

**MINUTES
MARSHALL COUNTY COUNCIL MEETING
MONDAY, JANUARY 9, 2017**

BE IT REMEMBERED: That on Monday, January 9, 2017, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Present were the Honorable Judy Stone, President; Don Morrison, Vice President; Jon Van Vactor, Bill Githens, Heath Thornton, James Masterson; and County Auditor, Julie A. Fox. Council member, Penny Lukenbill, was not present. The meeting was opened with the Pledge of Allegiance and the business at hand was heard.

PUBLIC INPUT

There was no public input.

REORGANIZATION

**Jon Van Vactor moved; second by Bill Githens, to retain the same officers as 2016.
Motion carried 6-0.**

RESOLUTION NO. 2017-1

CULVER-UNION TOWNSHIP PUBLIC LIBRARY BOND

Randolph Rompola of Faegre Baker Daniels, LLP, presented Resolution 2017-1: A Resolution of the County Council of Marshall County, Indiana, Approving of the Culver-Union Township Public Library Board of Trustees Entering into an Addendum to Lease in Connection with the Issuance by the Culver-Union Township Building Corporation of its First Mortgage Refund and Improvement Bonds and Related Matters. Mr. Rompola, explained that the Library Board adopted a resolution to proceed with a lease addendum and is requesting a bond issue refinance in order to borrow money for needed project improvements to the library and is seeking the approval by the County Council.

Alfred Nyby, Treasurer, and Colleen McCarty, Director, of the Culver-Union Township Public Library explained the projects and estimated costs: Roof Repair \$50,000-\$75,000; HVAC System \$40,000-\$60,000; Carpet \$50,000-\$60,000; Window Trim \$10,000-\$15,000; Exterior Paint \$5,000-\$8,000; Courtyard Remodel \$30,000-\$50,000; Computers & Related Updates \$43,000-\$78,000; and, Parking Lot \$2,000-\$8,000 for a total of \$240,000-\$356,000.

Todd Samuelson, H.J. Umbaugh & Associates, reviewed the financial details of the bond structure and options. Mr. Samuelson recommended extending the bond two years, explaining it should have no impact to the debt service levy.

Bill Githens moved; second by Jim Masterson, to approve Resolution No. 2017-1: Resolution of the County Council of Marshall County, Indiana, Approving of the Culver-Union Township Public Library Board of Trustees Entering into an Addendum to Lease in Connection with the Issuance by the Culver-Union Township Building Corporation of its First Mortgage Refund and Improvement Bonds and Related Matters. Motion carried 6-0.

TREASURER

Angie Birchmeier, Treasurer, explained that she is before the Board as a courtesy, stating that Brenda Meyers, First Deputy Treasurer, will be retiring at the end of March. Ms. Birchmeier explained there is part-time clerical funding available to train a person prior to that position being vacated.

COMMUNITY CORRECTIONS

Director, Ward Byers, stated that the Community Correction Advisory Board and the Commissioners approved the Fiscal Year 2018 Budget and is now requesting approval to submit the grant from the Council. Mr. Byers explained that the budget includes a request of \$50,424 more from the IDOC for a Full-Time Case Manager, taking the total grant request to \$335,023.62. **Jon Van Vactor moved; second by Bill Githens, to approve the request to apply for Fiscal Year 2018 budget grant. Motion carried 6-0.**

SHERIFF

Sheriff Matt Hassel stated that a merit deputy will be retiring in March to accept the Court Security position and the Sheriff would like permission to advertise to replace the position of merit deputy. **Heath Thornton moved; second by Don Morrison, to allow Sheriff Hassel to replace the position of merit deputy. Motion carried 6-0.**

ADDITIONAL APPROPRIATIONS ORDINANCE 2017-1(1)

SHERIFF: Jon Van Vactor moved; second by Don Morrison, to approve the additional appropriation request of \$20,368.75 into Vehicle Purchase. Motion carried 6-0.

CUM CAP DEVELOPMENT: Jim Masterson moved; econd by Heath Thornton, to approve the additional appropriation request of \$218,154.50 into Repair Buildings and Structures for the roof repair, new generator and balance due on the chiller. Motion carried 6-0.

