

**MINUTES**  
**MARSHALL COUNTY COUNCIL MEETING**  
**MONDAY JANUARY 12, 2015**

BE IT REMEMBERED: That on Monday, January 12, 2015, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; Bill Githens, Rex Gilliland, Steve Harper, Judith Stone and Jon Van Vactor, members; and Julie Fox, Auditor. The meeting was opened with the Pledge to the Flag.

**PUBLIC INPUT**

There was no public comment.

**REORGANIZATION**

**Judy Stone moved, seconded by Don Morrison, to nominate Matt Hassel as President of the Council for 2015. Steve Harper moved, seconded by Jon Van Vactor, to close the nominations for President of the Council for 2015. Motion to retain Matt Hassel as President of the Council for 2015 carried 7-0.**

**Rex Gilliland moved, seconded by Jon Van Vactor, to nominate Don Morrison as Vice President of the Council for 2015. Steve Harper moved, seconded by Judy Stone, to close the nominations for Vice President of the Council for 2015. Motion to retain Don Morrison as Vice President of the Council for 2015 carried 7-0.**

**Don Morrison moved, seconded by Steve Harper, to appoint Judith Stone as the Council representative to MACOG for 2015. Motion carried 6-0-1, with Ms. Stone abstained.**

Members arranged the following liaison assignments for the coming year:

<b>Assessor</b>	Gilliland	<b>MACOG</b>	Stone
<b>Auditor</b>	Hassel	<b>Marshall Starke</b>	Morrison
<b>Building Inspector</b>	Morrison	<b>Merit Board</b>	Hassel & Morrison
<b>Bldgs &amp; Grounds</b>	Gilliland	<b>Museum</b>	Harper
<b>Clerk</b>	Harper	<b>Personnel</b>	Van Vactor & Stone
<b>Commissioners</b>	Githens & Stone	<b>Plan Commiss/BZA</b>	Morrison
<b>Coroner</b>	Gilliland	<b>Probation</b>	Githens
<b>Court Services</b>	Van Vactor	<b>Prosecutor</b>	Hassel
<b>Circuit Court</b>	Van Vactor	<b>Recorder</b>	Githens
<b>Superior Court #1</b>	Gilliland	<b>Sheriff/ Jail</b>	Hassel & Morrison
<b>Superior Court #2</b>	Harper	<b>Solid Waste</b>	Van Vactor
<b>EMA</b>	Van Vactor	<b>Surveyor</b>	Githens
<b>Extension</b>	Morrison	<b>Tech. Committee</b>	Harper
<b>Health</b>	Stone	<b>Treasurer</b>	Gilliland
<b>Highway</b>	Githens	<b>Veteran Service</b>	Van Vactor
<b>LEPC</b>	Gilliland	<b>Weights &amp; Measures</b>	Stone
<b>MC Tourism</b>	Steve Harper		

## **MARSHALL COUNTY ECONOMIC DEVELOPMENT**

### **JERRY CHAVEZ – EXECUTIVE DIRECTOR**

Jerry Chavez, Executive Director of the MCEDC presents the strategic plan regarding economic development throughout the county including Argos, Bourbon, Bremen, Culver, LaPaz, Plymouth and Marshall County. Review of the implemented programs: Business Expansion and Retention (Bear) program, Business Attraction Program; Entrepreneurship program and Workforce Development Program.

## **SOIL AND WATER CONSERVATION DISTRICT-TYSON EDWARDS-STEVE HARDEN**

### **WANDA NORRIS**

#### **POSITION REPLACEMENT**

Tyson Edwards, Chairman of Soil and Water commended Wanda Norris who is retiring on March 27<sup>th</sup> after 30 years of service, also stating that she was a valuable asset to Marshall County. Mr. Edward is requesting funds for a part-time position in order to train the replacement prior to Ms. Norris leaving. Matt Hassel suggested contacting the Auditor to facilitate the request for additional funds. **Don Morrison moved, Steve Harper second the motion to replace the position at Soil and Water. Motion Carried 7-0.**

### **SHERIFF-TOM CHAMBERLIN**

Sheriff Chamberlin requests permission to replace a Jail Dispatch position. **Rex Gilliland moved, Judy Stone, seconded the motion to replace the Jail Dispatch position. Motion carried 7-0.**

Sheriff Chamberlin presented a "Resolution Approving Sheriff Commissary Fund Expenditures" pursuant to I.C. 36-8-10-21 and 36-8-10-21(d)(9) for the Council's review, along with the County Sheriff's Report of Receipts and Disbursements of the Commissary Fund. A copy of the resolution has been provided to the County Attorney. Anything on the list over \$1000.00 one time purchase would require Council approval. Council tables the matter for further review.

## **TRANSFERS**

### **2014 BUDGET**

- **Sheriff: Don Morrison moved, seconded by Judy Stone, to approve the transfer of \$2,245 from CAGIT Correctional Group Health Ins. to CAGIT Correctional Wages Part-time Turnkey Dispatch budget. Motion carried 6-0-1. Councilman Githens abstained.**
- **Sheriff: Judy Stone moved, seconded by Jon Van Vactor, to approve the transfer of \$4,784 from CAGIT Certified Shares Patrol Officer and \$57 from CAGIT Certified Shares Longevity to CAGIT Certified Shares Wages-Holiday budget. Motion carried 6-0-1. Councilman Githens abstained.**
- **Sheriff: Jon Van Vactor moved, seconded by Rex Gilliland, to approve the transfer of \$300 from Statewide 911 Equipment Lease to Statewide 911 Wages Longevity budget. Motion carried 6-0-1. Councilman Githens abstained.**
- **Sheriff: Jon Van Vactor moved, seconded by Steve Harper, to approve the transfer of \$1,722 from Statewide 911 Wages OT and \$317 from Statewide 911 Wages Com. Supervisor to Statewide Wages Holiday Pay budget. Motion carried 6-0-1. Councilman Githens abstained.**
- **Sheriff: Jon Van Vactor moved, seconded by Judy Stone, to approve the transfer of \$1,075 from Statewide 911 Group Health, \$377 from Statewide 911 Group Life Ins.,**

**\$637 from Statewide 911 Equipment Lease to Statewide 911 Employer PERF budget. Motion carried 6-0-1. Councilman Githens abstained.**

- **Sheriff: Jon Van Vactor moved, seconded by Rex Gilliland, to approve the transfer of \$3,370 from Statewide 911 Employer Social Security to Statewide 911 Wages Turnkey Dispatch budget. Motion carried 6-0-1. Councilman Githens abstained.**
- **WIC: Jon Van Vactor moved, seconded by Judy Stone, to approve the transfer of \$2,456 from Breast Feeding Peer Counselor to \$112 in Rent, \$872 in Supplies, \$443 in Travel, \$388 in Group Health Insurance, \$400 in PERF, \$239 in Telephone, \$2 in Printing budgets respectively. Motion carried 6-0-1. Councilman Githens abstained.**
- **Probation: Steve Harper moved, seconded by Jon Van Vactor, to approve the transfer of \$559 from Consulting Services to Office Supplies budget. Motion carried 6-0-1. Councilman Githens abstained.**

### **ADDITIONAL APPROPRIATIONS**

#### **2015 BUDGET**

- **EMA: Jon Van Vactor moved, seconded by Steve Harper, to approve the additional appropriation request of \$39,000 from 800 MHz reconfiguration project into Machinery and Equipment. Motion carried 7-0.**
- **JAIL CAGIT: Jon Van Vactor moved, seconded by Rex Gilliland, to approve the additional appropriation request of \$30,000 from Jail CAGIT into Prisoner Care. Motion carried 6-1. Judy Stone nay vote.**
- **CERTIFIED SHARES: Jon Van Vactor moved, seconded by Steve Harper, to approve the additional appropriation request of \$216,859 from Certified Shares into Sheriff-County Police Pension. Motion carried 7-0.**
- **SHERIFF: Jon Van Vactor moved, seconded by Steve Harper, to deny the additional appropriation request of \$3,860 for County Extradition Vehicle Purchase. Motion to deny carried 7-0. Sheriff agreed to use the commissary fund for this amount**
- **PRE-TRIAL DIVERSION: Jon Van Vactor moved, seconded by Steve Harper, to approve the addition appropriation request from Pre-Trial Diversion of \$6,100 for Wages-Deputy Prosecutor B and \$12,437 for Full-Time Clerical. Motion carried 7-0.**
- **PROSECUTOR IV-D: Jon Van Vactor moved, seconded by Don Morrison, to approve the addition appropriation request from Prosecutor IV-D of \$22,000 for Wages-Deputy Prosecutor B and \$12,437 for Full-Time Clerical. Motion carried 7-0.**

### **MARSHALL COUNTY COURT SERVICES-ADDITIONAL APPROPRIATION REQUEST**

#### **JUDGE DEAN COLVIN**

Judge Colvin presents his request for the increase in pay for the Director of Court Services and the Substance Abuse Counselor and justification for said request indicating Ward Byers and Laurie Baker as individuals directly responsible for the success of the program. In 2014 the program monitored 147 individuals. The program is self-supportive with a current surplus of \$410,000 indicating that the fund has adequate funds from which to pay the increases without causing any hardships.

- **Bill Githens moved, seconded by Rex Gilliland, to approve the addition appropriation request from Marshall County Court Services of \$4,452 Wages-Dept. Head and \$1,567 for Wages-Substance Abuse. Motion carried 7-0.**

## AUDITOR'S REPORT

December 8, 2014 Minutes: The title of the "Lake of the Woods Sewer District" is to be corrected to reflect "Lake of the Woods Regional Sewer District". **Jon Van Vactor moved, seconded by Steve Harper, to approve the minutes of the December 8, 2014 meeting as corrected. Motion carried 6-0-1. Councilman Githens abstained.**

2015 Salary Ordinance Amendment-Court Services: The Auditor submitted an amendment for the 2015 Salary Ordinance to reflect the Court Services Director bi-weekly pay of \$1863.36 and Substance Abuse Counselor hourly pay of \$23.97. **Judy Stone moved, seconded by Jon Van Vactor, to approve the salary ordinance amendment reflecting Court Services Director bi-weekly pay of \$1863.36 and Substance Abuse Counselor hourly pay of \$23.97. Motion carried 7-0.**

2015 Salary Ordinance Amendment-Lake Enforcement: The Auditor submitted an amendment for the 2015 Salary Ordinance to reflect Lake Enforcement Seasonal Deputies hourly pay of \$21.93. **Jon Van Vactor moved, seconded by Rex Gilliland, to approve the salary ordinance amendment reflecting Lake Enforcement Seasonal Deputies hourly pay of \$21.93. Motion carried 7-0.**

## COUNCIL ITEMS

Bourbon Public Library Board Appointment: **Rex Gilliland moved, seconded by Don Morrison to appoint Athena Stenstrom to the Bourbon Public Library Board Member from January 12, 2015 through April 30, 2017. Motion carried 7-0.**

Auditor Waiver Request: Auditor Requests waiver of the 90 day reduction in pay for HR Deputy Auditor, Tori Stull. **Don Morrison moved, seconded by Rex Gilliland, to waive the 90 day reduction in pay for both positions of HR Deputy Auditor, Tori Stull and Deputy Clerk, Debbie Palmer. Motion carried 7-0.**

Commissary Report: Sheriff Chamberlin has submitted the 2015 Commissary Report for consideration. **Jon Van Vactor moved, seconded by Rex Gilliland, to accept the 2015 Commissary report as submitted by the Sheriff. Motion carried 7-0.**

## COUNCIL COMMENTS

Debbie VanDemark requested clarification regarding the position that is currently open that was approved and has been advertised. Council clarifies that the position had previously been approved.

Council welcomes Bill Githens to the Board.

## ADJOURNMENT

Following the day's regular business, all documents and ordinances were signed, and with no further business to come before the council, **Don Morrison moved, seconded by Judith Stone, to adjourn the meeting at 10:35 am. Motion carried 7-0.**

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**Matt Hassel, President**

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**Steve Harper**

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**Don Morrison, Vice President**

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**Judith Stone**

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**Rex Gilliland**

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**Bill Githens**

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**Jon Van Vactor**

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**Julie A. Fox, Auditor**

**MINUTES**  
**MARSHALL COUNTY COUNCIL MEETING**  
**MONDAY FEBRUARY 9, 2015**

BE IT REMEMBERED: That on Monday, February 9, 2015, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; Bill Githens, Rex Gilliland, Steve Harper, Judith Stone and Jon VanVactor, members; and Julie Fox, Auditor. The meeting was opened with the Pledge to the Flag.

**PUBLIC INPUT**

Rex Gilliland recognized a member of the audience, April Cooper of Miller's Merry Manor. Ms. Cooper is a member of the Leadership for Marshall County and is fulfilling a class requirement by being in attendance and preparing a written report.

**PROSECUTOR – NELSON CHIPMAN**

Nelson Chipman informed the Board that Deputy Prosecutor; Sally Skodinski received a One Thousand Dollar scholarship to apply towards the expense of traveling out of state for drug case training. The Board thanked Mr. Chipman for his transparency.

**HIGHWAY DEPARTMENT – LAURIE BAKER & JASON PETERS**

Laurie Baker, Administrative Supervisor, requests waiver of the 90 day reduction in pay for employee, Brandon Grolich. **Jon VanVactor moved, Rex Gilliland second the motion to approve the waiver of the 90 day reduction in pay effective today. Motion Carried 7-0.**

Jason Peters, Highway Supervisor, will be inspecting a Kolberg 52 Portable Pugmill Plant and requests support to move forward with the purchase following the inspection. Kevin Overmyer indicated that the Highway Department has the funding in its budget for the purchase, but would require a transfer of the funds. **Judy Stone moved, Don Morrison, seconded the motion to support the purchase of a Kolberg 52 Portable Pugmill Plant. Motion carried 7-0.**

**CLERK – DEB VANDEMARK**

Deb VanDeMark requests a waiver of the 90 day reduction in probationary pay for employee, Kelly Einsphar. **Rex Gilliland moved, Jon VanVactor, seconded the motion to approve the waiver of the 90 day reduction in pay. Motion carried 7-0.**

**PERSONNEL COMMITTEE REPRESENTATIVE TORI STULL**

Tori Stull appeared on behalf of the Personnel Committee to request approval for the Part-time Deputy Corner job description. **Don Morrison moved, Jon VanVactor, seconded the motion to approve the Part-time Deputy Corner job description. Motion carried 7-0.**

**SHERIFF – TOM CHAMBERLIN**

Sheriff Chamberlin presented a "Resolution Approving Sheriff Commissary Fund Expenditures" pursuant to I.C. 36-8-10-21 and 36-8-10-21(d)(9) for the Council's approval, along with the County Sheriff's Report of Receipts and Disbursements of the Commissary Fund. Anything on the list over \$1,000.00 one time purchase per expenditure would require Council approval. Council requests submission of a budget with further review at the next Council meeting.

## ADDITIONAL APPROPRIATIONS

### 2015 BUDGET

SOIL & WATER: **Judy Stone moved, seconded by Steve Harper, to approve the additional appropriation request of \$700 from General Fund into Wages Clerical. Motion carried 7-0.**

COMMISSIONERS: **Steve Harper moved, seconded by Don Morrison, to approve the additional appropriation request of \$119,750.19 from Rainy Day Fund into Capital Outlays for the Metronet Project, which was budgeted in 2014 and is being appropriated for 2015 expenditures. Motion carried 7-0.**

### TRANSFERS

#### 2015 BUDGET

CIRCUIT COURT: **Judy Stone moved, seconded by Steve Harper, to approve the transfer request of \$500 from Wages-Judge Per Diem into Wages-Reporter Per Diem. Motion carried 7-0.**

### AUDITOR'S REPORT

January 12, 2015 Minutes: **Rex Gilliland moved, seconded by Don Morrison, to approve the minutes of the January 12, 2015 meeting. Motion carried 7-0.**

### COUNCIL ITEMS

PERF Authorized Agent: **Jon VanVector moved, seconded by Bill Githens, to appoint HR Deputy, Tori Stull, as the authorized agent for PERF. Motion carried 7-0.**

### AD HOC COMMITTEE

Kevin Overmyer attended a Central Dispatch presentation at the City of Plymouth Council meeting. Commissioner Overmyer indicated that the County attorney is concerned that there is not a living document between the County and City spelling out services. Commissioner Overmyer indicated that previously an Ad Hoc Committee had been formed and is requesting the feeling and opinions of Council as to whether this committee should be re-established. Rex Gilliland and Judy Stone volunteered to be the Council representatives. Commissioner Overmyer indicated that the Commissioners would appoint a representative at their next meeting.

### AUDITOR PERSONNEL REQUEST

Kevin Overmyer and Julie Fox requested that the Council formally approve the Auditor's request to replace the Settlement Deputy position. **Judy Stone moved, seconded by Jon VanVector, to grant permission to the Auditor to replace the Settlement Deputy position. Motion carried 7-0.**

### COUNCIL COMMENTS

Auditor Julie Fox withdrew a request to amend the Salary Ordinance.

Councilman, Rex Gilliland acknowledged Ward Byers Marshall County Court Services report. There are 60 males and 17 females on home detention in lieu of being incarcerated; saving the County resources.

**ADJOURNMENT**

Following the day's regular business, all documents and ordinances were signed, and with no further business to come before the council, **Rex Gilliland moved, seconded by Judy Stone, to adjourn the meeting at 9:53 am. Motion carried 7-0.**

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**Rex Gilliland**

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**Jon VanVactor**

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**Judith Stone**

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**Steve Harper**

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**Bill Githens**

**Attest:**

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**Julie A. Fox, Auditor**

**MINUTES**  
**MARSHALL COUNTY COUNCIL MEETING**  
**MONDAY, MARCH 9, 2015**

BE IT REMEMBERED: That on Monday, March 9, 2015, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; Bill Githens, Rex Gilliland, Steve Harper, Judith Stone and Jon Van Vactor, members; and Julie Fox, Auditor. The meeting was opened with the Pledge to the Flag.

