Linda Rippy presented the quarterly report and a copy of the minutes stating that 60 volunteers and 200 individuals attended the Ghost Walk. Ms. Rippy explained that on January 3<sup>rd</sup> they are expecting a couple hundred children for Kids Day and the Christmas Tree Lighting will be on Saturday following Thanksgiving.

**ADDITIONAL APPROPRIATIONS  
ORDINANCE 2019-1(12)**

**GENERAL FUND/CORONER: Jim Masterson moved, second by Jack Roose, to approve the additional appropriation of \$10,000 into Autopsy Expense; \$4,000 into Toxicology; \$600 into Fuel and \$1,000 into Morgue Supplies. Motion carried 7-0.**

**LIT SPECIAL PURPOSE: Penny Lukenbill moved, second by Heath Thornton, to approve the additional appropriation of \$135,000 into External Inmate Housing, which will pay for housing 50 inmates at the Elkhart County Jail at a rate of \$40 per day for the remainder of the year. Motion carried 7-0.**

**LIT SPECIAL PURPOSE: Jim Masterson moved, second by Jack Roose, to approve the additional appropriation of \$100,000 into Jail Construction Study. Motion carried 7-0.**

HISTORICAL SOCIETY: Penny Lukenbill moved, second by Heath Thornton, to approve the additional appropriation of \$10,000 into Wages-Clerical. Motion carried 7-0.

**TRANSFER OF APPROPRIATIONS**  
**ORDINANCE 2019-2(9)**

GENERAL FUND/AUDITOR: Jim Masterson moved, second by Heath Thornton, to approve the transfer request of \$266 from Repair Furniture & Equipment and \$210 from Printed Forms into Office Supplies in the total sum of \$476. Motion carried 7-0.

GENERAL FUND/ELECTION BOARD: Mandy Campbell moved, second by Jon VanVactor, to approve the transfer request of \$1,280 from Repair Furniture into Office Supplies. Motion carried 7-0.

GENERAL FUND/PLAN COMMISSION: Heath Thornton moved, second by Mandy Campbell, to approve the transfer request of \$350 from Vehicle Maintenance Supplies into Travel/Mileage. Motion carried 7-0.

GENERAL FUND/SUPERIOR COURT I: Jim Masterson moved, second by Jon VanVactor, to approve the transfer request of \$1,000 from Wages-Law Clerk; \$3,500 from Wages-Overtime and \$1,000 from Office Machine Supplies into Pauper Council in the total sum of \$5,500. Motion carried 7-0.

GENERAL FUND/SUPERIOR COURT II: Jon VanVactor moved, second by Heath Thornton, to approve the transfer request of \$1,180.68 from Office Supplies into Office Furniture & Fixtures. Motion carried 7-0.

GENERAL FUND/SUPERIOR COURT II: Jon VanVactor moved, second by Jack Roose, to approve the transfer request of \$1,200 from Office Machine Supplies and \$800.08 from Repair Furniture & Fixtures into Unified Law Library in the total sum of \$2,000.08. Motion carried 7-0.

MISDEMEANANT: Penny Lukenbill moved, second by Heath Thornton, to approve the transfer request of \$7,000 from Office Equipment into Jail Equipment. Motion carried 7-0.

PROSECUTOR PRE-TRIAL DIVERSION: Jim Masterson moved, second by Penny Lukenbill, to approve the transfer request of \$5,736.50 from Wages-Clerical into Wages-Clerical FT. Motion carried 7-0.

SOLID WASTE: Jon VanVactor moved, second by Jim Masterson, to approve the transfer request of \$1,000 from Longevity/Comp/Overtime into Print/Public Info; \$68.58 from Postage into Personal Liabilities. Motion carried 7-0.

SOLID WASTE: Jon VanVactor moved, second by Jack Roose, to approve the transfer request of \$220 from Appliances into Tire Recycling; \$90 from Bonding into Software; and \$1,000 from Education & Training, \$2,500 from Technology and \$1,000 from Miscellaneous Equipment into Household Waste Collection in the total sum of \$4,500. Motion carried 7-0.

PLAT MAPPING: Jon VanVactor moved, second by Heath Thornton, to approve the transfer request of \$428.32 from Training, \$1,000 from Rebinding Records, \$700 from Wages-Deputies and \$300 from Map Supplies into Wages-Clerical in the total sum of \$2,428.32. Motion carried 7-0.