EXTRADITION SHERIFF ASSISTANCE: Jon Van Vactor moved; second by Heath Thornton, to approve the additional appropriation request of \$25,000 into Vehicle Purchase. Motion carried 6-0.

HEALTH: Jon Van Vactor moved; second by Jim Masterson, to approve the additional appropriation request of \$24,983.18 into Professional Services for moving expenses to the CRC building. Motion carried 6-0.

HEALTH: Jon Van Vactor moved; second by Don Morrison, to approve the additional appropriation request of \$26,168 into Rent. Motion carried 6-0.

PLAT MAPPING: Jim Masterson moved; second by Heath Thornton, to approve the additional appropriation request of \$15,236 into Professional Services for scanning property index cards. Motion carried 6-0.

RAINY DAY FUND: Heath Thornton moved; second by Jon Van Vactor, to approve the additional appropriation request of \$165,000 into Repair Building and Structures for repair of Courthouse elevators not completed in 2016. Motion carried 6-0.

TRANSFER REQUESTS ORDINANCE 2016-2(14)

CORONER: Bill Githens moved; second by Don Morrison to approve the transfer request of \$235 from Morgue Supplies into Wages-Emergency Deputy and Matrons to balance budget year 2016. Motion carried 6-0.

AUDITOR'S REPORT

December 12, 2016 minutes: Heath Thornton moved; second by Bill Githens, to approve the meeting minutes of the December 12, 2016. Motion carried 6-0.

ORDINANCE 2017-3

Auditor, Julie Fox, explained that pursuant to guidance received by the Auditor of State on December 27, 2016 as part of the ongoing LOIT to LIT transition, two new funds will need to be established as part of the fiscal year 2017 Local Income Tax Distribution: Fund 1114 LIT Special Purpose, which replaces Fund 1009 CAGIT Special Legislation and Fund 7330 LIT Certified Shares, which replaces Fund 6201 Local Option PTRC. **Bill Githens moved; second by Jon Van Vector, to approve Ordinance 2017-3: An Ordinance Authorizing Marshall County Council to Establish New County Funds 1114, LIT – Special Purpose and Fund 7330, LIT Certified Shares. Motion carried 6-0.**

RESOLUTION 2017-2

Auditor, Julie Fox, presented as requested by Council Resolution 2017-2: Marshall County Council Transfer to Rainy Day Fund. Ms. Fox explained that pursuant to IC 36-1.8-5.1(c) transfers into the Rainy Day Fund cannot exceed 10% of the total budgets. The general fund cash balance as of December 31, 2016 was \$7,246,883.56 and the total 2017 Marshall County budgets are \$23,930,430. **Jon Van Vector moved; second by Bill Githens, to approve the transfer of \$1,500,000 from the General Fund by Resolution 2017-2: Marshall County Council Transfer into the Rainy Day Fund. Motion carried 6-0.**

COUNCIL ITEMS

Members arranged the following appointments for the coming year:

Liaison Assignments:

Assessor	Masterson	Museum	Lukenbill
Auditor	Thornton	Plan Commiss/BZA	Morrison
Building Inspector	Githens	Probation	Thornton
Bldgs & Grounds	Masterson	Prosecutor	Thornton
Circuit Court	Van Vector	Recorder	Githens
Clerk	Lukenbill	Sheriff/ Jail	Thornton & Morrison
Commissioners	Githens & Stone	Superior Court #1	Masterson
Comm Correction	Van Vector	Superior Court #2	Lukenbill
Coroner	Masterson	Surveyor	Githens
EMA	Van Vector	Technology	Lukenbill
Extension	Morrison	Treasurer	Masterson
Health	Stone	Veteran Service	Van Vector
Highway	Lukenbill	Weights & Meas.	Stone

Board Appointments:

4H Fair	Morrison	MC Tourism-CVB	Lukenbill
BZA	Morrison	Merit Board	Thornton & Morrison
Central Comm Cmt	Githens/Stone	Personnel	Lukenbill & Githens
LEPC	Masterson	Solid Waste	Van Vector
MACOG	Stone	Unsafe Building	Stone
Marshall Starke	Morrison		

The Board members welcomed Penny to the Council, newly elected officials: Surveyor Craig Cultice, Treasurer Angie Birchmeier, Commissioner Mike Delp and Coroner John Grolich; and, Health Department Director, Christine Stinson.