**PUBLIC INPUT**

There was no public comment.

**SUPERIOR COURT II - JUDGE DEAN COLVIN**  
**PERSONNEL REPLACEMENT**

Jon VanVactor spoke on behalf of Judge Colvin who was present earlier, but due to previously scheduled Court hearings in his department needed to leave to conduct those hearings. Mr. VanVactor, indicated that Judge Colvin was requesting permission to replace a recently vacated position of Court Administrator. **Jon VanVactor moved, second by Steve Harper, the motion to replace the position of Court Administrator in Superior Court II. Motion Carried 7-0.**

**ELECTION BOARD – DEB VANDEMARK**  
**POLL PAD UNIT PRESENTATION – MIKE MILLER**

Deb VanDeMark appeared with Mike Miller, Sales Rep. of MicroVote/Knowink on behalf of the Marshall County Election Board to request funding permission to purchase Poll Pad Units for the election precincts. Ms. VanDeMark presented the Knowink Quote and Terms to the Board. Ms. VanDeMark explained that the e-poll pad allows the precinct worker the ability to direct voters to the correct precinct and view if someone has already voted in person or absentee. It also allows the voter sign electronically. Currently there are 29 precincts in Marshall County and there are 14 voting sites. There are 29,608 registered voters and 94 voting machines. The quote is for 15 poll pads, one at each voting site and one for the absentee board.

Councilman Harper commented that per 1000 voters per poll pad would break down to 1 voter for every 45 seconds. Further questioned if in a Presidential Election that time allowance would be reasonable?

Mr. Miller indicated that their company suggests one poll pad for every 800-1000 voters to be an adequate number to facilitate the voters through each election. Mr. Miller demonstrated the check-in process for each voter in the polling location and estimates check-in to be approximately 20 seconds per voter.

Councilman Hassel voiced concerns regarding multiple precincts in one polling site and only having one poll pad to cover the larger number of voters in those sites.



Councilman Harper indicating that he had served as a member of the Election Board for numerous years and with his experience voiced concerns with the internet connections and it seems as there are always downtimes with internet connections.

Mr. Miller indicated that there is no dependency on an internet connection in order to maintain the data. Information resides on the poll pad and will continue to function properly. Once internet connection is resumed the information is updated. Mr. Miller indicated that two poll pads per location would be suggested to alleviate those concerns.

Councilman Harper commented that purchasing the poll pad this year would shorten the battery life of the pad.

Mr. Miller indicated that battery life expectation is six to ten years. Fully charged the battery should last is expect the battery to last 10 hours and suggest to the poll workers that if they see the battery going down to plug them in to charge.

Ms. VanDeMark indicated three benefits of poll pads would include speeding up the check-in process, the ability to upload the Election Day information directly to the State Voter Registration System following Election Day and the ease of converting to vote centers in the future.

Mr. Miller informed the board that the Poll Pad Unit, which is currently being used in 11 counties, is the electronic version of the paper poll book currently used when a voter signs in at the voting precinct. Total first year package is \$32,225 for 15 units and the networking device is optional. The following year is \$125.00 per unit per year for the Annual Software License and \$1,000 per unit per year for the Central Command License & Maintenance. Apple has one year warranty on the hardware.

Councilwoman Stone inquired as to whether the poll pad could be used in the larger precincts and the paper poll book continued to be used in smaller precincts.

Mr. Miller informed the board that the law states that you can have one system, paper or electronic, but not both at the same time.

Councilman Harper indicated that he is in favor of the concept and suggested that more research needs to be completed prior to purchase and expressed concern with the warranty, technology and batteries becoming outdated due to the electronics being dormant for a year without actually being in use. Councilman Harper suggests the purchase be postponed and implementation be considered for next year.

Councilman Githens indicated that this would be a test run with a smaller election.

Councilman Hassel indicated that this was not originally budgeted.

**Steve Harper moved, second by Jon VanVactor, the motion to table the action on the poll pads until further research is completed. Motion Carried 7-0.**

**CLERK – DEB VANDEMARK**  
**CLERK PERPETUATION FUND**

Deb VanDeMark requested permission to move funds in the Clerk's Perpetuation Fund to cover the cost of microfilming that was completed prior to her taking office. There is still an outstanding bill from Information Records in the sum of \$3,068.71 that was approved in

December, but was not billed until after she took office. Ms. VanDeMark would like to move the money from the Clerk Perpetuation fund into the microfilm line item to cover the cost of that bill and future additional microfilming costs of the estate records and RJO (Record of Judgment and Order) books, which are permanent records. Ms. VanDeMark submitted for review by council an itemized listing of projects and estimated cost in the sum of \$10,000, with 28 more boxes of estates to be microfilmed with an estimated cost of \$11,000. Council recommends submitting an additional request for review at a future meeting.

**PLYMOUTH MUNICIPAL AIRPORT – DAVE LATTIMER**  
**2016-2020 CAPITAL IMPROVEMENT PROGRAM UPDATE (CIP)**

Dave Lattimer present the Plymouth Municipal Airport 2016-2020 Capital Improvement Program (CIP) update. Mr. Lattimer indicated work is being done on Phase II to rebuild the runway to add 15 feet of width to make the runway 4400 feet long and 75 feet wide, with a goal for the runway to be 75 feet wide by 5000 in length. Repair on the buildings and the property continue and the Weather Station is in need of updating to allow aircraft to come and go. Mr. Lattimer encourages the public to come and see what is being accomplished at their local airport.

**HEALTH DEPARTMENT – WES BURDEN**  
**LOCAL HEALTH DEPARTMENT TRUST ACCOUNT (1206) GRANT**

Wes Burden requested permission to modify the Local Health Department Trust Account (1206) Grant when reapplying to include a part-time Health Educator with a salary of \$12,574 to a contract position. The Board of Health approved a proposal to discuss with the local hospital terms to combine that position to include the hospital as a partner in the grant. **Judy Stone moved, second by Rex Gilliland, to approve the request to apply for the Local Health Dept. Trust Account (1206) Grant with the modification to include a Part-Time Health Educator contract position with a salary of \$12,574. Motion carried 7-0.**

**COMMISSIONER – KEVIN OVERMYER**  
**MARSHALL COUNTY ECONOMIC DEVELOPMENT**

Commissioner Kevin Overmyer informed the Board that he would be coming before them in April to request an additional \$20,000, which was cut from the 2015 budget, to pay for the balance of the \$150,000 contract with Marshall County Economic Development.

Jerry Chavez, Director of the Marshall County Economic Development, stated that economic development is very important and appreciates the level of support that we have received from the Council.

Councilman VanVactor inquired as to when the contract was entered into.

Commissioner Overmyer indicated that the contract, drafted by the County Attorney, was entered into in 2007 and automatically renews every year.

**SHERIFF – TOM CHAMBERLIN**

**RESOLUTION APPROVING SHERIFF COMMISSARY FUND EXPENDITURES**

Tom Chamberlin was not present to present the resolution. **Jon VanVactor moved, second by Bill Githens, to table the Resolution Approving the Sheriff's Commissary Fund Expenditures. Motion carried 7-0.**

**WEIGHTS & MEASURES – JERRY HUSS**

**INDIANA STATE DEPARTMENT OF HEALTH TRAINING**

Jerry Huss requested permission to attend pre-package training as conducted by the Indiana State Dept. of Health, Division of Weights and Measures, in Indianapolis, commencing April 13<sup>th</sup> through April 17, 2015. This will include four nights in Indianapolis at an estimated cost of \$600.00. Mr. Huss indicated that he would be submitting an additional appropriation for next months meeting. **Jon VanVactor moved, second by Steve Harper, to allow permission to submit and additional appropriation in order to attend training as offered by the State of Indiana Department of Health, Division of Weights and Measures in Indianapolis on April 13<sup>th</sup>-April 17<sup>th</sup>, 2015. Motion carried 7-0.**

**AUDITOR – JULIE FOX**

**SALARY ORDINANCE AMENDMENT**

Julie Fox requested an amendment to the Salary Ordinance to reflect the First Deputy position be held by the Human Resource Deputy Auditor position at an hourly rate of \$19.81 and Settlement Deputy Auditor position be established at an hourly rate of \$18.58. **Bill Githens moved, second by Judy Stone, to approve an Amendment to the Salary Ordinance to reflect the Human Resource First Deputy Auditor position at an hourly rate of \$19.81 and Settlement Deputy Auditor position at an hourly rate of \$18.58, effective this date. Motion carried 7-0.**

**AUDITOR – JULIE FOX**

**REQUEST PROBATIONARY PAY WAIVER**

Julie Fox requested a waiver of the 90 day reduction in probationary pay for employee, Jenny Bennitt, Settlement Deputy Auditor, previously a full-time employee in the Clerk's Office. **Rex Gilliland moved, second by Bill Githens, to approve the waiver of the 90 day reduction in probationary pay for employee, Jenny Bennitt, Settlement Deputy Auditor. Motion carried 7-0.**

**ADDITIONAL APPROPRIATIONS**

**PROBATION DEPARTMENT: Don Morrison moved, second by Judy Stone, to approve the additional appropriation request of \$5,000 from General Fund into Urinalysis Supplies. Motion carried 7-0.**

**HIGHWAY (Kolberg-Pugmill Plant): Jon VanVactor moved, second by Judy Stone, to approve the additional appropriation request of \$310,000 from Capital Outlays into Highway Equipment for the Kolberg, Pugmill Plant. Motion carried 7-0.**

**HIGHWAY (7<sup>th</sup> Road Project): Judy Stone moved, second by Jon VanVactor, to approve the additional appropriation request of \$150,000 from Other Services into the 7<sup>TH</sup> Road Project. Motion carried 7-0.**

**HIGHWAY (Other Operating Supplies-Gloves, etc.): Don Morrison moved, second by Jon VanVactor, to approve the additional appropriation request of \$5,000 from Supplies into Other Operating Supplies. Motion carried 7-0.**

**TRANSFER REQUESTS**

**PROBATION:** Jon VanVactor moved, second by Steve Harper, to approve the transfer request of \$2502.55 from Office Supplies into Office Equipment, to pay ANCO invoice numbers 401921-0 & 401611-0 which purchased 3 work tables & filing cabinet. Motion carried 7-0.

**WIC:** Steve Harper moved, second by Jon VanVactor, to approve the transfer request of \$100.00 from Supplies into Printing due to a change in State required forms. Motion carried 7-0.

**AUDITOR:** Judy Stone moved, second by Jon VanVactor, to approve the transfer request of \$1500.00 from Wages-Longevity; \$510.00 into Wages-Deputies and \$990.00 into Wages-Overtime, for payment of Compensatory Time as requested by the Commissioners for Kelly Einsphar and Debbie Palmer due to transfers to another office. Motion carried 7-0.

**MARSHALL CO. SOLID WASTE DISTRICT:** Rex Gilliland moved, second by Judy Stone, to approve the transfer request of \$5,000 from Education into Accounting/Legal Service, to pay legal fees. Motion carried 7-0.

**AUDITOR’S REPORT**

**February 9, 2015 Minutes:** Don Morrison moved, second Bill Githens, to approve the minutes of the February 9, 2015 meeting. Motion carried 7-0.

**COUNCIL ITEMS**

Council discussed budget hearing dates.

**ADJOURNMENT**

Following the day’s regular business, all documents and ordinances were signed, and with no further business to come before the council, **Judy Stone moved, second by Bill Githens, to adjourn the meeting at 10:12 am. Motion carried 7-0.**

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**Rex Gilliland**

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**Jon VanVactor**

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**Judith Stone**

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**Steve Harper**

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**Bill Githens**

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

**MINUTES**  
**MARSHALL COUNTY COUNCIL MEETING**  
**MONDAY, APRIL 13, 2015**

BE IT REMEMBERED: That on Monday, April 13, 2015, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; Rex Gilliland, Judith Stone, Jon VanVactor, Steve Harper and Bill Githens, members; and Julie Fox, Auditor. The meeting was opened with the Pledge to the Flag.

**PUBLIC INPUT**

There was no public comment.

**ELECTION BOARD**

**MICROVOTE/KNOWINK POLL PAD UNITS**

Deb VanDeMark, Clerk and Sean Surrisi, Election Board President, appeared with Steve Shamo, Sales Rep. of MicroVote/Knowink on behalf of the Marshall County Election Board to request funding permission to purchase 18 Poll Pad Units for the election precincts. Ms. VanDeMark submitted a new proposal from Knowink reflecting 18 Poll Pad Units and removing the Network Package for a total quote in the sum of \$35,010. Ms. VanDeMark also submitted a spreadsheet reflecting the precinct polling site inventory indicating the polling site location, registered voters, votes cast, machines used and precinct workers for each site. Steve Shamo demonstrated the poll pad unit to the Council Members and responded to questions presented by council members. Mr. Shamo indicated that software maintenance upgrades are included in the maintenance fee. Council recommends filing for an additional appropriation from Cum Cap.

**PURDUE EXTENSION**

**COMMUNITY WELLNESS COORDINATOR**

Karen Richey, Purdue Extension Director, introduced Sandra Read as the new Community Wellness Coordinator. Purdue Extension funds a nutrition education program which currently provides Federal funding for four of our part-time employees here in Marshall County at no cost to the County. Ms. Read advised the Board that Purdue has received a federal grant to pilot a Community Wellness Coordinator program along with four other Indiana counties: Fulton, DuBois, Vanderburgh and Marion. A health and wellness coalition will be assembled, including Karen Richey, representatives from the Health Department and from segments of the community. The initiatives will vary by County and the Marshall County Health and Wellness Coalition determines what initiatives will be worked on after a health/wellness needs assessment is completed. Ideally the Coalition and needs assessment will be established by the end of the first year and, dependent upon how aggressive the coalition is, the gaps/needs will be addressed in one to two years. Initially, Ms. Read, will be working on a Community Wellness Training Manual for other individuals to follow throughout the State.

**PURDUE EXTENSION**

**PERSONNEL REPLACEMENT**

Karen Richey, Purdue Extension Director, requested permission to replace the Agriculture/ Natural Resources and Health/Human Sciences shared secretarial position which was recently vacated. **Don Morrison moved, second by Rex Gilliland, to approve the request to replace the Agriculture/ Natural Resources and Health/Human Sciences secretarial position. Motion carried 7-0.**

**SUPERIOR COURT II**  
**VIDEO CONFERENCE TECHNOLOGY**

Judge Dean Colvin, Marshall Superior Court II, introduced Amy Pratt, Court Administrator for Superior Court II. Judge Colvin, Marshall Superior Court No. II, also on behalf of Marshall Superior Court No. I, the Marshall County Jail and in conjunction with Commissioner Overmyer, presented a request to upgrade the video conferencing equipment used by the court system and the incarcerating facilities. Judge Colvin indicated that the equipment was purchased several years ago in order to alleviate safety issues and transportation costs. Judge Colvin recommended going with the low quote from ESCO Communications, which included the FTR 8 Channel Upgrade. Council President, Matt Hassel, indicated funding would be discussed during the additional appropriation requests.

**BUILDINGS & GROUNDS**  
**REQUEST PROBATIONARY PAY WAIVER**

Doug Masterson requested a waiver of the 90 day reduction in probationary pay for the new maintenance employee, John Greer, who was recently hired as a part-time employee and is now full-time as of two weeks ago. Mr. Masterson further indicated that he is doing a great job and he would like to reflect that in his pay. Bill Githens indicated that there is currently a policy established regarding probationary pay. **Bill Githens moved, second by Jon VanVactor, to deny the waiver of the 90 day reduction in probationary pay for employee, John Greer. Motion carried 7-0.**

**ADDITIONAL APPROPRIATIONS**

**WEIGHTS & MEASURES:** Bill Githens moved, second by Don Morrison, to approve the additional appropriation request of \$600 into Travel/Mileage for travel to Indianapolis. Motion carried 7-0.

**AUDITOR'S INELIGIBLE DEDUCTION:** Don Morrison moved, second by Steve Harper, to approve the additional appropriation request of \$6,000 into Training. Motion carried 7-0.

**CAGIT SPEC. LEG.** Jon VanVactor moved, second by Judy Stone, to approve the additional appropriation request of \$149,950 into Video Conferencing for Superior Courts I and II. Motion carried 7-0.

**CLERK PERPETUATION:** Judy Stone moved, second by Rex Gilliland, to approve the additional appropriation request of \$21,000 into Microfilming. Motion carried 7-0.

**CUM BRIDGE:** Jon VanVactor moved, second by Bill Githens, to approve the additional appropriation request of \$57,567.56 into Professional Services for re-appropriation of sums as submitted to INDOT for the Seltenright Bridge Claim 3 & 4 and Bridge Inspections in Voucher 1 & 2. Motion carried 7-0.

**HIGHWAY MAINTENANCE AND REPAIR:** Jon VanVactor moved, second by Rex Gilliland, to approve the additional appropriation request of \$25,000 into Overtime. Motion carried 7-0.

**HIGHWAY:** Jon VanVactor moved, second by Rex Gilliland, to approve the additional appropriation request of \$3,500 into Overtime. Motion carried 7-0.

**RAINY DAY:** Bill Githens moved, second by Judy Stone, to approve the additional appropriation request in the sum of \$20,000 into Economic Development for the 2015 Marshall County Economic Development contract. Motion carried 7-0.

**COMMISSIONER OVERMYER**

Commissioner Overmyer addressed the Council regarding the current condition of the county roads and funding. Indicating that attempts to stress the importance of a lack of county

highway road funding has been made to the legislatures by the Commissioners Association, INDOT (Indiana Department of Transportation), AIC (Association of Indiana Counties) and LTAP (Local Technical Assistance Program). Commissioner Overmyer further indicated that the State is not going to provide us funding until the County exhausts all of the county resources available in order to generate additional county funding. Commissioner Overmyer suggested a joint Commissioner/Council meeting take place to review a presentation by LTAP of Indiana's Local Option Highway User Tax (LOHUT) for possible implementation in Marshall County. Commissioner Griewank suggested Council members ride with the Highway Drivers to view the roads. Safety issues regarding the condition of the roads were discussed.