**AUDITOR'S REPORT**

October 14, 2019 Minutes: Jon VanVactor moved, second by Jim Masterson, to approve the meeting minutes of October 14, 2019 as presented. Motion carried 7-0.

October 31, 2019 Special Meeting Minutes: **Heath Thornton moved, second by Jim Masterson, to approve the special meeting minutes of October 31, 2019 as presented. Motion carried 6-0-1, with Jack Roose abstaining.**

**COUNCIL ITEMS**

**KOONTZ LAKE REGIONAL SEWER DISTRICT**

A written recommendation has been received by the Koontz Lake Regional Sewer District requesting the reappointment of Ronald Armstead to a four year term, beginning January 1, 2020 and ending December 31, 2023. **Penny Lukenbill moved, second by Heath Thornton, to approve the reappointment of Ronald Armstead to the Koontz Lake Regional Sewer District to a four year term, beginning January 1, 2020 and ending December 31, 2023. Motion carried 7-0.**

**MARSHALL COUNTY ECONOMIC DEVELOPMENT CORPORATION**

President Stone explained that Marshall County will have a Council representative appointment to the Marshall County Economic Development Corporation and is requesting the appointment of Bill Davis to a three year term, beginning January 1, 2020 and ending December 31, 2022. Auditor Fox requested a copy of the revised Bi-Laws. **Heath Thornton moved, second by Penny Lukenbill, to approve the appointment of Bill Davis to the Marshall County Economic Development Corporation to a three year term, beginning January 1, 2020 and ending December 31, 2022. Motion carried 7-0.**

**ORDINANCE 2019-04(6): ESTABLISHING NEW COUNTY FUND**

**Jon VanVactor moved, second by Jack Roose, to approve Ordinance 2019-04(6): Establishing a New County Fund: 8819 Broadband Planning Grant (CFDA 14.228) and 8820 Indiana State Opioid Response (CFDA 93.788). Motion carried 7-0.**

**ORDINANCE 2019-20B(1): AMENDING ORDINANCE 2019-20B**

**Jon VanVactor moved, second by Heath Thornton, to approve Ordinance 2019-20B(1): Amending Ordinance 2019-20B, to establish the Auditor First Deputy job description as presented effective January 1, 2020. Motion carried 7-0.**

Council Member VanVactor suggested setting up sub categories or accounts in the Rainy Day fund for obligations to future projects.

**ADJOURNMENT**

After the appropriate documents had been signed and with no further business to come before the Council, **Jack Roose moved, second by Jim Masterson, to adjourn at 10:19 am. Motion carried 7-0.**

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**Judy Stone, President**

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**Penny Lukenbill, Vice President**

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**Jon VanVactor**

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**Mandy Campbell**

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**Heath Thornton**

\_\_\_\_\_  
**James Masterson**

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**Jack Roose**

Attest: \_\_\_\_\_  
**Julie A. Fox, Auditor**



**MINUTES  
MARSHALL COUNTY COUNCIL MEETING  
MONDAY, DECEMBER 9, 2019**

BE IT REMEMBERED: That on Monday, December 9, 2019, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Board members present were the Honorable Penny Lukenbill, Vice President; Jon VanVactor, Heath Thornton, James Masterson, Mandy Campbell, Jack Roose; County Auditor, Julie A. Fox; and President Judy Stone was not present. The meeting was opened with the Pledge of Allegiance and the business at hand was heard.

**PUBLIC INPUT**

Commissioner Kevin Overmyer thanked Council members for their assistance in bringing the Stellar Designation to fruition. Lt. Governor Suzanne Crouch will be present the Stellar Award on Thursday, December 19<sup>th</sup> at 11:30 a.m. at the 4-H Community Building in Argos.

Adam Thada, 10650 Park Lane, Plymouth, Indiana, questioned the need for a jail addition and \$20,000,000 in new County debt. Further explaining that our County population has not increased, but the jail population continues to grow and measures have been taken to reduce the jail population with the addition of a 4<sup>th</sup> Court and Community Corrections. Mr. Thada questioned the use of a tax taskforce and transparency. In October, 200 individuals met at St. Michaels concerning the drug crisis and Mayor Senter stated that the County needed to come up with another plan. Vice President Lukenbill thanked Mr. Thada for his comments, explaining there are three public hearings and a decision will not be made until the third reading. Discussion was held concerning holding meetings in the evening to allow for public attendance; concerns funding the jail and ability to pay the current bond; 60% of jail population being out-of-County residents and being proactive.