ADJOURNMENT

After the appropriate documents had been signed and with no further business to come before the Council, **Jon Van Vactor moved; second by Heath Thornton, to adjourn the meeting at 9:51 a.m. Motion carried 6-0.**

Judy Stone, President

Don Morrison, Vice President

Jon Van Vactor

Bill Githens

Heath Thornton

James Masterson

Penny Lukenbill

Attest: _____
Julie A. Fox, Auditor

MINUTES
MARSHALL COUNTY COUNCIL MEETING
MONDAY, FEBRUARY 13, 2017

BE IT REMEMBERED: That on Monday, February 13, 2017, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Present were the Honorable Judy Stone, President; Don Morrison, Vice President; Jon Van Vactor, Bill Githens, Heath Thornton, James Masterson, Penny Lukenbill; 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.

PERSONNEL COMMITTEE

Tori Stull on behalf of the Personnel Committee came before the Board to present the following favorable recommendations:

Treasurer: 1st Deputy, approval of position description, updates have been made to the duties section. **Bill Githens moved, second by Penny Lukenbill, to approve the 1st Deputy position description as update internally. Motion carried 7-0.**

Community Corrections Project Income Fund: Case Manager (Casework Manager/Operations), approval of position description and wage recommendation. It was noted that Director, Ward Byers, requested the hourly rate of \$16.98 raised to an hourly rate of \$23.07. Waggoner, Irwin & Scheele has updated the position description, classified as a PAT, FLSA non-exempt with a compensation range of \$17.46 - \$18.48 per hour. **Bill Githens moved, second by Heath Thornton, to approve the Case Manager position description as updated by Waggoner, Irwin and Scheele and to approve the Case Manager salary range of \$17.46 - \$18.48 per hour as recommended by Waggoner, Irwin and Scheele. Motion carried 7-0.**

Community Corrections Project Income Fund: Community Corrections Officer PT, to change the wage from a salary of \$15,499.90 to an hourly rate of \$15. **Penny Lukenbill moved, second by James Masterson, to approve the pay be changed from a salary of \$15,499.90 to an hourly rate of \$15. Motion carried 7-0.**

Museum: Assistant Director, approval of position description and wage recommendation: Waggoner, Irwin & Scheele has updated the position description, classified as a PAT, FLSA non-exempt with a compensation range of \$18.67 - \$19.40 per hour. The funding of this position would be the funds allocated to the Wages-Clerical line and then all part-time employees would be paid from the Historical Society fund. **James Masterson moved, second by Bill Githens, to approve the Assistant Director position description as updated by Waggoner, Irwin and Scheele and salary range of \$18.67 - \$19.40 per hour as recommended by Waggoner, Irwin and Scheele. Motion carried 6-1 with Judy Stone voting no.**

Personnel Committee Board Appointments of an Elected and Non-Elected official. **Bill Githens moved, second by Heath Thornton, to appoint Recorder, Marlene Mahler, as the elected official, to the Personnel Committee for a two-year term, ending December 31, 2018. Motion carried 7-0.**

Penny Lukenbill moved, second by Heath Thornton, to appoint Information Systems Director, Michael Marshall, as the non-elected official to the Personnel Committee for a two-year term, ending December 31, 2018. Motion carried 7-0.