#### **TRANSFER REQUESTS**

**TREASURER: Judy Stone moved, second by Don Morrison, to approve the transfer request of \$100.00 from Printing and Advertising into Office Equipment for purchase of a new calculator. Motion carried 7-0.**

**TREASURER: Jon VanVactor moved, second by Don Morrison, to approve the transfer request of \$1,100.00 from Wages-Clerical into Training, to pay Harris Financial and MVP Tax Systems. Motion carried 7-0.**

#### **AUDITOR'S REPORT**

**March 9, 2015 Minutes: Rex Gilliland moved, second Bill Githens, to approve the minutes of the March 9, 2015 meeting. Motion carried 7-0.**

#### **COUNCIL ITEMS**

Council President, Matt Hassel, indicated that a meeting should be scheduled for a work session with the Commissioners. Council Hassel further requested the Highway Department to provide a road project plan indicating what could be done with the additional funding. Laurie Baker indicated that a current breakdown of the funds could be provided.

#### **ADJOURNMENT**

Following the day's regular business, all documents and ordinances were signed, and with no further business to come before the council, **Rex Gilliland moved, second by Judy Stone, to adjourn the meeting at 10:31 am. Motion carried 7-0.**

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**Rex Gilliland**

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**Jon VanVactor**

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**Judith Stone**

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**Steve Harper**

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**Bill Githens**

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

**MINUTES**  
**MARSHALL COUNTY COUNCIL MEETING**  
**MONDAY, MAY 11, 2015**

BE IT REMEMBERED: That on Monday, May 11, 2015, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; Rex Gilliland, Judith Stone, Jon VanVactor, Steve Harper and Bill Githens, members; and Julie Fox, Auditor. The meeting was opened with the Pledge to the Flag.

**PUBLIC INPUT**

Stan Klotz, 1800 Dogwood Road, Bremen, presented comments regarding implementation of the LOHUT Wheel Tax stating that individuals are under the assumption that if the wheel tax is implemented it is a guarantee that the roads will get fixed. Mr. Klotz questioned if anyone had identified how we got into this mess; what kind of oversight will there be in the future; will the money be diverted to any other projects if implementation of this tax occurs; can anyone guarantee that the funds are not already available? Mr. Klotz indicated that if this tax is passed, oversight is needed and suggests there be a three year sunset with an automatic two year renewal review. Mr. Klotz believes this is a three to five year project and it is important for the County to get it right.

Tim Harmon, State Representative, indicated that there are concerns regarding funding mechanisms and the total amount of funding available to the Counties. There is no doubt that the roads are in poor shape. There are reports that the State is not offering a whole lot of money. According to the DLGF (Department of Local Government Finance) website in 2011 the combined Highway & Local Road and Street Funding totaled 2.2 million dollars and today it is 5.1 million. In 2013, the General Assembly made a commitment and came through to increase local road funding by one-third. Funding in 2013 was 3.7 million compared to 4.7 million in 2014. House Speaker Bosma has indicated that he wants to make 2016 and 2017 legislative years for infrastructure road funding. Mr. Harmon indicated that he is not advocating for or against the wheel tax, but wanted to present the numbers and his perspective.

Lisa Hibner of Plymouth came to speak in opposition to the highway road tax. Ms. Hibner indicated that Senator Mishler surveyed his constituents asking, "Do you support allowing the gas tax rate to change with inflation each year to maintain funding for road projects?" Fifty-seven percent of tax payers said, "No". Taxpayers are demanding that government officials, at all levels, have a long term plan, find efficiencies, prioritize spending, live within their budget and not raise taxes. It has been said that the county does not have enough money to properly maintain roads because gas tax revenues are decreasing. The county revenues do not back up this claim. In 2014, the County received 3.8 million in gas tax, up from 2.8 million in 2011, an increase of one million, which is well above the inflation rate of 8.4%. These numbers came from Gateway. Using the numbers from DLGF, it shows an increase of nearly two million dollars or 58 percent since 2011. The 2015 budget for the Highway & Local Roads and Streets is five million dollars of which 1.5 million is for repair and maintenance supplies; \$200,000 is for 7<sup>th</sup> Road; and \$424,000 is budgeted for the Cum Cap Development Fund, which could be added to the road maintenance in the future. Ms. Hibner applauds the Highway Department for the improvements they have made. Ms. Hibner indicated that with prioritized road maintenance and spending we should have funding without raising taxes and it may be in the best interest for the County to wait until the State develops their plan prior to the County raising taxes.



### PERSONNEL COMMITTEE

Tori Stull, Human Resources Administrator, appeared on behalf of the Personnel Committee, also present were Ward Byers and Karen Richey, to request approval for the following job descriptions:

Court Services: Community Corrections Officer and Substance Abuse Counselor. **Jon VanVector moved, Don Morrison, seconded the motion to approve both, Community Corrections Officer and Substance Abuse Counselor, Part-time Court Services job descriptions. Motion carried 7-0.**

Extension Office: 4-H Youth Development Program Assistant, Secretary/Support Staff and Secretary/Office Manager. **Don Morrison moved Rex Gilliland, seconded the motion to approve the Extension Office 4-H Youth Development Program Assistant, Secretary/Support Staff and Secretary/Office Manager job descriptions. Motion carried 7-0.**

Soil & Water: Office Administrator/Bookkeeper. **Steve Harper moved Jon VanVector, seconded the motion to approve the Soil & Water Office Administrator/Bookkeeper job description. Motion carried 7-0.**

### ABATEMENT REQUEST

Headsight, Inc. files Compliance with Statement of Benefits Personal Property, Form CF-1: Personal Property to request abatement for the property located at 4845 3B Road, Bremen. **Steve Harper moved Judy Stone, seconded the motion to approve the Headsight, Inc. abatement. Motion carried 7-0.**

Gramm Holding Company, LLC files Compliance with Statement of Benefits Real Estate Improvements, Form CF-1: Real Property to request abatement for the property located at 4845 3B Road, Bremen. **Steve Harper moved Judy Stone, seconded the motion to approve the Gramm Holding Company, LLC abatement. Motion carried 7-0.**

Indiana Tool & Manufacturing Co., Inc. files Compliance with Statement of Benefits Personal Property, Form CF-1: Personal Property to request abatement for the property located at 6100 N. Michigan Street, Plymouth. **Rex Gilliland moved Judy Stone, seconded the motion to approve the Indiana Tool & Manufacturing Co., Inc. abatement. Motion carried 7-0.**

### CLERK

#### PERSONNEL REPLACEMENT

Deb VanDeMark, Clerk, requested permission to replace a vacant Deputy Clerk position. **Jon VanVector moved, second by Judy Stone, to approve the request to replace the Deputy Clerk position. Motion carried 7-0.**

### LOHUT WHEEL TAX

#### STEPHANIE THOMAS

Stephanie Thomas presented her opinions, concerns and suggestions regarding the wheel tax and the county's consideration of Indiana's Local Option Highway User Tax (LOHUT). Indicating the roads have deteriorated since moving to the area seven years ago and believes the foundations of the roads have not been properly maintained and frost bans may need to be

considered. Ms. Thomas expressed her frustration that the tax is selective and excludes farm equipment and Amish buggies and places an additional hardship on taxpayers. Ms. Thomas commented that it is poor planning to see a dirt road connecting the brand new 7<sup>th</sup> Road off-ramp and further questioned how 7<sup>th</sup> Road would be maintained. Ms. Thomas requested a common sense plan for future road repair and suggests a road study be completed.

#### **SHERIFF**

#### **PERSONNEL REPLACEMENT**

Tom Chamberlin, Sheriff, requested permission to replace a Dispatch/Jailer position which was recently vacated. **Judy Stone moved, second by Jon VanVector, to approve the request to replace the Dispatch/Jailer position. Motion carried 7-0.**

#### **ADDITIONAL APPROPRIATIONS**

**CUM CAP DEVELOPMENT: Rex Gilliland moved, second by Steve Harper, to approve the additional appropriation request of \$35,010.00 into Voting Machines. Motion carried 7-0.**

**SOIL & WATER: Bill Githens moved, second by Rex Gilliland, to approve the additional appropriation request of \$118.00 into Wages-Clerical and to approve the additional appropriation request of \$2,840.00 into Wages-Secretaries. Motion carried 7-0.**

#### **TRANSFER REQUESTS**

**MARSHALL COUNTY SOLID WASTE: Jon VanVector moved, second by Steve Harper, to approve the transfer request of \$26,182.34 from Education Coordinator into Hazardous Materials Specialist. Motion carried 7-0.**

**MARSHALL COUNTY SOLID WASTE: Jon VanVector moved, second by Rex Gilliland, to approve the transfer request of \$5,300 from Personal Liabilities into Longevity, Comp/Overtime. Motion carried 7-0.**

#### **SOLID WASTE**

Marianne Peters came before the Board to introduce herself as the new Director of the Marshall County Solid Waste. Ms. Peters indicated the hours and additional information may be found on their website.

#### **AUDITOR'S REPORT**

**April 13, 2015 Minutes: Don Morrison moved, second by Steve Harper, to approve the minutes of the April 13, 2015 meeting. Motion carried 7-0.**

#### **EXTENSION OFFICE**

#### **COPIER REPLACEMENT**

Karen Richey, Purdue Extension Director, requested an additional appropriation to replace a black and white copier purchased in 2009. It would cost \$3,800 to repair the machine and add a saddle stitch finisher. Three estimates have been received, an off-lease machine cost \$4,900 and two new machines at a cost of \$12,956 and \$16,213. Discussion was held for replacement of the black and white printer and color printer with one color printer; and cost estimates to have a vendor print materials. Council requested additional information to be presented at a future meeting.

**HEALTH DEPARTMENT - WIC**  
**FULL-TIME POSITION REQUEST**

Annette Osborn and Wesley Burden, Health Department, request permission to make the Competent Professional Authority a full-time position, indicating the job description has not changed nor the rate of pay. The change will take effect October 1, 2015 and the grant will fund all of the costs. **Rex Gilliland moved, second by Judy Stone, to change the Competent Professional Authority to a full-time position as long as the grant supports it and no general fund money is used to become effective October 1, 2015. Motion carried 7-0.**

**HEALTH DEPARTMENT**  
**PERSONNEL REPLACEMENT – ADDITIONAL REQUEST**

Wesley Burden, Health Department, notified the Board that the County nurse has submitted her intention to retire effective August 1<sup>st</sup>. Mr. Burden indicated that he will be requesting an additional appropriation/transfer in order to hire a replacement to allow time for training prior to August 1<sup>st</sup>. **Steve Harper moved, second by Rex Gilliland, to allow the Health Department permission to fill the position. Motion carried 7-0.**

Council recessed at 10:16 a.m. and reconvened at 10:25 a.m.

**MARSHALL COUNTY COMMISSIONERS/HIGHWAY DEPARTMENT**  
**MC HIGHWAY ROAD PLAN AND LOHUT RECOMMENDATION**

Kevin Overmyer, President of the Marshall County Commissioners presented a letter of support from, the Town of Culver and indicated that the Town of Bourbon will be holding a meeting this week and will address the issue.

Jason Peters, Highway Supervisor, presented the Marshall County LOHUT (Local Option Highway User Tax) Presentation. The total road Highway Dept. budget for 2015 is \$850,000 plus \$350,000 of the relinquished money received, for a total budget of \$1,200,000. Estimating the implementation of LOHUT in the sum of \$850,000 would provide 25 miles of chip and seal, at a cost of \$300,000; 10 miles of paving with millings, at a cost of \$450,000; leaving \$100,000 for other road repair projects. Mr. Peters explained the current plan for improvements, outlining the length of time to complete all of the county mileage, along with an ideal future program with LOHUT funding. There are currently 60 to 70 miles of road that need to be ground.

Laurie Baker, Administrative Supervisor, presented a cost comparison from 2003 to 2014 showing a percentage of increase in costs. The 2003 Budget was \$1,306,906 and 2014 Budget was \$1,580,000, an increase of \$273,094. Ms. Baker's concern is the revenue between 2003 and 2014. The Highway Department is currently operating on Relinquishment money and receives \$40,000 per month for Local Roads and Streets. The Highway Department is funded through Excise Tax/Motor Vehicle. Ms. Baker shared two letters dated April 6<sup>th</sup> and April 23<sup>rd</sup> received from the Lake of the Woods Property Owner Association and a Marshall County resident both indicating their concern over the poor condition of the roads.

Mr. Peters further indicated that the roads are in a deteriorated condition and they need to be paved rather than chip and seal, berming is vital to Marshall County. There are 921 road miles with 72 percent of those miles being paved.

James Turnwald, Executive Director of Michiana Area Council of Governments, submitted a summation: Roads needing repair; Motor Vehicle Highway Fund actual and estimated ending cash balances from 2011-2016; Local Road and Streets actual and estimated ending cash balances from 2011-2016; and the Cum Bridge actual and estimated ending cash balances from 2011-2016 indicating that the expenses are higher than revenue. Mr. Turnwald also submitted information detailing the county mileage, current funding and county bridges. Mr. Turnwald stated that Speaker Bosma indicated that the State would consider road funding in the next legislative session.

Commissioner Griewank indicated July 1<sup>st</sup> is the deadline in order for taxes to be collected beginning January 1<sup>st</sup> of next year. If delayed, taxes will not be collected until 2017. Discussion was held regarding the estimated revenue and the need to see a plan on how the roads will be maintained.

Mike Delp, 1707 S. Michigan Street, Plymouth, Indiana appears, as a member of the Plymouth City Council in support of the Wheel tax.

Council held discussion regarding the LOHUT Wheel Tax reviewing documents, comments submitted by the Marshall County Highway Department, James Turnwald, MACOG representative and public input.

The action died due to lack of motion.

#### **COUNCIL ITEMS**

No additional Council Items were discussed.

#### **ADJOURNMENT**

Following the day's regular business, all documents and ordinances were signed, and with no further business to come before the council, **Bill Githens moved, second by Judy Stone, to adjourn the meeting at 11:28 am. Motion carried 7-0.**

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**Rex Gilliland**

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**Jon VanVactor**

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**Judith Stone**

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**Steve Harper**

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**Bill Githens**

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

**MINUTES**  
**MARSHALL COUNTY COUNCIL MEETING**  
**MONDAY, JUNE 8, 2015**

BE IT REMEMBERED: That on Monday, June 8, 2015, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; Rex Gilliland, Judith Stone, Jon VanVactor, Steve Harper and Bill Githens, members; and Julie Fox, Auditor. The meeting was opened with the Pledge to the Flag.

**PUBLIC INPUT**

Stephanie Thomas questioned what the Council referred to as the “Slush Fund”? Councilman Hassel explained that the State allows the County to keep excess funds in a “Rainy Day Fund” to be used in the event of an emergency; the current fund balance is \$3,498,000.

Ms. Thomas questioned who she could contact to finish the new black top on the 7<sup>th</sup> Road off-ramp to Plymouth-Goshen Trail. Councilman Hassel stated that it was a joint effort between the County and State and suggested that she contact Senator, Ryan Mishler, Representative, Tim Harmon and the Commissioners.

Ms. Thomas thanked the Highway Department for their work on 7<sup>th</sup> Road and extended appreciation for their hard work to make the County better.

**PLYMOUTH PUBLIC LIBRARY**

Director, Susie Reinholt, submitted a letter of recommendation for Alice Ruiz to be reappointed to the Plymouth Public Library Board of Trustees. **Judy Stone moved, second by Don Morrison, to reappoint Alice Ruiz as a Board Member to the Plymouth Public Library Board of Trustees. Motion carried 7-0.**

**MARSHALL COUNTY ECONOMIC DEVELOPMENT**

Jerry Chavez, Director of the Marshall County Economic Development Corporation, Regina Emberton, President, Michiana Partnership and James Turnwald of MACOG, presented the Regional Cities Initiative and project list, along with An Ordinance Authorizing Marshall County, Indiana to Participate in the Establishment of a Regional Development Authority. The Regional Development Authority (RDA) would consist of Marshall, Elkhart and St. Joseph Counties in order to a fund and develop projects that would attract people and businesses to the region. The deadline for application to the State of Indiana is July 1, 2015. Ms. Emberton indicated that the County Attorney reviewed the Ordinance and that the County would not be obligated for additional funding or liability. **Judy Stone moved, second by Rex Gilliland, to suspend the rules and pass the Ordinance on all three readings. Motion carried 7-0.**

**Judy Stone moved, second by Don Morrison, to approve Ordinance No. 2015-08, Authorizing Marshall County, Indiana to Participate in the Establishment of a Regional Development Authority. Motion carried 7-0.**

**EXTENSION OFFICE**  
**COPIER REPLACEMENT**

Karen Richey, Purdue Extension Director, and Ralph Booker, Plan Commission Director, presented cost estimates for a color copier replacement and vendor printing costs. Three copier estimates have been received: Anco Office Products, Cannon IRC5051, \$7950; U.S. Business Systems, Kyocera Taskalfa 8551Ci, \$17,843; U.S. Business Systems, Kyocera Taskalfa 6551Ci, \$15,989; Office Pro Team, Sharp MX-5141N, \$17,051. Three vendor estimates have been received: printing 1,000 black and white newsletters is \$420 to \$945; and printing 250 colored newsletters is \$281 to \$510. **Bill Githens moved, to approve the purchase the U.S. Business Systems, Kyocera Taskalfa 6551Ci, in the sum of \$15,989. Motion died for a lack of second.**

**Judy Stone moved, second by Rex Gilliland, to approve the purchase of the Anco Office Products, Cannon IRC5051 in the sum of \$7,950, without a maintenance agreement. Motion carried 6-1.**

**PERSONNEL COMMITTEE**

Ordinance No. 2015-07(b) Amending the County of Marshall, Indiana Personnel Policies Handbook was presented outlining the following changes:

- 1) If an employee transfers from one County Department to another County Department, the employee will be paid all of the employee's compensatory time with the transfer period. No carry-over of compensatory time for an employee transferring from one department to another department.
- 2) If an employee is transferring from one Department to another Department, the employee's unused vacation time can be carried over to his or her employment with the new Department and in such case, the Department Head will notify the payroll deputy in writing to carry over unused vacation time.
- 3) In addition, smoking E-cigarettes shall be prohibited on all Marshall County properties. The prohibition from smoking in all County buildings applies to all tobacco and vapor products in all County buildings and County vehicles.
- 4) Removing and deleting the previous amendment that required department heads and elected officials to obtain Commissioner and Council approval for filling vacancies.