Sheriff Matt Hassel explained that 60% of the jail population do not have Marshall County addresses, drugs are a problem, the bond for dealing is a minimum of \$5,000 or as high as \$750,000, and we need to shut down the demand for the drugs. Trial Rule 26 is in place, Community Corrections and Probation are working on addiction recovery. Sheriff Hassel believes there needs to be better education to the public. Bowen Center is at the jail twice per week to provide ongoing treatment for inmates.

Commissioner Overmyer stated that as presented at the Commissioners Conference last week, 60-65 counties of the 92 Indiana counties are in the same predicament.

Vice President Lukenbill clarified that schools and roads are not funded by County property taxes.

Ed Rodriguez, Bail Bondsman, questioned why Marshall County does not have a surety bail bond available to inmates, stating that the surrounding counties allow surety bonds. Mr. Rodriguez clarified that it is the bail bondsman's burden to get the individuals back to the County. There are families suffering because individuals are being kept in the jail because inmates do not have the cash to bond out. Mr. Rodriguez questioned the ratio between one time and repeat criminal offenders. Council Member VanVactor explained that bonds are set by the Court and neither the Council nor the Sheriff have authority over the bond process. Mr. Rodriguez would like the Courts to address why they are not changing the bonding process. Mr. Rodriguez questioned if it has been studied how many are one-time low offenders. Council Member VanVactor explained that there are 100 individuals on the Community Corrections Program, which has reduced the number of inmates in beds.

Sheriff Hassel explained that the County has added an additional Deputy Prosecutor, 4<sup>th</sup> Court and Community Corrections. Further explaining that the Judges are reviewing the bond schedule.

**Mandy Campbell moved, second by Heath Thornton, to recommend a joint public meeting with the Commissioners and Task Force regarding the jail. Motion carried 6-0.**

### **SURVEYOR**

Surveyor Craig Cultice requested Council consider increasing the vehicle repair account appropriation to \$1,500, since the vehicles are not being replaced and requested an increase to the Part-time Field Assistant wage line to \$14,144, which would allow for 20 hours of work per week. Council requested that an additional appropriation be submitted for the January meeting.

### **BARNES & THORNBURG, LLC – JAIL BOND**

Philip Faccenda, Jr., Barnes & Thornburg, LLC and Todd Samuelson, Baker-Tilly, presented the first reading of Ordinance 2019-22: General Obligation Bond and Ordinance 2019-23: Additional Appropriation for the Jail Expansion Project with an approximate total square footage of 41,000 and will not exceed \$17,250,000 with a maximum term of twenty years. The additional appropriation ordinance appropriates the proceeds of the Bonds received by the County in connection with the sale of the Bonds.

Mr. Samuelson clarified that approving the ordinances on first reading is the first step in the process.

**Jon VanVactor moved, second by Jack Roose, to pass Ordinance 2019-22: Authorizing the Issuance of General Obligation Bonds of the County for the Purpose of Providing Funds to Pay for the Construction and Equipping of an Expansion to the Marshall County Jail and Incidental Expenses in Connection Therewith and on Account of the Issuance of the Bonds, and all Matters Related Thereto. Motion carried 5-1, with Heath Thornton voting no.**

**Jack Roose moved, second by Jon VanVactor, to pass Ordinance 2019-23: Appropriating the Proceeds of the Marshall County, Indiana, General Obligation Bonds, Series 2020. Motion carried 5-1, with Heath Thornton voting no.**

County Attorney James Clevenger stated that he would coordinate the Council and Commissioner joint public meeting.

### **PLYMOUTH PUBLIC LIBRARY**

Director Heather Baron explained that library services are changing with more programming being offered and are planning a renovation project utilizing the Rainy Day funds. Ms. Baron explained that there will be an additional appropriation request once the contract has been awarded, with an estimated project cost of \$2,500,000 - \$3,000,000. The renovation will be within the existing walls.

### **HIGHWAY DEPARTMENT**

Highway Superintendent Jason Peters explained that there is an overrun on 9B Road and requested consideration for an additional appropriation in the sum of \$26,357.50 in January, 2020. Mr. Peters explained that if we are under budget on another Community Crossing Project, we are not able to use the underruns on other projects at this time. It was discussed using a portion of the underruns funds in Community Crossing Grant Fund 9001.

Mr. Peters provided a road progress update.