Ms. Stull explained that the Coroner has appointed a full-time Turnkey/Dispatch employee to the Chief Deputy Coroner position and had questioned Waggoner, Irwin and Scheele whether or not hours worked in the Coroner position needed to be tracked for overtime purposes. Waggoner, Irwin and Scheele recommended changing the position description to include the political appointment language and change the FLSA Status to be excluded stressing that the hours worked in the Deputy Coroner position would not be counted for overtime in a pay period. Councilmember Lukenbill recommended that the employee sign an acknowledgment that this appointed position would not accrue overtime. **Bill Githens moved, second by James Masterson, to approve the Chief Deputy Coroner position description as updated by Waggoner, Irwin and Scheele and have the employee sign an acknowledgment that this appointed position would not accrue overtime. Motion carried 7-0.**

SHERIFF

Sheriff, Matt Hassel, presented the County Sheriff's Report of Receipts and Disbursements for the Commissary Fund for the period July 1st through December 31, 2016 and the proposed Commissary budget for 2017. Discussion was held on what the Commissary Fund could be used for and what approval processes need to be followed. **Jon Van Vactor moved, second by Heath Thornton, to approve the Sheriff's Report of Receipts and Disbursements for the Commissary Fund for the period July 1st through December 31, 2016. Motion carried 7-0.**

Jon Van Vactor moved, second by James Masterson, to approve the Sheriff's Commissary Budget for 2017. Motion carried 7-0.

TREASURER

Treasurer, Angie Birchmeier, reminded the Board that she was before them last month to request permission to hire part-time clerical with the expectation the individual hired would fill the vacated position of 1st Deputy, Brenda Meyers, who will be retiring effective March 31st. Ms. Birchmeier explained that she has hired a current full-time employee to fill the PT clerical position and now realizes that the individual will lose all of their benefits because the salary ordinance does not allow for a third full-time employee. At the suggestion of Waggoner, Irwin and Scheele, Ms. Birchmeier is requesting permission for a temporary interim full-time position effective today through March 31st. The new employee would then begin the 90-day probationary period on April 3rd. **Penny Lukenbill moved, second by Bill Githens, to approve an interim full-time position for the period beginning today, February 13th through March 31, 2017. Motion carried 7-0.**

RECORDER

Recorder, Marlene Mahler, explained that she would like to begin E-recording with Simplifile. Ms. Mahler explained that she has spoken with IT Director, Michael Marshall and everything is in place. The recording fees and a \$10 transaction fee are paid by the party requesting the recording to Simplifile and Simplifile then deposits the funds into the Recorder's account on a daily basis. Ms. Mahler would like to begin E-recording with non-transferrable documents. Ms. Mahler explained that when the form is completed online it will automatically index into the current County Recorder system which will save time. Simplifile will provide a daily reconciliation statement for the purpose of balancing the ACH payments to the documents received. **James Masterson moved, second by Don Morrison, to give a favorable recommendation for the Recorder to E-file with Simplifile. Motion carried 7-0.**

PURDUE EXTENSION

Karen Richey, Director, explained that the copier purchased in 2015 was recently serviced by Canon Solutions at a cost of \$1,319.08. Ms. Richey explained that an additional request will be submitted in March to cover the costs of repair as well as supplies for the copier. Ms. Richey explained that supplies and repair are generally covered under a service agreement; however, a service agreement was not an option due to the age of the copier. Council made an informal recommendation to submit an additional appropriation of \$1,300 to pay the repair bill.

Ms. Richey informed the Board that she may need to request an additional appropriation for a part-time clerical position while a staff member is on leave. Discussion was held regarding the ability to transfer funds thereby reducing or eliminating the need for an additional appropriation.

HIGHWAY DEPARTMENT

Jason Peters, Highway Supervisor, and Commissioner, Kurt Garner, explained that the Highway Department is currently using a 2000 Blaw-Knox paver that was purchased in 2004 or 2005 and has a current value of \$10,000. The paver manufacturer is no longer in business and replacement parts may be limited, the paver is in need of repair at an estimated cost of \$50,000. Mr. Peters presented two quotes for purchase of a new paver and determined that the Caterpillar paver would best suit the needs and use of the Highway Department. The cost for the Caterpillar paver is \$308,230; the cost for the Rudd Equipment paver is \$318,300. Discussion was held concerning the financing and Council requested Mr. Peters to investigate leasing options. Commissioner Garner stated that Mr. Peters will be bringing the 2017 Road Plan to the Commissioners and Council in March. Mr. Garner also informed Council that the Highway Department will be applying for another Community Crossings Grant.