President Hassel expressed his opposition to removing the requirement for Department Heads or Elected Officials to seek approval for filling vacant positions. Council tabled the matter and requested individual ordinances for voting purposes.

Council recessed at 10:09 a.m. and reconvened at 10:18 a.m.

**COMMISSIONERS**

Commissioner Overmyer presented the Marshall County Highway 2015 Road Program, as adopted by the Marshall County Board of Commissioners, and the 10 Year 2016 Road Plan. Commissioner Overmyer explained that MACOG is assessing the roads using a nationally accepted Paser Rating; allowing local officials to evaluate whether annual road budgets are adequate to maintain or improve current road conditions and select the most cost-effective strategies and priorities for annual projects. Currently the Highway Fund has \$1,284,000. In response to Ms. Thomas concerns regarding 7<sup>th</sup> Road, Commissioner Overmyer stated that there is not enough money to complete the road without an additional appropriation or State funding.

Commissioner Overmyer stressed that 7<sup>th</sup> Road was a community need and there were 3,500 letters from Marshall County residents to Congressman Chocoma addressing the need for the 7<sup>th</sup> Road overpass.

Jason Peters, Highway Supervisor, attended the IACC conference in Indianapolis, indicating that the State will not be releasing any money to the counties for local roads until the counties have implemented the tools available for use.

### **ADDITIONAL APPROPRIATIONS**

#### **GENERAL FUND REQUESTS:**

**COMMISSIONERS:** Judy Stone moved, second by Rex Gilliland, to approve the additional appropriation request of \$4,500.00 into Vehicle Maintenance Supplies. Motion carried 7-0.

**WEIGHTS & MEASURES:** Rex Gilliland moved, second by Judy Stone, to approve the additional appropriation request of \$2,995.00 into Vehicle Purchase and \$500.00 into Vehicle Repair. Motion carried 7-0.

**HEALTH DEPARTMENT:** Don Morrison moved, second by Steve Harper, to approve the additional appropriation request of \$2,000.00 into Nurse Sanitation Assistant, Part-time and \$153.00 into Social Security. Motion carried 7-0.

### **TRANSFER REQUESTS**

**COURT SERVICES:** Judy Stone moved, second by Jon VanVactor, to approve the transfer request of \$15,000 from Professional Services into Part-Time Community Corrections Officer; \$3,000.00 from Professional Services into Substance Abuse Educator; \$3,000.00 from Professional Services into Social Security. Motion carried 7-0.

**PROSECUTOR:** Jon VanVactor moved, second by Steve Harper, to approve the transfer request of \$134.50 from Wages-Overtime into Law Clerk. Motion carried 7-0.

**CLERK:** Steve Harper moved, second Jon VanVactor, to approve the transfer request of \$488.00 from Repair Furniture and Equipment into Computer Equipment. Motion carried 7-0.

**ELECTION BOARD:** Steve Harper moved, second by Jon VanVactor, to approve the transfer request of \$40.00 from Election Poll Worker into Employer Poll Worker. Motion carried 7-0.

**CLERK:** Judy Stone moved, second Jon VanVactor, to approve the transfer request of \$1,500.00 from Repair Furniture and Equipment into Security System. Motion carried 7-0.

**RECORDER:** Don Morrison moved, second by Rex Gilliland, to approve the transfer request of \$1,000.00 from Equipment Maintenance into Office Furniture. Motion carried 7-0.

**TREASURER:** Jon VanVactor moved, second by Judy Stone, to approve the transfer request of \$1,589.00 from Postage into Wages-Clerical. Motion carried 7-0.

**CUM BRIDGE:** Jon VanVactor moved, second by Rex Gilliland, to approve the transfer request of \$257.25 from Debris Removal into Drainage Projects. Motion carried 7-0.

**WIC:** Don Morrison moved, second by Jon VanVactor, to approve the transfer request of \$500.00 from Travel into Wages-Clerk. Motion carried 7-0.

**COMMISSIONERS:** Judy Stone moved, second Don Morrison, to approve the transfer request of \$7,000.00 from Office Machines into Vehicle Maintenance Supplies. Motion carried 7-0.

**MC SOLID WASTE:** Jon VanVactor moved, second Don Morrison, to approve the transfer request of \$3,000.00 from Director into Other Wages. Motion carried 7-0.

## **AUDITOR'S REPORT**

**May 11, 2015: Rex Gilliland moved, second by Don Morrison, to approve the minutes of the May 11, 2015 meeting. Motion carried 7-0.**

**Salary Ordinance-Court Services: Julie Fox presented a Salary Ordinance for the two part-time Court Services positions of Community Corrections Officer at \$555.55 bi-weekly, \$15,000.00 annually and Substance Abuse Instructor at \$25.00 per hour. **Jon VanVactor moved, second by Judy Stone, to approve the Salary Ordinance for Court Services Community Corrections Officer and Substance Abuse Instructor. Motion carried 7-0.****

## **COUNCIL ITEMS**

**2016 Salary Recommendations:** The Auditor advised that 2016 budget forms are being prepared and requested a recommendation from Council for proposed pay increases. Members discussed recommending between 2%, 3% and 4% or a flat rate of \$500, \$750 or \$1,000 and cautioned that the recommendation was not a final commitment to any increase. During the discussion, Council members noted that they want to give an increase, but must consider PERF and insurance premium increases as well. The County's PERF will remain unchanged at 11.2% for 2016, and the Healy Group hopes to have information on the health insurance premium increase by the end of August.

Commissioner Overmyer indicated considerations may need to be made for the lack of sufficient space in the Prosecutor's Office, which may require relocation of another department thereby, increasing costs which may result in a levy increase.

Commissioner Griewank explained that there are 26 vehicles maintained and titled by the County Commissioners. Enterprise is working on providing a cost estimate of a monthly lease agreement for the County, which includes maintenance.

Commissioner Overmyer stated that the County Building is in need of a new roof, at a cost estimate of \$170,000; the air conditioning unit may need replaced; budget placement of the Fuel bill may need to be considered.

**Jon VanVactor moved, seconded by Judy Stone, to recommend Department Heads use a flat \$200.00 wage increase for full-time employees for budgeting purposes. Motion carried 7-0.**

Council briefly discussed the possibility of using Rainy Day funds in place of LOHUT to help fund the Highway.



**ADJOURNMENT**

Following the day's regular business, all documents and ordinances were signed, and with no further business to come before the council, **Jon VanVactor moved, second by Don Morrison, to adjourn the meeting at 11:21 am. Motion carried 7-0.**

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**Rex Gilliland**

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**Jon VanVactor**

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**Judith Stone**

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**Steve Harper**

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**Bill Githens**

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

**MINUTES**  
**MARSHALL COUNTY COUNCIL MEETING**  
**MONDAY, JULY 13, 2015**

BE IT REMEMBERED: That on Monday, July 13, 2015, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; Rex Gilliland, Judith Stone, Jon VanVactor, Steve Harper and Bill Githens, members; and Julie Fox, Auditor. The meeting was opened with the Pledge to the Flag.

**PUBLIC INPUT**

There was no public comment.

**SHERIFF-COMMISSARY FUND EXPENDITURES**

Captain Dan Butt presented the County Sheriff's Report of Receipts and Disbursements of the Commissary Fund for the period January 1, 2015 to June 30, 2015.

**SHERIFF-PERSONNEL REPLACEMENT**

Captain, Dan Butt, on behalf of Sheriff Chamberlin, requested permission to hire two Turnkey /Dispatch replacements for positions that are recently vacant. A third position will be coming up in September as Gene Painton has chosen to retire. **Rex Gilliland moved, second by Judy Stone, to approve the request to replace the two Turnkey/Dispatch positions. Motion carried 7-0.**

**MARSHALL COUNTY ECONOMIC DEVELOPMENT**

Jerry Chavez, Director of the Marshall County Economic Development Corporation commented on the Regional Cities Initiative and the RDA (Regional Development Authority) partnership. Mr. John DeSalle was appointed as Marshall County's representative to that Board. Mr. Chavez thanked the Council, Commissioners and Mayor, Mark Senter. Mr. Chavez also thanked the Marshall County Community Foundation for their support of \$10,000 and Fourth Economy for the research on the project. Mr. Chavez submitted the Marshall County Economic Development Corporation Annual Report 2014 for the Boards review.

**TAX ABATEMENT REQUEST - FAULKNER FABRICATING, INC.**

Jerry Chavez, Director of the Marshall County Economic Development Corporation and Jerry Faulkner, owner of Faulkner Fabricating, appeared before the Board requesting tax abatement. The expansion represents in real property the sum of \$925,000, personal property of \$600,000 for a total of approximately 1.5 million. It is expected five new full time jobs will be created.

Jerry Faulkner, Founder-owner of Faulkner Fabricating, Inc., indicated that the company was founded and incorporated in 1990. The company started out welding and farm repairs, sand blasting and painting, which lead into other fabrication jobs. Found the niche in the rack industry, making racks for the automotive industry, window industry and vinyl excursions and so forth and competed over the years with the Canadian dollar, shipping racks all over the United States and beyond. The business was self-funded in a 1600 square foot building east of Bourbon, moved to the I&M Property several years ago and have outgrown that building. We are looking to add an additional 35,000 square feet, going from 80,000 to over 100,000 square feet which includes the building on the other side of Elm Road, it is required at this time because we are

competing with multiple jobs that are larger and the square footage is required. In 2008, we had to diversify due to the economy and have grown since then. We are looking at another half a million dollars worth of equipment, so at this point we are asking for the council to consider a ten year tax abatement for the cause. The cost of the addition is \$925,000 and I look for that to increase, because typically things do not come in under budget. We are hoping to put more people to work, better service our clients and grow the business.

James Clevenger indicated that Mr. Faulkner would like to proceed with the addition as soon as possible and that a resolution declaring the real estate an economic revitalization area is needed to be established by Council prior to proceeding.

Mr. Faulkner indicated that no contract agreements had been signed, but they would like to get started within the next couple of weeks.

**Bill Githens moved, Judy Stone, seconded the motion to declare the real estate as an economic revitalization area. Motion carried 7-0.**

**Judy Stone moved, second by Bill Githens, to approve the abatement request on 1<sup>st</sup> reading. Motion carried 7-0.**

Council set the public hearing regarding the Faulkner Fabricating, Inc. abatement request and ordinance for Monday, August 3, 2015 at 6:30 p.m.

#### **HIGHWAY DEPARTMENT**

Jason Peters, Highway Supervisor, updated Council regarding the pugmill machine and the materials used to date. The Highway Department has used about 3,200 ton of cold patch this year already. Going to central paving through Phend and Brown to buy that material would be equivalent of about \$272,000; Phend and Brown would be about \$230,000 worth of material; because of the pugmill we have about \$150,000 worth in savings. Approximately 4,000 ton of pug used for paving has been run; at \$47.00 per ton that is about \$188,000; if we were running hot mill at \$54.00 per ton that would equal \$216,000; a difference of \$28,000. Millings of 5,600 ton have been used at \$25.00 per ton equaling \$140,000; split into 2,800 for patch and 2,800 for paving; patch savings equaled \$131,600 and paving hot mix savings equaled \$81,000. Basically, if we were using patch and hot mix right now we would be close to \$800,000 in cost that we would have already used, but what we've done this year with the pug mill we've cut costs of approximately \$478,000 in those two materials. We have had to use quite a bit of sand, limestone and gravel at a cost of close to \$590,000 so far. The weather has been hard to plan and complete anything, but we are working on it and are waiting for the weather to break. Mr. Peters has concerns regarding the results of the Paser testing that is going on, explaining that over the next two years that if some type of repair on these roads is not started he foresees these roads that are scored as 3's and 4's to continue to deteriorate.

Ms. Baker indicated some of the additional requests are re-appropriating money that has been spent, such as the gas and 7<sup>th</sup> Road. Most of the reimbursements are current within the last couple of months.

### CLERK

Debbie VanDemark, Clerk, requested permission to hire a replacement of a Deputy Clerk position that was recently vacated by Debbie Palmer, who took a position in another office. **Judy Stone moved, second by Bill Githens, to approve the request to replace the Deputy Clerk position. Motion carried 7-0.**

### PROSECUTOR

Nelson Chipman, Prosecuting Attorney, requested permission to hire a replacement of a Victim Assistance Investigator position that will be vacated by Tracy Holloway, a 12 year county employee who is moving, effective this coming Friday. **Steve Harper moved, second by Don Morrison, to approve the request to replace the Victim Assistance position. Motion carried 7-0.**

### PERSONNEL COMMITTEE

Councilmember, Judy Stone, on behalf of the Personnel Committee, presented Ordinance 2015-08(b); 2015-09(b); 2015-10(b) and 2015-11(b), which were approved by the Board of Commissioners on June 15, 2015 to update the County Personnel Policies Handbook as recommended by the Personnel Committee. Following are the proposed Ordinances:

Ordinance 2015-08(b) amends Ordinance 2015-07(a): Section 3.16.1 Compensatory Time is hereby amended to add the following section:

If an employee transfers from one County Department to another County Department, the employee will be paid all of the employee's compensatory time with the transfer. No compensatory time shall be carried over from one Department to another Department.

Councilmember, Steve Harper, voiced concerns regarding the personal service fund lines that the funds would be taken from in order to honor this request. Indicating that those fund lines are generally pretty tight, which would mean that we would be looking at additional funds needed in order to cover the cost of implementing this ordinance, especially when there is more than one that transfers. Councilmember Stone responding that would be on either the department they were leaving or the department they were moving to. Councilmember Harper indicated that the department that they are going to would have control over spreading it out, where the department they are leaving will not have control. Councilmember Stone voiced concerns that if they are leaving a department where they make \$14.00 per hour and they are going to a department where they make \$16.00 per hour, shouldn't they be paid at \$14.00 per hour? Councilmember Harper indicated that they are working for the time, it would still be the same, it is time off it is not wages. Councilmember Stone indicated the Personnel Committee discussed that and I see your point, but the Personnel Committee thought that this was the best way to handle it. Councilmember Harper indicated that a second concern is that it actually ends up costing the taxpayer more dollars because the employee ends up accumulating more time; they had 40 hours comp-time paid out and they are cleared to do another 40 hours. Councilmember Hassel indicated that he could see both ways, but that less cost would be incurred if we allowed the comp-time to transfer, it is county time, but then you get the problem of it is at a different rate. Councilmember Harper indicated we are expanding the policy by implementing this policy. Councilmember Hassel indicated that we should possibly consider eliminating comp-time. **Judy Stone moved, second by Jon VanVactor, to approve Ordinance 2015-08(b) which amends Ordinance 2015-07(a): Section 3.16.1 Compensatory Time is hereby amended. Motion Carried 6-1-0, Councilmember Harper voting nay.**

Ordinance 2015-09(b) Section 4.1 Vacation Benefits the following paragraph in Section 4.1 should be modified as follows:

It is the duty of the elected official or department head to make sure that all vacation leave is used each anniversary year. No vacation leave shall be carried over from one anniversary year to another, except in unusual cases as determined and approved by the elected official or department head. If an employee is transferring from one County Department to another County Department, the employee's unused vacation time can be carried over to his or her employment with the new Department. It is the responsibility of the department head to notify the Auditor's payroll deputy in writing of any carried over unused vacation time.

**Jon VanVactor moved, second by Steve Harper, to approve Ordinance 2015-09(b) Section 4.1 Vacation Benefits is hereby amended. Motion Carried 7-0.**

Ordinance 2015-10(b) Section 5.7 Smoking the following paragraph shall be added to Section 5.7:

In addition, smoking E-cigarettes shall be prohibited on all Marshall County properties. The prohibition from smoking in all County buildings applies to all tobacco and vapor products in all County buildings and all County vehicles.

**Bill Githens moved, second by Judy Stone, to approve Ordinance 2015-10(b) Section 5.7 Smoking is hereby amended. Motion Carried 7-0.**

Ordinance 2015-11(b) Sections 2.1.1 and 2.1.2 Filling a Vacant Position

The County has previously amended the original Employee Handbook by adding Section 2.1.1 and Section 2.1.2 concerning the requirement for Department Heads and/or elected officials to seek approval from the County Council or County Commissioners to replace an employee or to fill a vacancy. Sections 2.1.1 and 2.1.2 are hereby removed and deleted as the County policy effective with the enactment of this amendment.

Councilmember Hassel gave the history of this section, indicating it was not originally in the handbook, but was added as the County ran into financial struggles enacted as a special order by both the Commissioners and Council which at that time Departments had to go through both Commissioners and Council Boards for any replacement. There were several incidents where we did not allow a replacement because we were not going to have money the next year to pay for employees. It was never in the handbook it was just an order. Then, when the handbook was updated it was decided that it was a good procedure to monitor what was going on as good business. It does not say anything that they come before us before they can advertise or before they can post the position. We meet once a month and the Commissioners meet twice a month. The departments can go ahead and get started. They have to advertise for a certain amount of time anyway. I do not see that we are interfering with getting that replacement done and that is my point of it all, I would rather lose someone by attrition than to lay someone off.

Councilmember Gilliland, indicated that if memory serves him right, that came in handy when we had a couple of grant positions. Councilmember Stone indicated the point is well taken; the Personnel Committee believed that you had to wait before you could post that position.

Councilmember Hassel indicated, it states that you have to go before one of the Boards before you fill a position; it does not say you have to wait to advertise or post, it says you need to get permission to replace an employee or fill a vacancy. Councilmember Harper indicated that he

was very much in favor of continuing to have to grant permission, which gives us control of the budgeting process.