### **ADDITIONAL APPROPRIATIONS**

#### **ORDINANCE 2019-1(13)**

**GENERAL FUND/ASSESSOR: Jim Masterson moved, second by Jack Roose, to approve the additional appropriation of \$3,820 into Wages-Deputies. Motion carried 6-0.**

**GENERAL FUND/SHERIFF: Jon VanVactor moved, second by Heath Thornton, to approve the additional appropriation of \$9,429.52 into Wages-Overtime. Motion carried 6-0.**

**HISTORICAL SOCIETY:** Jon VanVactor moved, second by Heath Thornton, to approve the additional appropriation of \$8,000 into Wages-Clerical. Motion carried 6-0.

**ADDITIONAL APPROPRIATIONS - CALENDAR YEAR 2020**

**ORDINANCE 2019-1(14)**

**GENERAL FUND/JAIL:** Jon VanVactor moved, second by Jack Roose, to table the request for an additional appropriation of \$144,346 into Office Equipment. Motion carried 6-0.

**TRANSFER OF APPROPRIATIONS**

**ORDINANCE 2019-2(10)**

**GENERAL FUND/COMMISSIONERS:** Jon VanVactor moved, second by Heath Thornton, to approve the transfer request of \$30,000 from Insurance into Telephone. Motion carried 6-0.

**GENERAL FUND/PLAN COMMISSION:** Jack Roose moved, second by Jon VanVactor, to approve the transfer request of \$220 from Equipment Maintenance Contract into Vehicle Maintenance. Motion carried 6-0.

**HIGHWAY:** Jon VanVactor moved, second by Jack Roose, to approve the following Highway/Restricted 1173 Fund transfers requests: \$25,000 from Group Health Insurance into Employer Social Security; \$30,000 from Wages-Area Leaders into Wages-Heavy Equipment Operators; \$25,000 from Wages-Group Leaders into Wages-Heavy Equipment Operators; and Highway 1176 Fund: \$20,000 from Wages-Mechanic into Wages-Area Leader; \$5,000 from Wages-Heavy Equipment Operator into Wages-Area Leader; \$8,400 from Wages-Seasonal Mowing into Wages-Road Foreman; \$4,000 from Group Health Insurance into Wages-Road Foreman. Motion carried 6-0.

**SOLID WASTE:** Jon VanVactor moved, second by Jim Masterson, to approve the transfer request of \$1,200 from Education & Training into Recycling Commodity; \$1,700 from Other Wages with \$800 into Hazardous Materials Specialist and \$900 into Appliances/Electronics; \$2,000 from Director, \$2,600 from Retirement, \$1,500 from Longevity/Overtime, \$1,200 from Site/Facility Improvements into Appliances/Electronics in the total sum of \$7,300.

**AUDITOR'S REPORT**

**ORDINANCE 2019-3(11)**

Mandy Campbell moved, second by Heath Thornton, to approve Salary Ordinance 2019-3(11) Amending Salary Ordinance 2019-3(7) to add the Human Resources Administrator position under Marshall County Board of Commissioners at a bi-weekly rate of \$1,750. Motion carried 6-0.

November 13, 2019 Minutes: Jack Roose moved, second by Heath Thornton, to approve the meeting minutes of November 13, 2019 as presented. Motion carried 6-0.

November 26, 2019 Joint Commissioner and Council Special Meeting Minutes: Heath Thornton moved, second by Jim Masterson, to approve the special meeting minutes of November 26, 2019 as presented. Motion carried 6-0.

**COMMUNITY CORRECTIONS 2020 BUDGET**

Jon VanVactor moved, second by Mandy Campbell, to approve the Community Corrections Budget for Fiscal Year 2020, January 1 – December 31<sup>st</sup> as follows: Community Corrections in the sum of \$319,229; Jail Treatment Services in the sum of \$39,500; and Prosecutor's Diversion in the sum of \$61,964 in the total sum of \$420,693. Motion carried 6-0.

**COUNCIL ITEMS**

An evening meeting to discuss the Jail Expansion Project will be coordinated by Jim Clevenger with the Board of Commissioners, Sheriff, Community Corrections, Prosecutor, Probation and Judges.

**ADJOURNMENT**

After the appropriate documents had been signed and with no further business to come before the Council, **Jim Masterson moved, second by Mandy Campbell, to adjourn at 10:58 am. Motion carried 6-0.**

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**Judy Stone, President**

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**Penny Lukenbill, Vice President**

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**Jon VanVactor**

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**Mandy Campbell**

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**Heath Thornton**

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**James Masterson**

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**Jack Roose**

Attest: \_\_\_\_\_  
**Julie A. Fox, Auditor**