Penny Lukenbill moved, second by James Masterson, to support the Highway Department's purchase of a paver. Motion carried 7-0.

AUDITOR'S REPORT

ORDINANCE 2017-1(2)

ADDITIONAL APPROPRIATIONS

COMMUNITY CROSSINGS GRANT: Jon Van Vactor moved; second by James Masterson, to approve the additional appropriation requests of \$300,000 into Apple Road Bridge, \$247,286.37 into Apple Road Bridge, and \$700,000 into HMA Project for a total sum of \$1,247,286.37. Motion carried 7-0.

ORDINANCE 2017-2(1)
TRANSFER REQUESTS

DRUG FREE COMMUNITY: Jon Van Vactor moved; second by Penny Lukenbill, to approve the transfer request of \$9,500 from Administrative Fee into Treatment. Motion carried 7-0.

ORDINANCE 2017-7(1)

2017 Salary Ordinance Amendment: Auditor, Julie Fox, submitted Ordinance 2017-7(1) amending the 2017 Salary Ordinance to reflect Section 2523: Community Corrections Project Income Fund, Case Manager at an hourly range of \$17.46 - \$18.48. **Jon Van Vactor moved; second by Bill Githens, to approve Ordinance 2017-7(1): Amending Salary Ordinance 2016-21 to reflect the Community Corrections Project Income Fund, Case Manager at an hourly range of \$17.46 - \$18.48. Motion carried 7-0.**

ORDINANCE 2017-7(2)

2017 Salary Ordinance Amendment: Auditor, Julie Fox, submitted Ordinance 2017-7(2) amending the 2017 Salary Ordinance to reflect Section 2523: Community Corrections Project Income Fund, Community Corrections Officer PT at an hourly rate of \$15.00. **Bill Githens moved; second by Heath Thornton, to approve Ordinance 2017-7(2): Amending Salary Ordinance 2016-21 to reflect the Community Corrections Officer PT at an hourly rate of \$15.00. Motion carried 7-0.**

ORDINANCE 2017-2(3)

2017 Salary Ordinance Amendment: Auditor, Julie Fox, submitted Ordinance 2017-7(3) amending the 2017 Salary Ordinance to reflect Section 1000-174 Marshall County Museum to reflect one (1) Assistant Director at an hourly range of \$18.67 - \$19.40. **Penny Lukenbill moved; second by James Masterson, to approve Ordinance 2017-7(3): Amending Salary Ordinance 2016-21 to reflect one (1) Assistant Director at an hourly range of \$18.67 - \$19.40. Motion carried 5-2 with Judy Stone and Jon Van Vactor voting no.**

January 9, 2017 minutes: Bill Githens moved; second by Jon Van Vactor, to approve the meeting minutes of the January 9, 2017. Motion carried 6-0-1 with Penny Lukenbill abstaining.

COUNCIL ITEMS

Judy Stone noted that due to required legislative changes, the balance in Fund 1110 CAGIT Certified Shares has been transferred into the General Fund and Fund 1114 LIT Special Purpose has been created which replaced Fund 1109 CAGIT Special Legislation and the balance in Fund 1109 CAGIT Special Legislation has been transferred to Fund 1114 LIT Special Purpose.

Jon Van Vactor requested clarification concerning the Museum Assistant Director request, stating that we have approved the job description and hourly pay range of \$18.67 - \$19.40, but there is no funding for that position. Auditor Fox indicated that the Museum Director submitted an additional request which will be heard in March. Discussion was held concerning funding the position and benefits from the Historical Society Fund. Penny Lukenbill, Museum Liaison, agreed to discuss the matter with the Department Head.

Bill Githens explained that Culver-Union Township Public Library Bond, as discussed at the last meeting, was sent out for bids by the Library Board. First Farmers quoted an interest rate of 3.5% and First National Monterey quoted 2.5% for the bond issue refinance.