**Judy Stone moved to approve Ordinance 2015-11(b) Sections 2.1.1 and 2.1.2, Filling a Vacant Position. Motion died for lack of second.**

#### **ADDITIONAL APPROPRIATIONS**

**WEIGHTS & MEASURES: Don Morrison moved, second by Judy Stone, to approve the additional appropriation request of \$259 into Field Instruments for payment of Pemberton Fabricators, Inc. for replacement of two funnels. Motion carried 7-0.**

**EXTENSION OFFICE: Judy Stone moved, second by Don Morrison, to approve the additional appropriation request of \$8,350 into Office Equipment to replace current 2009 Oce copier with a Canon IRC5051 off lease copier. Motion carried 7-0.**

**MOTOR VEHICLE HIGHWAY: Rex Gilliland moved, second by Judy Stone, to approve the additional appropriation request of \$250,000 into Stone, Gravel, Aggregate and \$250,000 into Bituminous for additional road repair; and \$10,000 into Dust Control due to grinding of roads returned to gravel. Motion carried 7-0.**

**MOTOR VEHICLE HIGHWAY: Judy Stone moved, second by Steve Harper, to approve the additional appropriation request of \$200,000 into Vehicle Maintenance Supplies as re-appropriation and reimbursement for fuel products from county departments and two outside authorized users. Motion carried 7-0.**

**MOTOR VEHICLE HIGHWAY: Judy Stone moved, second by Rex Gilliland, to approve the additional appropriation request of \$100,000 into 7<sup>th</sup> Road Project as re-appropriation from INDOT, Voucher 9, 7<sup>th</sup> Road; Voucher 1, 2, 3 and 4, Wetland Mitigation; and reimbursement from INDOT from rescinded change orders 6 and 7. Motion carried 7-0.**

**WIC (Women, Infants, and Children): Rex Gilliland moved, second by Bill Githens, to approve the additional appropriation request of \$3,627 into Wages-Nurse; \$1718 into Group Health Insurance; \$19 into Group Life Insurance; and \$901 into PERF, for CPA, Evelyn Shields, becoming full time October 1<sup>st</sup>. Motion carried 7-0.**

#### **TRANSFER REQUESTS**

**TREASURER: Judy Stone moved, second by Don Morrison, to approve the transfer request of \$50 from Office Supplies into Equipment Maintenance Contract for Pay increased 2015 maintenance contract. Motion carried 7-0.**

**CUM BRIDGE: Judy Stone moved, second by Don Morrison, to approve the transfer request of \$20,000 from Culverts/Tile/Sewer Pipe into Drainage Projects to pay for existing and future drainage projects. Motion carried 7-0.**

**CUM BRIDGE: Bill Githens moved, second by Rex Gilliland, to approve the transfer request of \$20,000 from Bridge Construction, \$105,000 from Hickory Bridge #81, \$25,000 from Apple Road Bridge for a total of \$150,000 into 7<sup>th</sup> Road Construction. Motion carried 7-0.**

**CLERK: Bill Githens moved, second Rex Gilliland, to approve the transfer request of \$299 from Publications into Clerk Equipment Maintenance to cover repairs. Motion carried 7-0.**

**AUDITOR: Judy Stone moved, second by Rex Gilliland, to approve the transfer request of \$200 from Printed Forms into Dues and Subscriptions for HR & Law Seminars and Progressive Business-Payroll Subscription. Motion carried 6-0-1, Steve Harper abstained.**

**CORONER: Bill Githens moved, second Steve Harper, to approve the transfer request of \$1,600 from Radiology and \$600 from Toxicology, into Autopsy Expense to pay claims for Central Forensic Associates LLC. Motion carried 7-0.**

**VETERANS SERVICES: Jon VanVactor moved, second by Don Morrison, to approve the transfer request of \$115 from Training into Travel/Mileage. Motion carried 7-0.**

**COMMISSIONERS: Judy Stone moved, second by Bill Githens, to approve the transfer request of \$10,415 from Professional Services into Repair Furniture and Equipment for meeting room audio upgrade. Motion carried 7-0.**

**COMMISSIONERS: Bill Githens moved, second by Don Morrison, to approve the transfer request of \$250 from Physical Exams to Drug Testing. Motion carried 7-0.**

**LEPC: Rex Gilliland moved, second Jon VanVactor, to approve the transfer request of \$20,500 from Training into Data Management for payment to Sam George & Assoc. for a flow study and miscellaneous office supplies. Motion carried 7-0.**

**MOTOR VEHICLE HIGHWAY: Judy Stone moved, second Bill Githens, to approve the transfer request of \$350 from Postage into Travel/Mileage for travel expenses. Motion carried 7-0.**

**MOTOR VEHICLE HIGHWAY: Judy Stone moved, second Bill Githens, to approve the transfer request of \$20,000 from Insurance into Contractual Services to outside vendor for removal of trees in roadway beyond scope of highway equipment and workers, approximately \$2,000 per tree. Motion carried 7-0.**

**MOTOR VEHICLE HIGHWAY: Judy Stone moved, second Bill Githens, to approve the transfer request of \$3,000 from Spray Service into Trash and Recycling to pay for trash service until 12-13-15. Motion carried 7-0.**

#### **AUDITOR'S REPORT**

**June 8, 2015 Minutes: Jon VanVactor moved, second by Steve Harper, to approve the minutes of the June 8, 2015 meeting. Motion carried 7-0.**

Ms. Fox indicated that the assessed values for personal and real property have been rolled over and balanced, the budget is being prepared for review, the DLGF (Department of Local Government Finance) will be meeting with the units this week and a copy of the Departments submitted budgets would be available later in the week.

#### **COUNCIL ITEMS**

Council members discussed the salary increase and due to an error in the salary calculation table requests that the Auditor contact Departments that had submitted a \$200.00 flat salary increase and request those departments submit an amended budget to reflect a 3% pay increase for review purposes.

Councilman Bill Githens indicated that he attended the Annual Association of Indiana Counties (AIC) meeting for County Council members in Shelbyville, Indiana; and that there were 150 Council members from across the State of Indiana in attendance for the information obtained both legislatively and procedurally.

Councilman Bill Githens reminded everyone that the Culver Lake Fest will be going on this weekend and there will be a parade on Saturday at 9:00 or 10:00 a.m.

**ADJOURNMENT**

Following the day's regular business, all documents and ordinances were signed, and with no further business to come before the council, **Bill Githens moved, second by Judy Stone, to adjourn the meeting at 10:27 am. Motion carried 7-0.**

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**Rex Gilliland**

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**Jon VanVactor**

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**Judith Stone**

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**Steve Harper**

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**Bill Githens**

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



**MINUTES**  
**MARSHALL COUNTY COUNCIL MEETING**  
**MONDAY AUGUST 10, 2015**

BE IT REMEMBERED: That on Monday, August 10, 2015 at 9:00 a.m., the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Don Morrison, Vice President; Bill Githens, Rex Gilliland, Steve Harper, Judith Stone and Jon Van Vactor, members; and Julie Fox, Auditor. It is noted on the record that President, Matt Hassel was absent from the meeting. The meeting was opened with the Pledge to the Flag.

**PUBLIC INPUT**

There was no public input.

**EMA – GRANT APPLICATION**

Clyde Avery, Emergency Management Director, submitted a list of 2010-2014 grant projects for materials, equipment and salary reimbursement to the county totaling the sum of \$245,913.86.

Mr. Avery requested permission to apply for additional reimbursement grants for proposed 2015 projects. The first grant is the 2015 Bonus Award grant in the sum of \$5,111, which are funds given to qualifying emergency managing agency for receiving more points than they are required to receive on the IDHS assessment. This grant would be used for ready to eat meals and water for emergency situations. The second grant is the 2015 Competitive grant in the sum of \$14,900, which would establish a Multi-agency Coordination Center for equipment such as tables, chairs, a projector and various other equipment which would be placed at the Marshall County Highway Department for training to better coordinate their response during an emergency disaster. The third grant is the 2015 SHSP grant in the sum of \$34,600.50, to purchase six (6) dual band 800 MHz/VHF Portable Radios to improve communications and to be distributed to various agencies. Council member, Judy Stone questioned whether there was a State mandate to upgrade the frequency of the radios. Mr. Avery responded that there was not a mandate, but that the State does maintain the infrastructure for the 800 system.

**Jon Van Vactor moved, second by Rex Gilliland, to approve the request to apply for the 2015 Bonus Award Grant (\$5,111), the 2015 Competitive Grant (\$14,900) and the 2015 SHSP Grant (\$34,600.50). Motion Granted 6-0.**

Mr. Avery also requested permission to apply for the 2015 EMPG Salary Grant in an approximate sum of \$21,033 which will be available for application in December.

**Jon Van Vactor moved, second by Judy Stone, to approve the request to apply for the 2015 EMPG Salary Grant (\$21,033). Motion Granted 6-0.**

**HIGHWAY DEPARTMENT – PROBATIONARY PAY WAIVER**

Laurie Baker, Administrative Supervisor, requests waiver of the 90 day reduction in pay and retroactive for employee Debbie Palmer, since the employee is not new to the County but transferred from the Clerk's Office to the Highway Department. Council member, Rex Gilliland indicated she has been a long time employee, but he is not in agreement of approving retroactive pay. Council member, Steve Harper suggested that going forward the Council should take a look at this practice closer, indicating that when an employee vacates one position to assume another position means training for each position that is vacant and

requires additional manpower, in addition, they are now required to pay out their compensatory time when leaving a position, which is an additional burden on the taxpayer. **Rex Gilliland moved, second by Jon Van Vactor, to approve the waiver of the 90 day reduction in pay effective this date. Motion Granted 6-0.**

Ms. Baker indicated that the second reimbursement from the State of 1.4 million into the Highway fund had been received this month. There will be one more reimbursement next year.

Jason Peters, Highway Superintendent, explained that they have completed approximately 13 miles of chip and seal and is anticipating working on North Michigan next week. There has been close to 26,000 ton of paving and patching this year.

#### **SHERIFF – PROBATIONARY PAY WAIVER**

Dan Butt, Captain, requests waiver of the 90 day reduction in pay for employee, Christina Miller, who was full-time and changed to part-time to attend nursing school and is now returned to full-time status. **Jon Van Vactor moved, second by Rex Gilliland, to approve the waiver of the 90 day reduction in pay, effective this date. Motion Carried 6-0.**

Captain Butt requested permission to advertise replacement of two turnkey/dispatch positions. **Judy Stone moved, second by Jon Van Vactor, to approve the request to advertise two turnkey/dispatch positions. Motion Carried 6-0.**

#### **CORONER**

Bill Cleavenger, Coroner, informed the Board that additional funding will be needed for autopsy, toxicology and radiology. In 2014 there were 108 cases; some expense for the cases came out of 2015 funds, due to a delay in billing. In March a \$12,000 bill was received for services rendered in 2014. The previous pathologist charged \$3,000 per autopsy. A change in pathologist has occurred and billing is now between \$1,600 and \$1,650 per autopsy. Services for room fees are approximately half of the cost \$300-\$400, but we will need additional appropriations for those line items. Council Member Harper inquired if the budget next year will require adjustment. Mr. Cleavenger indicated that traditionally funds maintained a \$22,000 range and only additional funds were requested when needed. Council Member Githens asked if there were other outstanding autopsy bills. Mr. Cleavenger indicated that another autopsy bill would be forthcoming. Council Member Gilliland inquired as to the sum of the additional for next month. Mr. Cleavenger explained that there would be approximately \$20,000 in additional requests.

#### **TRANSFERS-2015 BUDGET**

**SHERIFF'S DEPARTMENT: Judy Stone moved, second by Jon Van Vactor, to approve the transfer request of \$230.00 from Certified Shares Radar Units and \$3,135.72 from Certified Shares Vehicle Accessories into Certified Shares Video Cam a total of \$3,365.72. Motion carried 6-0.**

#### **AUDITOR'S REPORT**

**July 13, 2015 Minutes: Rex Gilliland moved, second by Judy Stone, to approve the minutes of the July 13, 2015 meeting. Motion carried 6-0.**

**COUNCIL ITEMS**

Council Member Harper inquired as to whether the Council should discuss the advertising for replacement personnel. Council Member Judy Stone, indicating that Council only meets once a month and the waiting period to request replacement of personnel is sometimes lengthy. Council Member Stone suggested giving the President or Vice-President of the Council authority to grant department heads permission to advertise for replacement of employees prior to coming before the Council for formal approval to hire. **Bill Githens moves, second by Judy Stone, to allow the Council President or Vice-President the authority to grant department heads permission to advertise for replacement of employees prior coming before the Council for formal approval to hire. Motion carried 6-0.**

Council Member Gilliland noted for the record that the State of Indiana reduced the State paid mileage rate from \$.44 cents to \$.40 cents per mile, but that the County will continue to follow the established county ordinance.

**ADJOURNMENT**

Following the day's regular business, all documents and ordinances were signed, and with no further business to come before the council, **Judy Stone moved, second by Steve Harper, to adjourn the meeting at 9:36 am. Motion carried 6-0.**

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**Matt Hassel, President**

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**Don Morrison, Vice President**

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**Rex Gilliland**

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**Jon Van Vactor**

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**Judith Stone**

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**Steve Harper**

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**Bill Githens**

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

**MINUTES  
MARSHALL COUNTY COUNCIL MEETING  
AND BUDGET ADOPTION  
MONDAY, SEPTEMBER 14, 2015**

BE IT REMEMBERED: That on Monday, August 18, 2015, the Marshall County Council met in a public meeting at the 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 Matt Hassel, President; Don Morrison, Vice President; Rex Gilliland, Judy Stone, Jon Van Vactor, Steve Harper, Bill Githens 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.

**UNIT BUDGET ADOPTION**

As required by state statute, the Solid Waste Management and Argos Community Schools budgets were submitted to Council for adoption. The Council had previously reviewed the budgets at a public hearing on August 18, 2015.

Solid Waste Management: Marianne Peters was present for the review. **Jon Van Vactor moved, second by Don Morrison, to adopt the 2016 Solid Waste Management budget in the amount of \$317,606, under Ordinance #2015-17. Motion carried 7-0.**

South West Lake Maxinkuckee Conservancy District: Kathy Clark presented the budget in the amount of \$328,008 indicating there is no tax rate; it is based on a fee. **Council accepted the budget as presented.**

Argos Community Schools: Jennifer Lee was present for the review. **Steve Harper moved, second by Judy Stone, to adopt the 2016 Argos Community Schools budget in the amount of \$5,985,473, under Ordinance #2015-16. Motion carried 7-0.**

Jennifer Lee submitted an additional appropriation request for the Debt Service Fund in the amount of \$56,431 for Buildings-Principal and Buildings-Interest and an additional appropriation request for Bus Replacement Fund in the amount of \$31,357. Ms. Lee explained that during the 2015 budget process Argos Community Schools were in the process of applying for a GEO bond and was not able to be budgeted at the time; however, it was levied. **Judy Stone moved, second by Steve Harper, to approve the additional appropriation of \$56,431 into Debt Service Fund and \$31,357 into Bus Replacement Fund. Motion carried 7-0.**

**HOME DETENTION-COMMUNITY CORRECTIONS PROGRAM**

Director, Ward Byers explained that the Judges, Prosecutor and Community Correction Officials would like to transition the Court Services Program into a Community Corrections Program due to the new Level 6 sentencing guidelines which will be fully funded by grants and is an annual contract. This reimbursable grant would support the hiring of a new Case Manager/Field Officer with the understanding that the position would only be funded by approval of grant funding. Funds will be transferred from the 2523 Court Services fund into a newly established community corrections fund, if approved by Council. The only income going into the new fund will be grant funding, all other revenue will continue into Fund 2523-Court Services allowing it to remain healthy. Mr. Byers indicated that the Board of Commissioners have signed Ordinance No. 2015-13(a) Establishing the

Community Corrections Program and will be signing a Letter of Intent as a requirement of the grant and look forward to signing an agreement with the State. Mr. Byers stated that the program will not require any General Fund or taxpayer dollars. Drug & Alcohol Program will be a division of the Community Corrections Program. Mr. Byers requested the support of the Council and approval to create a new fund.

**Jon Van Vactor moved, second by Judy Stone, to allow the creation of a new fund for the Community Corrections Program. Motion carried 7-0.**

#### CLERK

Clerk, Deb VanDeMark presented a Memorandum of Understanding and Request for Participation in the Statewide Case Management System (CMS), also known as Odyssey noting that all three Judges, Commissioners and I.T. are in favor of the change. Marshall County is currently using CSI, which has provided a good system and service; however, the State is encouraging counties to move to their case management system. President Hassel questioned whether additional funding would be required to implement the new case management system. Ms. VanDeMark replied she could not make the promise that no additional funds would be necessary and implementation would probably not happen until late 2016 stating that the CSI annual contract renewal is in November and would request continuing that contract for an additional year. **Rex Gilliland moved, second by Bill Githens, to approve the Memorandum of Understanding. Motion carried 7-0.**

Clerk, Deb VanDeMark, and I.T. Director, Michael Marshall, explained the need for a virtual server and presented a quote from Open Storage Solutions in the amount of \$17,066. Ms. VanDeMark indicated that she would submit an additional appropriation from the Clerk's Records Perpetuation fund for the storage.

#### MAINTENANCE DEPARTMENT

Doug Masterson and Gary Masterson explained the County Building roof is in disrepair and provided an estimate from Morris & Sons Roofing, Inc. in the amount of \$166,340 and indicated it would be completed prior to tax season.