ADJOURNMENT

After the appropriate documents had been signed and with no further business to come before the Council, **Heath Thornton moved; second by Bill Githens, to adjourn the meeting at 10:34 a.m. Motion carried 7-0.**

Judy Stone, President

Don Morrison, Vice President

Jon Van Vactor

Bill Githens

Heath Thornton

James Masterson

Penny Lukenbill

Attest: _____
Julie A. Fox, Auditor

MINUTES
MARSHALL COUNTY COUNCIL MEETING
MONDAY, MARCH 13, 2017

BE IT REMEMBERED: That on Monday, March 13, 2017, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Present were the Honorable Judy Stone, President; Don Morrison, Vice President; Jon Van Vactor, Bill Githens, Heath Thornton, James Masterson, Penny Lukenbill; and County Auditor 1st Deputy, Tori Stull. The meeting was opened with the Pledge of Allegiance and the business at hand was heard.

PUBLIC INPUT

There was no public input.

COMMUNITY CORRECTIONS

Ward Byers, Director, stated that he would like to address the Salary Ordinance Amendment that was passed last month. Mr. Byers stated that he went to the Personnel Committee to increase the wage of the Case Manager to bring pay equity to his office. The Personnel Committee went through the Waggoner, Irwin & Scheele process; updated the job description and the Salary Ordinance was passed by Council based on the wage recommendation from Waggoner, Irwin & Scheele with a salary range of \$17.46 - \$18.48 per hour. Mr. Byers indicated that he requested the hourly rate be set at \$23.07. Mr. Byers explained that in December the Community Correction Advisory Board did approve the wages and that Board does govern their department. Mr. Byers explained that Judge Dean Colvin is also present to answer any questions. It is their request of Council to honor the Community Correction Advisory Board's wishes and increase the rate of pay for the Case Manager to \$23.07. Council member Lukenbill asked if the workload has increased. Mr. Byers stated that the workload has doubled since last year, further indicating that at this time last year they averaged around 30 individuals and today they are monitoring 63, which does not include the drug and alcohol portion of their office and their numbers increased over 75 from last year. The workload has doubled, but they are also seeing a different group of individuals than last year because they are working with level 4, 5 and 6 felons that would have gone to jail a year ago and they require far more supervision. They have added another Field Officer so they now have the ability to better monitor their needs. Mr. Byers clarified that with the 63 individuals; 6 of them are Pre-trial which means they have been transferred from the County jail to Community Corrections pending the outcome of their case, thus saving the County incarceration costs of \$1.4 million. Council member Githens asked if the jail population was down. Mr. Byers stated that the jail population has maintained in the 125-130 inmate area. The Sheriff is trying to keep the inmate population at a manageable number. Mr. Byers explained that Community Corrections works closely with the Sheriff to provide programming to the jail and currently run three programs. Council member Lukenbill stated that the job description does require a Baccalaureate degree and Mr. Byers added that it also requires certification, with two years of employment required to become certified as a Substance Abuse Interventionist. President Stone asked Mr. Byers if, when he went to the Personnel Committee, he asked for an hourly rate of \$23.07. Mr. Byers stated that he did. Council member Thornton asked how many Case Managers he had currently employed. Mr. Byers stated that there are three and this one is funded solely by user fees. President Stone stated that she is a member of the Advisory Board and that was the recommended wage for this position.

Penny Lukenbill moved, second by Bill Githens, to approve amending the Salary Ordinance for the Community Correction Project Income Fund Case Manager to \$23.07 per hour. Motion carried 7-0.

MUSEUM

Linda Rippy, Director, explained that she was before the Board last month to request that part-time funding be transferred to fund a full-time Assistant Director position and is here today to request the position be filled and funded. Council President Stone stated that it was her understanding that \$5,000 will be transferred from the Historical Society to help fund the full-time position. Ms. Rippy confirmed that transfer and also stated that it does not include the costs for benefits. Council member Githens asked if the money from the Lilly Foundation Grant could be used to fund benefits. Ms. Rippy explained that they have a Lilly Foundation Grant for a million dollars and they withdraw a percentage each year which has funded the part-time positions. Ms. Rippy stated that the Historical Society could probably fund the benefits this year, but is not sure about next year. Council member Lukenbill stated that she did go back and listen to the tape from the last meeting and found that Jon VanVactor had brought forward to clarify that the salary ordinance and position had been approved, but the funding was not in place yet and Auditor Fox clarified that a transfer and additional appropriation were in the works for March. Ms. Lukenbill stated that Council was probably not very clear on that, as a new position has not been added in a long time. Ms. Rippy stated that when she left the last meeting she thought she was okay to proceed with hiring an Assistant Director. Jon VanVactor stated that the benefits would be an additional \$14,600. Ms. Rippy stated that she could commit to funding the benefits this year. Ms. Lukenbill stated that prior to budget time they would need to review the numbers.

COMMISSIONERS

Commissioner, Kurt Garner, stated that they have begun the process of re-establishing the Cumulative Cap Rate back to the maximum point and a public hearing is scheduled for April 3rd at 9:00 am. A spreadsheet was provided by the County Highway Department with the anticipated annual costs to shift over to the new revenue source. That does not include the lease amounts, so it should be around \$320,000 or estimated \$412,000 we would have in additional funding. We would be using about three-quarters of the amount that would be coming in by shifting the equipment costs. Commissioner Garner stated that he is here today to ask the Council to support the Commissioners in re-establishing the rate and understands that no one likes to see tax increases. Commissioner Garner stated that he appreciated Auditor Fox and the data that she provided. If the rate is increased it would mean \$16.40 per \$100,000 of assessed value which equals about \$5.50 per year to the average homeowner and allows more funding for the road program. County Highway Supervisor, Jason Peters, stated that any monies that can be applied to repair the roads would be helpful. The Community Crossing Grant, which will be in effect again this year, could potentially gain them 15 to 20 miles. If we are going to get our roads back to good condition it takes funding. Mr. Peters stated that he and the department appreciate the support they have received and hope to continue. Commissioner Garner stated that Cum Cap is currently used to fund Information Technology. The Highway Department will not consume the full amount, but any amount left over could accumulate. Commissioner Garner stated he would appreciate a voice of support.

Jon Van Vactor moved, second by Bill Githens, to support the Commissioners in raising the Cum Cap to the maximum rate of .0333. Motion carried 7-0.

AUDITOR'S REPORT

ORDINANCE 2017-1(3)

ADDITIONAL APPROPRIATIONS

EXTRADITION/SHERIFF ASSISTANCE: Jim Masterson moved; second by Heath Thornton, to approve the additional appropriation request of \$17,000 into Vehicle Accessories. Motion carried 7-0.

COMMUNITY CORRECTION PROJECT INCOME: Penny Lukenbill moved; second by Heath Thornton, to approve the additional appropriation request of \$5,000 into Wages-Case Work Manager. Motion carried 7-0.

COMMUNITY CORRECTION PROJECT INCOME: Heath Thornton moved; second by Bill Githens, to approve the additional appropriation request of \$12,000 into Computer Equipment. Motion carried 7-0.

COMMUNITY CORRECTION GRANT FUND: Jim Masterson moved; second by Don Morrison, to approve the additional appropriation request of \$23,000 into Professional Services. Motion carried 7-0.

HISTORICAL SOCIETY: Don Morrison moved; second by Jim Masterson, to approve the additional appropriation request of \$5,000 into Wages-Assistant Museum Director. Motion carried 7-0.

PLAT MAPPING: Bill Githens moved; second by Don Morrison, to approve the additional appropriation request of \$5,000 into Professional Services. Motion carried 7-0.

MUSEUM ASSISTANT DIRECTOR

Jim Masterson moved, second by Penny Lukenbill, to approve the Museum hire of an Assistant Director position, with the Historical Society funding benefits. Motion carried 7-0.

Penny Lukenbill moved, second by Jim Masterson, to amend the motion to approve the Museum hire of an Assistant Director position to include the approval retroactive to February 27, 2017. Motion carried 7-0.