#### ADDITIONAL APPROPRIATIONS

CORONER **Don Morrison moved, second by Bill Githens, to approve the additional appropriation request of \$11,500 into Autopsy Expense; \$4,500 into Toxicology; \$1,500 into Radiology. Motion carried 7-0.**

CAGIT COUNTY CERTIFIED SHARES: **Jon Van Vactor moved, second by Rex Gilliland, to approve the additional appropriation request of \$15,000 into Wages-Overtime. Motion carried 7-0.**

CAGIT COUNTY CERTIFIED SHARES: **Jon Van Vactor moved, second by Judy Stone, to approve the additional appropriation request of \$35,735 into Prisoner Care. Motion carried 7-0.**

MISDEMEANANT-COUNTY CORRECTION: **Rex Gilliland moved, second by Steve Harper, to approve the additional appropriation request of \$5,296.95 into Prisoner Care. Motion carried 7-0.**

HIGHWAY: ADMINISTRATION: **Judy Stone moved, second by Don Morrison, to approve the additional appropriation request of \$1,800 into Wages-Longevity. Motion carried 7-0.**

HIGHWAY: MAINTENANCE & REPAIR: **Rex Gilliland moved, second by Judy Stone, to approve the additional appropriation request of \$600 into Wages-Longevity. Motion carried 7-0.**

COURT SERVICES: **Judy Stone moved, second by Bill Githens, to approve the additional appropriation request of \$35,000 into Monitoring Fees-Adult. Motion carried 7-0.**

### TRANSFER REQUESTS

CORONER: Steve Harper moved, second by Bill Githens, to approve the transfer request of \$1,200 from Wages-Emergency Deputies & Matrons into Office Supplies \$200 and Morgue Supplies \$1,000. Motion carried 7-0.

CIRCUIT COURT: Rex Gilliland moved, second by Bill Githens, to approve the transfer request of \$200 from Wages-Reporter into Wages-Longevity. Motion carried 7-0.

PROBATION: Bill Githens moved, second by Steve Harper, to approve the transfer request of \$1,000 from Wages-Overtime into Wages-Clerical. Motion carried 7-0.

CAGIT COUNTY CERTIFIED SHARES: Bill Githens moved, second by Rex Gilliland, to approve the transfer request of \$1,000 from Wages-Clerical PT, \$1,500 from Body Armor into Wages-Overtime of \$2,495 and into Repair Furniture & Equipment of \$5. Motion carried 7-0.

STATEWIDE 911: Jon Van Vactor moved, second by Rex Gilliland, to approve the transfer request of \$2,000 from Wages-Longevity into Wages-Overtime. Motion carried 7-0.

LAKE ENFORCEMENT DNR: Judy Stone moved, second by Don Morrison, to approve the transfer request of \$4,000 from Wages-Seasonal into Wages-Overtime. Motion carried 7-0.

### AUDITOR'S REPORT

August 3, 2015 minutes: Bill Githens moved, second by Judy Stone, to approve the minutes of the August 3, 2015 meeting. Motion carried 7-0.

August 10, 2015 minutes: Jon Van Vactor moved, second by Steve Harper, to approve the minutes of the August 10, 2015 meeting. Motion carried 7-0.

August 18, 2015 minutes: Don Morrison moved, second by Bill Githens, to approve the minutes of the August 18, 2015 meeting. Motion carried 7-0.

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

Ralph Booker distributed the civil unit budget synopsis grouped by taxing district, including budget and levy information for the schools for a more accurate picture of the county's tax structure. The State Growth Quotient for 2016 budgets is 2.60%, with a County Growth Quotient of 2.40%, and the budgets and levies were shown as a percentage of total. Budgets of schools drawing from multiple taxing units were pro-rated according to the percentage of assessed valuation in each particular unit. The Council reviewed the individual unit budgets and made recommendations. They also reviewed all school budgets, but are not required to make recommendations.

All Bourbon Township Units: Proposed budgets in all of the Bourbon Township units totaled \$8,568,215, above the CGQ at 2.69%, with a combined proposed tax rate of \$3.9875.

- Bourbon Township: Budget of \$213,000 decreased by 5.31%, below the County Growth Quotient. The proposed levy of \$132,401 increased by 22.65%. **Rex Gilliland moved, second by Judy Stone, to favorably recommend the 2016 Bourbon Township Budget. Motion carried 7-0.**
- Bourbon Public Library: Budget of \$215,768 increased by 2.60%, above the County Growth Quotient. The proposed levy of \$107,500 increased by 6.69%. **Don Morrison moved, second by Judy Stone, to favorably recommend the 2016 Bourbon Public Library budget. Motion carried 7-0.**

- **Town of Bourbon:** Budget of \$1,355,250 increased 1.44%, below the County Growth Quotient. The proposed levy of \$752,753 increased by 5.35%. **Rex Gilliland moved, second by Steve Harper, to favorably recommend the 2016 Town of Bourbon budget. Motion carried 7-0.**
- **Triton Schools:** Budget of \$9,837,542 increased by 12.03%, above the County Growth Quotient. The proposed levy of \$3,890,203 increased 64.55%. **Judy Stone moved, second by Steve Harper, to favorably recommend the 2016 Triton Schools budget. Motion carried 7-0.**

**All Center Township Units:** Proposed budgets in all of the Center Township units totaled \$38,550,093, a decrease of 7.9075%, with a combined proposed tax rate of \$3.1501.

- **Center Township:** Budget of \$407,753 decreased 43.48%, below the County Growth Quotient. The proposed levy of \$314,917 with no percentage change. **Jon Van Vactor moved, second by Rex Gilliland, to favorably recommend the 2016 Center Township budget. Motion carried 7-0.**
- **Plymouth Public Library:** Budget of \$1,843,510 increased 1.85%, below the County Growth Quotient. The proposed levy of \$1,159,358 increased by 2.99%. **Don Morrison moved, second by Judy Stone, to favorably recommend the 2016 Plymouth Public Library budget. Motion carried 7-0.**
- **City of Plymouth:** Budget of \$12,400,194 increased 9.17%, above the County Growth Quotient. The proposed levy of \$6,220,722 increased 4.25%. **Rex Gilliland moved, second by Bill Githens, to favorably recommend the 2016 City of Plymouth budget. Motion carried 7-0.**
- **Plymouth Community Schools:** Budget of \$35,861,162 increased 0.83%, below the County Growth Quotient. The proposed levy of \$8,720,554 increased by 12.58%. **Steve Harper moved, second by Don Morrison, to favorably recommend the 2016 Plymouth Community Schools budget. Motion carried 7-0.**

**All German Township Units:** Proposed budgets in all of the German Township units totaled \$22,281,266, over the SGQ at 20.187%, with a combined proposed tax rate of \$3.4795.

- **German Township:** Budget of \$535,100 increased 1.66%, below the County Growth Quotient. The proposed levy of \$296,320 increased by 4.43%. **Don Morrison moved, second by Judy Stone, to favorably recommend the 2016 German Township budget. Motion carried 7-0.**
- **Bremen Public Library:** Budget of \$777,910 increased by 2.60%, above the County Growth Quotient. The proposed levy of \$460,600 increased 4.71%. **Judy Stone moved, second by Don Morrison, to favorably recommend the 2016 Bremen Public Library budget. Motion carried 7-0.**
- **Town of Bremen:** Budget of \$7,529,314 increased by 72.41%, above the County Growth Quotient due to an increase in Cumulative Capital Development and Redevelopment. The proposed levy of \$3,521,090 increased 51.18%. **Judy Stone moved, second by Bill Githens, to favorably recommend the 2016 Town of Bremen budget. Motion carried 7-0.**
- **Bremen Community Schools:** Budget of \$13,708,942 increased by 4.08%, above the County Growth Quotient. The proposed levy of \$3,234,595 increased 4.72%. **Steve Harper moved, second by Rex Gilliland, to favorably recommend the 2016 Bremen Community Schools budget. Motion carried 7-0.**

**All Green Township Units:** Proposed budgets in all of the Green Township units totaled \$3,024,886, over the SGQ at 4.94%, with a combined proposed tax rate of \$4.3577.

- **Green Township:** Budget of \$99,527, decreased -0.13%, below the County Growth Quotient. The proposed levy of \$59,921 increased 5.07%. **Bill Githens moved, second by Judy Stone, to favorably recommend the 2016 Green Township budget. Motion carried 7-0.**
- **Argos Public Library:** Budget of \$312,520 increased 2.60%, above the County Growth Quotient. The proposed levy of \$161,798 increased 6.22%. **Don Morrison moved, second by Bill Githens, to favorably recommend the 2016 Argos Public Library budget. Motion carried 7-0.**

- **Town of Argos:** Budget of \$9,564,970 increased 16.38%, above the County Growth Quotient. The proposed levy of \$821,909 increased by 18.06%. **Judy Stone moved, second by Don Morrison, to favorably recommend the 2016 Town of Argos budget. Motion carried 7-0.**
- **Argos Community Schools:** Budget of \$5,985,473 increased 0.91%, above the County Growth Quotient. The proposed levy of \$2,190,652 increased by 37.29%. **Jon Van Vector moved, second by Rex Gilliland, to favorably recommend the 2016 Argos Community Schools budget. Motion carried 7-0.**

**All North Township Units:** Proposed budgets in all of the North Township units totaled \$5,319,150, above the SGQ at 10.423%, with a combined proposed tax rate of \$1.6656.

- **North Township:** Budget of \$301,500 increased 3.97%, above the County Growth Quotient. The proposed levy of \$181,279 increased by 0.12%. **Steve Harper moved, second by Don Morrison, to favorably recommend the 2016 North Township budget. Motion carried 7-0.**
- **Town of LaPaz:** Budget of \$494,984 decreased 17.76% below the County Growth Quotient. The proposed levy of \$117,923 increased by 7.97%. **Jon Van Vector moved, second by Judy Stone, to favorably recommend the 2016 Town of LaPaz budget. Motion carried 7-0.**
- **Union-North United Schools:** Budget of \$11,306,664 increased 45.06%, above the County Growth Quotient. The proposed levy of \$3,235,105 increased by 23.04%. **Judy Stone moved, second by Bill Githens, to favorably recommend the 2016 Union-North United Schools budget. Motion carried 7-0.**

**All Polk Township Units:** Proposed budgets in all of the Polk Township units totaled \$5,917,566, above the SGQ at 7.44%, with a combined proposed tax rate of \$1.386.

- **Polk Township:** Budget of \$296,954 increased 9.19%, above the County Growth Quotient. The proposed levy of \$151,821 decreased by 23.74%. **Steve Harper moved, second by Rex Gilliland to favorably recommend the 2016 Polk Township budget. Motion carried 7-0.**
- **John Glenn Schools:** Budget is \$17,032,127 increased 5.64%, above the County Growth Quotient. The proposed levy of \$4,048,277 increased 8.24%. The Council made no recommendation as this budget is reviewed and recommended by St. Joseph County.

**All Tippecanoe Township Units:** Budgets in all of the Tippecanoe Township units totaled \$3,102,953, above the SGQ at 15.99%, with a combined tax rate of \$1.779.

- **Tippecanoe Township:** Budget of \$151,690 increased by 19.96%, above the County Growth Quotient. The proposed levy of \$106,823 increased 43.51%. **Judy Stone moved, second by Bill Githens, to favorably recommend the 2016 Tippecanoe Township budget. Motion carried 7-0.**
- **Triton Schools:** Budget of \$9,837,542 increased by 12.03%, above the County Growth Quotient. The proposed levy of \$3,890,203 increased 64.55%. No recommendation was made by Council.

**Total Union Township Units:** Budgets in all of the Union Township units totaled \$8,562,369, above the SGQ at 9.615% with a combined proposed tax rate of \$1.75.

- **Union Township:** Budget of \$412,093 increased 19.44%, above the County Growth Quotient. The proposed levy of \$265,643 increased 5.76%. **Rex Gilliland moved, second by Judy Stone, to favorably recommend the 2016 Union Township budget. Motion carried 7-0.**
- **Culver Public Library:** Budget of \$858,446 increased 2.56%, above the County Growth Quotient. The proposed levy of \$576,100 increased 16.08%. **Don Morrison moved, second by Steve Harper, to favorably recommend the 2016 Culver Public Library budget. Motion carried 7-0.**
- **Town of Culver:** Budget of \$2,200,455 increased by 4.94%, above the County Growth Quotient. The proposed levy of \$1,234,972 increased 13.87%. **Steve Harper moved, second by Don Morrison, to favorably recommend the 2016 Town of Culver budget. Motion carried 7-0.**



- **Culver Community Schools:** Budget of \$12,728,437 increased 11.52%, above the County Growth Quotient. The proposed levy of \$5,513,493 increased 35.07%. **Bill Githens moved, second by Jon Van Vactor, to favorably recommend the 2016 Culver Community Schools budget. Motion carried 7-0.**

**All Walnut Township Units:** Budgets in all of the Walnut Township units totaled \$5,062,111, above the SGQ at 5.91%, with a combined proposed tax rate of \$4.3891. (Argos Library, Argos Town and Argos Schools were previously recommended under Green Township.)

- **Walnut Township:** Budget of \$124,500 increased 3.75% above the County Growth Quotient. The proposed levy of \$91,411 increased 5.69%. **Steve Harper moved, second by Judy Stone, to favorably recommend the 2016 Walnut Township Budget. Motion carried 7-0.**

**All West Township Units:** Budgets in all of the West Township units totaled \$12,223,358, below the SGQ at -12.355%, with a combined proposed tax rate of \$3.1364. (City of Plymouth, Plymouth Library and Plymouth Schools were previously recommended under Center Township.)

- **West Township:** Budget of \$298,400 decreased -60.21%, below the County Growth Quotient. The proposed levy of \$243,357 levy decreased -1.99%. **Steve Harper moved, second by Bill Githens, to favorably recommend the 2015 West Township budget. Motion carried 7-0.**

<b>Summary:</b>	Total Township Budgets:	\$ 2,840,517	average decrease -5.116%
	Total Library Budgets	\$ 4,008,154	average increase 2.46%
	Total City and Towns Budgets	\$ 25,275,175	average increase 14.43%
	Total School Budgets	\$106,459,347	average increase 10.86%

Council members expressed concern about possible tax-cap losses in the towns where rates are higher and residents are maximizing tax deductions also noting that the majority of taxes still go to funding the schools. The Council thanked Mr. Booker for preparing and presenting the reviews.

### **BUDGET REVIEW AND DISCUSSIONS**

Council President Hassel stated that the General Fund budget requests total \$9,832,586. The anticipated revenue is \$8,850,512; therefore, there will need to be cut one million dollars from the General Fund budget requests. Prior to the meeting the Auditor was asked to roll back all wages to reflect 2015 rates at 26 pays. Council then conducted their second review of the county budgets and made reductions:

**Commissioners:** Council decided to move the Sheriff and Jail portion of PERF and Employer Social Security to Certified Shares, which will need an additional appropriation at the beginning of 2016. Social Security reduced \$170,440; Employer PERF reduced \$109,805; Office supplies reduced \$500; Maximus reduced \$4,900 and recommends appropriation from the General IV-D fund; Insurance reduced \$207,200; Fuel reduced \$150,000; Marshall County Economic Development Corp. remains unchanged.

**Rainy Day:** Professional Services reduced \$5,000.

**Building Maintenance:** Repair Buildings & Structures reduced \$170,000 roof project completed in 2015.

**CAGIT Special Legislation - Correction Facility:** Wages-Turnkey/Dispatchers PT reduced \$2,000. Council will consider moving Prisoner Care into Certified Shares in the 2017 budget.

**CAGIT County Certified Shares - Sheriff:** Part Time Clerical reduced \$500; Wages-Overtime reduced \$5,000; Wages-Holiday Pay reduced \$5,000; Wages-Security Officers reduced \$3,000.

**CAGIT County Certified Shares - Jail:** Wages-Turnkey/Dispatchers reduced \$5,000; Radio Repair reduced \$10,000.

**Statewide 911:** Due to the decrease in income the Council is concerned that the fund cannot sustain the expenses and suggested that Employer PERF be moved to Certified Shares. Wages-Overtime reduced \$10,000; Wages-Holiday Pay reduced \$2,500; Employer PERF reduced \$46,000.

**Recorder:** Wages-Longevity reduced \$100.

**Prosecutor:** Wages-Deputy Prosecutor B reduced by the amount of the raise and the difference to be paid from the Prosecutor Pre-Trial Diversion fund; Travel & Mileage reduced \$1,000.

**Extension:** Travel/Mileage reduced \$500.

**Bill Githens moved, second by Judy Stone, to adopt following the State of Indiana mileage rate effective January 1, 2016 and if the State changes mid-year the County rate will change. Motion carried 7-0.**

**Plan Commission:** Wages- Clerical reduced \$17,096; Legal Services reduced \$2,000.

**Museum:** Wages-Clerical reduced \$1,313.

**Superior Court No. II:** Wages-Law Clerk reduced \$54,993; Travel/Mileage reduced \$1,000; Office Furniture & Fixtures reduced \$22,200. Administrator, Amy Pratt questioned the reduction in wages. Council President, Matt Hassel reminded everyone that all wages have been reverted back to the 2015 pay scale reflecting 26 pays.

**Probation:** Wages-Probation Officers reduced \$39,441; Vehicle Purchase reduced \$33,560 as it will be part of the Lease Rental Commissioner Agreement.

This concludes the first round of reviews and brings the total general fund budget down to \$8,810,846. The goal was \$8,850,512 in order to give a pay raise additional cuts will need to be made.

**Building Maintenance:** Repair Buildings & Structures reduced an additional \$25,000 making the total reduction \$195,000. An additional appropriation to pay for repairs at the Jail will need to be submitted in 2016 from the CAGIT County Certified Shares –Jail.

**Superior Court No. II:** Office Furniture & Fixtures reduced an additional \$23,000 leaving a balance of \$2,000.

**Commissioner:** Special Project-Bicentennial reduced \$5,000.

### **2016 WAGES**

Council discussed two Department Heads requested an additional salary increases and suggested the Department Heads take their request to the Personnel Committee for a recommendation. Superior Court No. II requested a raise increase for two employees to match the Deputy Clerk position in the Clerk's office; any additional changes need to be taken to the Personnel Committee.

A \$500 pay raise across the board, including all department heads, elected officials and full-time employees, except Probation Officers due to the state mandated rates was recommended. A separate line item is to be created in the Assessor and Re-Assessment funds to reflect the Certification Level.

**Judy Stone moved, second by Steve Harper, for Council not to receive a pay raise. Motion carried 7-0.**

Judy Stone moved, second by Jon Van Vactor, to give a \$500 raise to all full-time employees, elected officials and department heads. Motion carried 7-0.

Jon Van Vactor moved, second by Rex Gilliland, to adjust the pay of Superior Court No. II Court Clerk/Secretary and Assistant Court Clerk to equal the Deputy Clerk pay. Motion carried 7-0.

Judy Stone moved, second by Bill Githens, to move the five Highway Department Truck Driver positions to Heavy Equipment Operators. Motion carried 7-0.

Judy Stone moved, second by Bill Githens, to raise the high end of the part-time employee pay by twenty-five cents per hour. Motion carried 7-0.

**CLOSING COMMENTS**

Members thanked everyone for their preparation and efforts during the budget process. It was suggested that a work-session be scheduled next year prior to the final budget adoption hearing

**ADJOURNMENT**

After the appropriate documents had been signed, and with no further business to come before the Council, **Judy Stone moved, second by Jon Van Vactor, to adjourn the meeting at 12:10 pm. Motion carried 7-0.**

\_\_\_\_\_  
President

\_\_\_\_\_  
Don Morrison, Vice President

\_\_\_\_\_  
Bill Githens

\_\_\_\_\_  
Rex Gilliland

\_\_\_\_\_  
Steve Harper

\_\_\_\_\_  
Judy Stone

\_\_\_\_\_  
Jon Van Vactor

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

**MINUTES  
MARSHALL COUNTY COUNCIL MEETING  
MONDAY, OCTOBER 12, 2015**

BE IT REMEMBERED: That on Monday, October 12, 2015, the Marshall County Council met in a public meeting at the 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 Don Morrison, Vice President; Rex Gilliland, Judy Stone, Jon Van Vactor, Steve Harper, Bill Githens and County Auditor Julie A. Fox. The meeting was opened with the Pledge of Allegiance and the business at hand was heard.

**REORGANIZATION OF THE BOARD**

Don Morrison, Vice-President of the Board stated that reorganization of the Council Board would occur after the caucus of the new Board member who will replace Matt Hassel, the newly elected Marshall County Sheriff. The Board recognized Mr. Hassel for his valuable years of service as a Council member and offered congratulations on his new position as Sheriff.

**PUBLIC INPUT**

There was no public input.

**HEALTH DEPARTMENT - WIC**

Annette Osborne requests waiver of the 90 percent for 90 day reduction in pay for employee, Evelyn Shields, since the employee's position, Competent Professional Authority, has changed from part-time to full-time effective October 5, 2015. **Judy Stone moved, second by Bill Githens, to waive the probationary period, retroactive to October 5, 2015. Motion carried 6-0.**

**ASSESSOR**

Mindy Relos-Penrose explained the transfer request for the newly acquired Xsoft CAMA Software in the amount of \$43,300 within fund 1188-Reassessment.

Ms. Relos-Penrose explained new legislation House Enrollment Act (HEA) 1472, Personal Property Service Fee, effective July 1, 2015, Counties may adopt an ordinance to establish a local service fee up to \$50.00 in order to supplement lost costs of personal property tax. Ms. Relos-Penrose presented a spreadsheet representing all personal property parcels, parcels with acquisition cost under \$20,000 and proposed fees for each taxing district. Council concluded that the revenue created and paid into the county general fund would not justify the additional workload.

Ms. Relos-Penrose explained the Heritage Barn Deduction Application Fee, which are barns no longer used for agricultural or commercial use. The county can enact an ordinance in order to collect a fee of up to \$50 for each application submitted by a home owner. Currently there are 16 applications submitted representing a total assessed value of \$21,600, an estimated tax loss of \$297. Each barn requires site inspection to qualify for a heritage barn deduction. If the ordinance is enacted the revenue would be distributed to each taxing unit for fire and police protection. **Rex Gilliland moved, second by Steve Harper, to deny the implementation of the Personal Property Service Fee and the Heritage Barn Deduction Application Fee. Motion carried 6-0.**

### PERSONNEL COMMITTEE

Tori Stull, Human Resource Administrator, Marlene Mahler, Recorder and Nelson Chipman, Prosecuting Attorney, presented the following position descriptions and salary recommendations: (Prosecutor) Victim Assistance Coordinator at an hourly rate of \$17.48; (Superior Court No. II) Deputy Clerk/Criminal Division, Deputy Clerk/Civil Division; (Recorder) First Deputy at an hourly rate of \$17.20.

**Judy Stone moved, second by Bill Githens, to approve the Recorder, First Deputy position description. Motion carried 6-0.**

**Rex Gilliland moved, second by Bill Githens, to approve the Recorder, First Deputy hourly rate of pay at \$17.20 effective this date. Motion carried 6-0.**

**Judy Stone moved, second by Jon Van Vactor, to approve the Prosecutor, Victim Assistance Coordinator position description. Motion carried 6-0.**

**Judy Stone moved, second by Jon Van Vactor, to approve the Prosecutor, Victim Assistance Coordinator hourly rate of pay at \$17.48 effective this date, stipulating that any new hire would be at 90% for 90 days. Motion carried 6-0.**

**Judy Stone moved, second by Rex Gilliland, to approve the Superior Court No. II, Deputy Clerk/Criminal Division position description. Motion carried 6-0.**

**Judy Stone moved, second by Rex Gilliland, to approve the Superior Court No. II, Deputy Clerk/Civil Division position description. Motion carried 6-0.**

### ADDITIONAL APPROPRIATIONS

**COMMISSIONERS Judy Stone moved, second by Jon Van Vactor, to approve the additional appropriation request of \$4,000 into Office Machines. Motion carried 6-0.**

**MOTOR VEHICLE HIGHWAY: Judy Stone moved, second by Rex Gilliland, to approve the additional appropriation request of \$1,900 into Wages-Longevity and \$40,000 into Sodium Chloride. Motion carried 6-0.**

### TRANSFER REQUESTS

**VETERAN SERVICES: Steve Harper moved, second by Jon Van Vactor, to approve the transfer request of \$62 from Computer Supplies into Office Supplies. Motion carried 6-0.**

**COMMISSIONERS: Judy Stone moved to approve the transfer request of \$5,500 from Insurance into Professional Services. Motion died for lack of second.**

**COMMISSIONERS: Steve Harper moved, second by Jon Van Vactor, to approve the transfer request of \$500 from Insurance into Drug Testing. Motion carried 6-0.**

**BUILDING & GROUNDS: Steve Harper moved, second by Bill Githens, to approve the transfer request of \$1,000 from Janitorial Supplies into Repair & Maintenance Supplies, to pay claims for the remainder of the 2015 year. Motion carried 6-0.**

**SUPERIOR CT. I: Jon Van Vactor moved, second by Bill Githens, to approve the transfer request of \$300 from Expert Witness into Travel & Mileage, to balance out the account and for additional claims for the remainder of the year. Motion carried 6-0.**

SUPERIOR CT. II: Rex Gilliland moved, second by Bill Githens, to approve the transfer request of \$200 from Office Machine Supplies into Jury Meals, to cover costs of the October Jury Trial. Motion carried 6-0.

SUPERIOR CT. II: Steve Harper moved, second by Judy Stone, to approve the transfer request of \$3000 from Pauper Counsel into Grand & Petit Jurors, to cover Jury expenses for the remainder of 2015. Motion carried 6-0.

SUPERIOR CT. II: Steve Harper moved, second by Jon Van Vactor, to approve the transfer request of \$50 from Printing & Advertising into Printed Forms, to cover claims submitted on 9-15-15 for the cost of envelopes purchased. Motion carried 6-0.

SUPERIOR CT. II: Rex Gilliland moved, second by Judy Stone, to approve the transfer request of \$200 from Repair Furniture & Equipment; \$500 from Computer Programming into Travel & Mileage. Motion carried 6-0.

SUPERIOR CT. II: Jon Van Vactor moved, second by Steve Harper, to approve the transfer request of \$400 from Office Machine Supplies into Jury Supplies. Motion carried 6-0.

WEIGHTS & MEASURES: Jon Van Vactor moved, second by Judy Stone, to approve the transfer request of \$200 from Vehicle Repair into Travel & Mileage, for fuel costs for the remainder of the year. Motion carried 6-0.

CAGIT CO.-SHERIFF: Steve Harper moved, second by Jon Van Vactor, to approve the transfer request of \$100 from Certified Shares Deputy Supplies into Certified Shares Body Armor, to satisfy a claim in the body armor line item. Motion carried 6-0.

MOTOR VEHICLE HIGHWAY: Steve Harper moved, second by Bill Githens, to approve the transfer request of \$2,000 from Paint into Sodium Chloride, for 300 ton of salt for the winter. Motion carried 6-0.

MOTOR VEHICLE HIGHWAY: Bill Githens moved, second by Judy Stone, to approve the transfer request of \$1,000 from Insurance into Repair Buildings & Structures, to repair the Salt Barn roof. Motion carried 6-0.

REASSESSMENT: Judy Stone moved, second by Rex Gilliland, to approve the transfer request of \$17,755 from Consulting Services; \$10,000 from Legal Services; \$10,905 from Postage; \$2,140 from Training; and \$2,500 from Plat Mapping into Computer Software, to pay for Xsoft CAMA Software system, licenses, data conversion and review, product training and installation costs of \$173,200; partial payment #1 of 4 (\$43,300) is budgeted out of Reassessment for 2016 payment. Motion carried 6-0.

STATEWIDE 911: Rex Gilliland moved, second by Bill Githens, to approve the transfer request of \$699.63 from Equipment Lease into Computer Equipment, to satisfy Tiger Direct claim against computer equipment line. Motion carried 6-0.

WIC: Steve Harper moved, second by Rex Gilliland, to approve the transfer request of \$665 from Health Insurance into Travel & Mileage, to cover additional training costs. Motion carried 6-0.

SUPERIOR CT. II: Steve Harper, moved, second by Bill Githens, to approve the transfer request of \$500 from Wages-Clerical into Wages-Longevity of \$300 and Wages-Law Clerk of \$200, to cover costs. Motion carried 6-0.

COMMISSIONERS: Steve Harper moved, second by Jon Van Vactor, to approve the transfer request of \$10,000 from Insurance into Professional Services, to maintain a positive balance in the fund and cover remaining 2015 claims. Motion carried 6-0.

COURT SERVICE: Jon Van Vactor moved, second by Judy Stone, to approve the transfer request of \$2,000 from Hispanic Program into Education Materials, to pay for education materials for Drug & Alcohol Classes. Motion carried 6-0.

**SOLID WASTE MGT. (6905): Jon Van Vactor moved, second by Steve Harper, to approve the transfer request of \$2,000 from Site Improvements into Education; \$2,000 from Miscellaneous Equipment into Accounting/Legal Services, to pay for training and legal fees. Motion carried 6-0.**

### **SUPERIOR COURT NO. II**

Judge Dean Colvin requested confirmation of the full-time law clerk salary as reviewed by the Personnel Committee and questioned Waggoner, Irwin and Scheele range recommendation of \$33,000 to 37,000. Judge Colvin is requesting a \$50,000 salary range for the position, indicating the State of Indiana Court of Appeals pays \$62,000 and Allen County Superior Court is paying \$40,488. Judge Colvin explained the request of a full-time law clerk would be used primarily in Superior Court No. II, but also in all three courts to assist the courts in their daily functions and due to the continued demands administratively imposed under the Supreme Court Rules which are anticipated to increase in the next sixty to ninety days. The individual would be able to set for the bar exam. Judy Stone indicated that the Personnel Committee did not vote on the position. Jon Van Vactor stated that the Board could not move forward until the Personnel Committee made a recommendation regarding the Law Clerk job description. Judge Colvin indicated that he would take it back before the Personnel Committee. The matter is under advisement until a recommendation is received from the Personnel Committee.

### **AUDITOR'S REPORT**

**September 14, 2015 Minutes: Jon Van Vactor moved, second by Judy Stone, to approve the minutes of the September 14, 2015 meeting. Motion carried 6-0.**

**2016 Salary Ordinance: Council requested inserting the salary increases as voted on today into the 2016 Salary Ordinance for review and approval prior to the next meeting.**

**Ordinance 2015-18: Community Corrections Program Fund: Ordinance 2015-18, as approved at the September 14, 2015 Council meeting was signed by Council.**

**Ordinance 2015-14: 2016 Budget Adoption: Ordinance 2015-14, as approved at the September 14, 2015 Council meeting was signed by Council. Motion carried 6-0.**

**2016 Council Meeting Schedule: Judy Stone moved, second by Bill Githens, to accept the 2016 Council Meeting Schedule. Motion carried 6-0. Council members discussed modifying one meeting to an evening meeting. Judy Stone moved, second by Steve Harper, to modify the 2016 Council Meeting Schedule to reflect Monday, May 9<sup>th</sup>, at 6:00 p.m. Motion carried 6-0.**

### **COUNCIL ITEMS**

Steve Harper recognized Matt Hassel for years of service as a Council Board member and extended his appreciation of the work and dedication that Matt Hassel has given the county. Matt Hassel thanked all the Board members and handed off a gavel to the Vice President, Don Morrison.

Council members discussed a work session with the Commissioners, Council and local legislative members, regarding local funding.

**ADJOURNMENT**

After the appropriate documents had been signed, and with no further business to come before the Council, **Judy Stone moved, second by Jon Van Vactor, to adjourn the meeting at 10:27 a.m. Motion carried 6-0.**

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Don Morrison, Vice President**

\_\_\_\_\_  
**Bill Githens**

\_\_\_\_\_  
**Rex Gilliland**

\_\_\_\_\_  
**Steve Harper**

\_\_\_\_\_  
**Judy Stone**

\_\_\_\_\_  
**Jon Van Vactor**

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



**MINUTES  
MARSHALL COUNTY COUNCIL MEETING  
MONDAY, NOVEMBER 9, 2015**

BE IT REMEMBERED: That on Monday, November 9, 2015, the Marshall County Council met in a public meeting at the 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 Don Morrison, Vice President; Rex Gilliland, Judy Stone, Jon Van Vactor, Steve Harper, Bill Githens, Heath Thornton and County Auditor Julie A. Fox. The meeting was opened with the Pledge of Allegiance and the business at hand was heard.

**REORGANIZATION OF THE BOARD**

Don Morrison, Vice-President of the Board stated that reorganization of the Council Board would occur at the first regular meeting in January 2016.

**PUBLIC INPUT**

There was no public input.

**SHERIFF DEPARTMENT**

Sheriff, Matt Hassel, requested approval to create two new line items in Fund 1192, Sex/Violent Offender Administration to assist with the administration functions of the office, a Part-Time Turnkey/Dispatcher and a Social Security line. Sheriff Hassel stated the rate of pay for a Part-time Turnkey Dispatcher is \$12.35 per hour. **Rex Gilliland moved, second by Judy Stone, to approve the request to add a Part-Time Dispatcher and Social Security line items in fund 1192 Sex/Violent Offender Administration. Motion carried 7-0.**

Council Members reviewed the Sheriff's Salary Contract for the remainder of the 2015 year and as previously approved by the Commissioner's and Sheriff Hassel, which stipulates a salary balance for 2015 of \$21,308.92. **Steve Harper moved, second by Bill Githens, to approve the 2015 Sheriff's Contract retroactive to September 30<sup>th</sup>, 2015 and with a salary balance for 2015 remaining in the sum of \$21,308.92 and. Motion carried 7-0.**

**PERSONNEL COMMITTEE**

Tori Stull, Human Resource Administrator on behalf of the Personnel Committee presented the following position descriptions: Law Clerk in Circuit and Superior Courts: Community Corrections Program Director of Operations and Community Corrections Program Case Manager/Field Officer. **Judy Stone moved, second by Jon Van Vactor, to approve the position descriptions of Law Clerk; Community Corrections, Director of Operations and Community Corrections Case Manager/Field Officer. Motion carried 7-0.**

Ms. Stull, Human Resource Administrator on behalf of the Personnel Committee presented the following salary recommendations:

Community Corrections, Director of Operations: Annual Salary of \$60,000.

Community Corrections, Case Manager/Field Officer: Hourly rate of \$23.65 - 1820 hours.

EMA Director: Annual Salary of \$44,000, effective January 1, 2016.

Ward Byers, Court Services Director explained the grant budget submitted for wages of the Community Correction, Director of Operations with an annual salary of \$60,000 and the Community

Corrections, Case Management Field Officer annual salary of \$43,000 at \$23.60 per hour. Mr. Byers requested a pay range be set for the Community Corrections, Case Manager/Field Officer between \$18.70 to \$23.60 per hour. Explaining further, that once someone is hired at a specified rate, the rate would remain set until further action is taken by Council. Mr. Byers indicated the contract has been returned and will be presented to the Commissioners for review and signature.

**Bill Githens moved, second by Judy Stone, to approve the Community Corrections, Director of Operations, at an annual rate of pay of \$60,000 effective this date. Motion carried 7-0.**

**Bill Githens moved, second by Judy Stone, to approve the Community Corrections, Case Manager/Field Officer at an hourly pay range of \$18.70 to \$23.60, with the rate to be established at time of hire, requiring Council approval to modify. Motion carried 7-0.**

**Bill Githens moved, second by Judy Stone, to approve the Emergency Management Director annual rate of pay of \$44,000, effective 2016. Motion carried 7-0.**

#### **ADDITIONAL APPROPRIATIONS**

**Sheriff-Statewide 911: Jon Van Vactor moved, second by Bill Githens, to approve the additional appropriation request of \$7,000 into Wages Overtime. Motion carried 7-0.**

**Motor Vehicle Highway: Jon Van Vactor moved, second by Bill Githens, to approve the additional appropriation request of \$5,000 into Employer PERF. Motion carried 7-0.**

#### **TRANSFER REQUESTS**

**Auditor: Steve Harper moved, second by Jon Van Vactor, to approve the transfer request of \$100 from Equipment Maintenance Contracts into Professional Services. Motion carried 7-0.**

**Treasurer Steve Harper moved, second by Jon Van Vactor, to approve the transfer request of \$55 from Printing and Advertising into Office Equipment. Motion carried 7-0.**

**Coroner: Rex Gilliland moved, second by Judy Stone, to approve the transfer request of \$250 from Autopsy into Professional Services and a transfer of \$40 from Dues and Subscriptions into Photo and Blueprinting. Motion carried 7-0.**

**Commissioners: Steve Harper moved, second by Bill Githens, to approve the transfer request of \$500 from Insurance into Repair Furniture and Equipment. Motion carried 7-0.**

**Plan Commission: Rex Gilliland moved, second by Steve Harper, to approve the transfer request of \$515 from Legal Advertising into Repair Furniture & Equipment of \$115 and Equipment Maintenance of \$400. Motion carried 7-0.**

**Buildings & Grounds: Steve Harper moved, second by Judy Stone, to approve the transfer request of \$750 from Janitorial Supplies into Repair & Maintenance Supplies of \$375 and Office Supplies of \$375. Motion carried 7-0.**

**Buildings & Grounds: Jon Van Vactor moved, second by Rex Gilliland, to approve the transfer request of \$3000 from Equipment Maintenance Contracts into Repair Building and Structures. Motion carried 7-0.**

**Museum: Steve Harper moved, second by Heath Thornton, to approve the transfer request of \$197.46 from Office Supplies into Repairs. Motion carried 7-0.**

**Superior Ct. No. I: Heath Thornton moved, second by Jon Van Vactor, to approve the transfer request of \$500 from Office Furniture & Fixtures into Unified Law Library. Motion carried 7-0.**

**Superior Ct. No. I: Steve Harper moved, second by Jon Van Vactor, to approve the transfer request of \$600 from Grand Petit Jurors into Court Appointed Doctors. Motion carried 7-0.**

Superior Ct. No. I: Steve Harper moved, second by Jon Van Vactor, to approve the transfer request of \$200 from Expert Witness into Court Appointed Doctors. Motion carried 7-0.

Superior Ct. No. II: Steve Harper moved, second by Judy Stone, to approve the transfer request of \$250 from Office Furniture & Fixtures into Unified Law Library. Motion carried 7-0.

Circuit Court: Steve Harper moved, second by Judy Stone, to approve the transfer request of \$500 from Repair Equipment; \$1,132.80 from Grand & Petit Jury; \$500 from Court Appointed Doctor; \$100 from Expert Witness; \$1,000 from Equipment Maintenance & Repair into Pauper Counsel in the total sum of \$3,232.80. Motion carried 7-0.

Weights & Measures: Heath Thornton moved, second by Jon Van Vactor, to approve the transfer request of \$140 from Vehicle Repair into Printing & Advertising. Motion carried 7-0.

CAGIT Certified Shares-Jail: Jon Van Vactor moved, second by Rex Gilliland, to approve the transfer request of \$4,000 from Janitorial Supplies; \$3,000 from Prisoner Supplies into Prisoner Meals in the total sum of \$7,000. Motion carried 7-0.

Highway: Jon Van Vactor moved, second by Judy Stone, to approve the transfer request of \$250,000 from Stone, Gravel, Aggregates into Bituminous. Motion carried 7-0.

Lake Enforcement: Jon Van Vactor moved, second by Heath Thornton, to approve the transfer request of \$1,021.95 from Wages Seasonal; \$1,062.96 from Lake Enforcement Wages Employer Social Security into Lake Enforcement Overtime in the total sum of \$2,084.91. Motion carried 7-0.

Treasurer: Jon Van Vactor moved, second by Steve Harper, to approve the transfer request of \$450 from Wages-Overtime; \$450 from Office Supplies; \$215 from Travel & Mileage; \$95 from Training; \$30 from Dues & Subscriptions; \$55 from Repair Furniture & Equipment into Wages Clerical in the total sum of \$1,295. Motion carried 7-0.

Coroner: Steve Harper moved, second by Heath Thornton, to approve the transfer request of \$100 from Vehicle Maintenance into Office Supplies. Motion carried 7-0.

Commissioners: Steve Harper moved, second by Judy Stone, to approve the transfer request of \$2,500 from Insurance into Trash Hauling & Recycle. Motion carried 7-0.

Superior Ct. No. II: Jon Van Vactor moved, second by Bill Githens, to approve the transfer request of \$4,500 from Wages Clerical into Pauper Counsel. Motion carried 7-0.

Weights & Measures: Rex Gilliland moved, second by Judy Stone, to approve the transfer request of \$120 from Travel & Mileage into Dues & Subscriptions. Motion carried 7-0.

Court Services: Jon Van Vactor moved, second by Bill Githens, to approve the transfer request of \$300 from Computer Equipment into Travel & Mileage. Motion carried 7-0.

Court Services: Jon Van Vactor moved, second by Rex Gilliland, to approve the transfer request of \$3,400 from Professional Services into Health Insurance; \$1,100 from Professional Services into Urinalysis. Motion carried 7-0.

#### **AUDITOR'S REPORT**

October 12, 2015 Minutes: Jon Van Vactor moved, second by Bill Githens, to approve the minutes of the October 12, 2015 meeting. Motion carried 7-0.

Amendment to 2015 Salary Ordinance: Jon Van Vactor moved, second by Judy Stone, to approve the amendment to the 2015 Salary Ordinance: Section 1192, Sex/Violent Offender Administration, Part-Time Turnkey/Dispatcher at an hourly rate of \$12.35. Motion carried 7-0.

Amendment to 2015 Salary Ordinance: Council endorsed the amendment to the 2015 Salary Ordinance: Section 1000-0004 Recorder, 1<sup>st</sup> Deputy Recorder, \$17.20 per hour; and Section 1000-0009, Prosecuting Attorney, Victim Assistance Coordinator \$17.48 per hour and Victim Assistance Investigator at \$16.54 per hour as voted on at Council's meeting on October 12<sup>th</sup>, 2015. Motion carried 7-0.

2016 Salary Ordinance: Council requested inserting the salary increases as voted on today into the 2016 Salary Ordinance for review and final approval at the next meeting.

**COUNCIL ITEMS**

Councilman Thornton stated that he was looking forward to working as a Board Member and thanked the Board for their assistance through the transitioning process. Council members welcomed Councilman Thornton to the Board.

**ADJOURNMENT**

After the appropriate documents had been signed, and with no further business to come before the Council, **Judy Stone moved, second by Bill Githens, to adjourn the meeting at 9:52 a.m. Motion carried 7-0.**

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President

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Don Morrison, Vice President

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Jon Van Vactor

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Rex Gilliland

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Steve Harper

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Judy Stone

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Bill Githens

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

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

**MINUTES**  
**MARSHALL COUNTY COUNCIL MEETING**  
**MONDAY, DECEMBER 14, 2015**

BE IT REMEMBERED: That on Monday, December 14, 2015, the Marshall County Council met in a public meeting at the 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 Don Morrison, Vice President; Rex Gilliland, Judy Stone, Jon Van Vactor, Steve Harper, Bill Githens, Heath Thornton 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.

**MCEDC**

Jerry Chavez, President/Chief Executive Officer, presented the 2015 Year in Review and the following economic snapshot reflecting that the trend is upward in capital investments and job growth with a decline in unemployment. Unemployment rates have dropped from 5.9% in 2013 to 3.9% in 2015. Capital investments in 2013 were 36.6 million, 2014 were 50.5 million and it is projected 2015 numbers will be at 77.5 million with the job increase to be determined. Mr. Chavez is contributing the numbers to communities coming together to work toward a common goal. Businesses indicate that there are 120 open positions in Marshall County with a need for upper and middle management. Mr. Chavez expressed appreciation to the Council for their annual support. Mr. Chavez indicated that an email announcement from the Governor will be forthcoming to announce who will be awarded the \$42 million to increase community economic development and Mr. Chavez has heard that Marshall County is in the top three.

**SHERIFF DEPARTMENT**

Sheriff, Matt Hassel, requested approval to use commissary funds to purchase a replacement refrigerator. **Bill Githens moved, second by Judy Stone, to approve the use of commissary funds to purchase a replacement refrigerator. Motion carried 7-0.**

Sheriff Hassel explained that he has submitted an additional appropriation request to fund the newly established Sex Offender line items; \$2,000 into Wages-Turnkey/Dispatcher PT and \$500 into Social Security.

**COMMUNITY CORRECTIONS**

Director, Ward Byers requested a few changes be made in order to remain compliant with the State concerning the Agreement with Indiana Department of Corrections. The first change is to rename Fund 2523 currently "Court Services" to "Community Corrections Project Income Fund". The second request is to create a new fund "Community Transition Fund" for monies received from the state for reimbursements of approximately \$24,000 annually and explained this would be an appropriated fund with a few lines that will need to be added to the fund. Mr. Byers further explained that there will be three funds in total that run the Community Corrections Program. **Judy Stone moved, second by Heath Thornton, to rename Fund 2523 from Court Services to Community Corrections Project Income Fund and to approve an additional fund to be named Community Transition. Motion carried 7-0.**

### ADDITIONAL APPROPRIATIONS

Veteran Services Officer: Jon Van Vactor moved, second by Steve Harper, to approve the additional appropriation request of \$400 into Dues and Subscriptions. Motion carried 7-0.

Buildings and Grounds: Jon Van Vactor moved, second by Rex Gilliland, to approve the additional appropriation request of \$2,100 into Equipment Maintenance Contracts and \$2,250 into Repair Buildings/Structure. Motion carried 7-0.

Superior Court No. 2: Judy Stone moved, second by Steve Harper, to approve the additional appropriation request of \$5,500 into Pauper Council. Motion carried 7-0.

Circuit Court: Rex Gilliland moved, second by Bill Githens, to approve the additional appropriation request of \$8,000 into Pauper Council. Motion carried 7-0.

Clerk's Perpetuation: Jon Van Vactor moved, second by Steve Harper, to approve the additional appropriation request of \$17,066 into Computer Equipment. Motion carried 7-0.

Highway: Bill Githens moved, second by Judy Stone, to approve the additional appropriation request of \$1,250 into Wages-Highway Clerk. Motion carried 7-0.

Rainy Day Fund: Jon Van Vactor moved, second by Heath Thornton, to approve the additional appropriation request of \$167,253 into Repair Buildings/Structure. Motion carried 7-0.

Sex Offender: Heath Thornton moved, second by Steve Harper, to approve the additional appropriation request of \$2,000 into Wages-Turnkey/Dispatcher PT. Motion carried 7-0.

Sex Offender: Rex Gilliland moved, second by Judy Stone, to approve the additional appropriation request of \$500 into Social Security. Motion carried 7-0.

### TRANSFER REQUESTS

Auditor: Steve Harper moved, second by Bill Githens, to approve the transfer request of \$418.43 from Printed Forms into Training. Motion carried 7-0.

Recorder: Steve Harper moved, second by Heath Thornton, to approve the transfer request of \$500 from Equipment Maintenance Contracts into Wages-Clerical; \$50 from Repair Office Equipment into Wages-Deputies; and, \$200 from Repair Office Equipment into Wages-Clerical. Motion carried 7-0.

Surveyor: Steve Harper moved, second by Judy Stone, to approve the transfer request of \$5.06 from Travel/Mileage into Training. Motion carried 7-0.

Coroner: Bill Githens moved, second by Heath Thornton, to approve the transfer request of \$30 from Postage into Toxicology. Motion carried 7-0.

Coroner: Bill Githens moved, second by Steve Harper, to approve the transfer request of \$310 from Vehicle Maintenance Supplies into Morgue Supplies. Motion carried 7-0.

Purdue University Extension: Jon Van Vactor moved, second by Bill Githens, to approve the transfer request of \$1,000 from Office Supplies into Computer Supplies. Motion carried 7-0.

Veterans Service Officer: Jon Van Vactor moved, second by Heath Thornton, to approve the transfer request of \$30 from Training into Dues and Subscriptions. Motion carried 7-0.

Veterans Service Officer: Jon Van Vactor moved, second by Steve Harper, to approve the transfer request of \$433 from Other Capital Outlays; \$403 into Travel/Mileage and \$30 into Office Supplies. Motion carried 7-0.

Election Board: Bill Githens moved, second by Judy Stone, to approve the transfer request of \$1,200 from Repair Furniture and Equipment into Computer Equipment. Motion carried 7-0.

Election Board: Steve Harper moved, second by Jon Van Vactor, to approve the transfer request of \$2,990 from Election Poll Workers into Computer Equipment. Motion carried 7-0.

Commissioners: Judy Stone moved, second by Rex Gilliland, to approve the transfer request of \$200 from Insurance into Trash Hauling and Recycling. Motion carried 7-0.

Commissioners: Judy Stone moved, second by Bill Githens, to approve the transfer request of \$26,500 from Insurance; \$6,500 into Telephone and \$20,000 into Utilities. Motion carried 7-0.  
Superior Ct. No. 2: Rex Gilliland moved, second by Judy Stone, to approve the transfer request of \$600 from Jury Meals and \$300 from Jury Supplies into Office Machines/Supplies. Motion carried 7-0.

Circuit Court: Judy Stone moved, second by Heath Thornton, to approve the transfer request of \$2,738.83 from Unified Law Library; \$1,266.94 from Office Furniture and Fixtures; \$405 from Office Equipment; \$335.99 from Equipment Maintenance and Repair; \$168.56 from Travel/Mileage; \$2,922.32 into Wages-Court Report and \$1,993 into Wages-Court Bailiff. Motion carried 7-0.

CAGIT Certified Shares-Sheriff: Jon Van Vactor moved, second by Bill Githens, to approve the transfer request of \$4,500 from Vehicle Maintenance into Equipment Maintenance Contracts. Motion carried 7-0.

CAGIT Certified Shares-Sheriff: Jon Van Vactor moved, second by Bill Githens, to approve the transfer request of \$11,010 from Vehicle Maintenance into Prisoner Care. Motion carried 7-0.

CAGIT Certified Shares-Sheriff: Rex Gilliland moved, second by Judy Stone, to approve the transfer request of \$700 from Janitorial Supplies into Prisoner Care. Motion carried 7-0.

Highway: Judy Stone moved, second by Heath Thornton, to approve the transfer request of \$3,500 from Highway Equipment into Office Equipment. Motion carried 7-0.

Highway: Judy Stone moved, second by Bill Githens, to approve the transfer request of \$100 from Printing and Advertising into Travel/Mileage. Motion carried 7-0.

Highway: Heath Thornton moved, second by Judy Stone, to approve the transfer request of \$8,000 from Insurance into 7<sup>th</sup> Road Construction. Motion carried 7-0.

WIC: Judy Stone moved, second by Steve Harper, to approve the transfer request of \$4,450 from Wages-Clerk PT; \$4,150 into Rent and \$300 into Telephone. Motion carried 7-0.

WIC: Rex Gilliland moved, second by Steve Harper, to approve the transfer request of \$443 from BF Peer Counselor into Office Supplies. Motion carried 7-0.

Marshall County Solid Waste: Jon Van Vactor moved, second by Steve Harper, to approve the transfer request of \$1,000 from Site/Facility into Print/Public Info. Motion carried 7-0.

Marshall County Solid Waste: Jon Van Vactor moved, second by Steve Harper, to approve the transfer request of \$300 from Software into Other Wages; and, \$500 from Site/Facility into Communications. Motion carried 7-0.

#### AUDITOR'S REPORT

November 6, 2015 Minutes: Steve Harper moved, second by Bill Githens, to approve the minutes of the November 6, 2015 meeting. Motion carried 7-0.

Sheriff's Salary Contract: Heath Thornton moved, second by Steve Harper, to approve the 2016 Sheriff's Salary Contract. Motion carried 7-0.

2016 Salary Ordinance: Bill Githens moved, second by Steve Harper, to approve the 2016 Salary Ordinance. Motion carried 7-0.

#### APPOINTMENT

Alcoholic Beverage Board: Judy Stone moved, second by Rex Gilliland, to reappoint Maria Keller to the Alcoholic Beverage Board for an annual term. Motion carried 7-0.

Koontz Lake Regional Sewer District: **Heath Thornton moved, second by Judy Stone, to reappoint Ronald Armstead for a term of four years to the Board of Trustees of the Koontz Lake Regional Sewer District. Motion carried 7-0.**

Treasurer, Penny Lukenbill voiced her concerns regarding transfers within a category and having to wait until the next monthly meeting for approval. Ms. Lukenbill questioned if the statute had changed as transfers within the same category have been completed for the last twenty-five years without Council approval; further indicating that the funds are within the budget.

Auditor Julie Fox indicated that State Board of Accounts questioned the local process for completing a non-action transfer. Ms. Fox could not locate a written policy, ordinance or resolution allowing the Auditor to transfer funds within a major budget category without prior Council approval. Ms. Fox presented Indiana Code 6-1.1-18-6 to Council and stated that State Board of Accounts does not take exception either way.

Discussion was held.

Steve Harper indicated that Council does not need to decide today and would like the matter taken under advisement to discuss a clear policy that everyone can understand. **Judy Stone moved, second by Steve Harper to table the matter. Motion carried 7-0.**

#### COUNCIL ITEMS

Council scheduled a year end meeting, if required, to be held December 31, 2015 at 9:00 a.m.

Councilmember, Bill Githens wished everyone a Merry Christmas.

#### ADJOURNMENT

After the appropriate documents had been signed, and with no further business to come before the Council, **Judy Stone moved, second by Heath Thornton, to adjourn the meeting at 10:11 a.m. Motion carried 7-0.**

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**President**

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**Don Morrison, Vice President**

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**Jon Van Vactor**

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**Rex Gilliland**

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**Steve Harper**

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**Judy Stone**

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**Bill Githens**

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**Heath Thornton**

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