Jon VanVactor clarified that there will still be additional paperwork needed to transfer the funds.

ORDINANCE 2017-2(2)

TRANSFER REQUESTS

EXTENSION: Don Morrison moved; second by Heath Thornton, to approve the transfer request of \$1,319.08 from Office Equipment into Repair Furniture & Equipment. Motion carried 7-0.

MUSEUM: Heath Thornton moved; second by Penny Lukenbill, to approve the transfer request of \$23,840.45 from Wages-Clerical into Wages-Assistant Museum Director. Motion carried 7-0.

PLAT MAPPING: Bill Githens moved; second by Jim Masterson, to approve the transfer request of \$2,000.00 from Technology-GIS into Professional Services. Motion carried 7-0.

COMMUNITY CROSSINGS GRANT FUND: Jon VanVactor moved; second by Penny Lukenbill, to approve the transfer request of \$48,063.63 from Apple Road Bridge into Hot Mix Asphalt (HMA) Project. Motion carried 7-0.

February 13, 2017 minutes: Bill Githens moved; second by Jon Van Vactor, to approve the meeting minutes of February 13, 2017. Motion carried 7-0.

COUNCIL ITEMS

Bill Githens stated that he is going to Indianapolis next Tuesday, March 21st, for AIC Road Funding Day at the Indiana Statehouse. Council member Githens also stated that he has been in contact with Ryan Mishler, Randy Head and Jack Jordan regarding the ten cents per gallon gas tax.

ADJOURNMENT

After the appropriate documents had been signed and with no further business to come before the Council, **Jim Masterson moved; second by Heath Thornton, to adjourn the meeting at 9:44 a.m. Motion carried 7-0.**

Judy Stone, President

Don Morrison, Vice President

Jon Van Vactor

Bill Githens

Heath Thornton

James Masterson

Penny Lukenbill

Attest: _____
Julie A. Fox, Auditor

MINUTES
MARSHALL COUNTY COUNCIL MEETING
MONDAY, APRIL 10, 2017

BE IT REMEMBERED: That on Monday, April 10, 2017, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Board Members present were the Honorable Judy Stone, President; Don Morrison, Vice President; Jon Van Vactor, Bill Githens, Heath Thornton, James Masterson, Penny Lukenbill; 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.

MUSEUM

Linda Rippy, Director, requested a waiver of the 90-day probationary pay period for Assistant Director, Susan Irwin, who has worked with the Museum for three years. **Penny Lukenbill moved, second by Jim Masterson, to waive the 90-day probationary pay period for Assistant Director, Susan Irwin. Motion carried 7-0.**

Ms. Rippy and Historical Society Board President, Mike Miley, presented the Marshall County Museum Report. Ms. Rippy stated that the Historical Society raise money and reinvest it back into the building. Saturday, over 60 people visited the museum and 210 children came during the Farmers Market. Ms. Rippy stated that many are coming from out of Marshall County and are drawn in by Facebook, WTCA, The Pilot News and WSBT. Mr. Miley stressed that it is truly a Marshall County museum, representing each community in Marshall County. The Historical Society has teamed up with The Culver Academies on a permanent exhibit about the Black Horse Troop Equestriennes and the Brown Bag lunches are always a lot of fun with an average attendance of 100 visitors. Ms. Rippy stated that 160 individuals came to the annual Historical Society dinner, themed Nostalgic Narratives on Friday night with guest speaker, Donald Davidson, the historian of the Indianapolis Motor Speedway. Councilmember Lukenbill stated with so many County funds going towards Corrections, Probation and Prosecutor's Office it is such a wonderful thing to have a positive, educational, and fun experience for children and thanked them for their service.

CITY OF PLYMOUTH

Mark Senter, Mayor of the City of Plymouth, addressed the County Council regarding the City's Economic Development Commission and recommended nomination of Tony Gamble to the Board as the County Council appointment. **Jon Van Vactor moved, second by Don Morrison, to approve the nomination of Tony Gamble to the City's Economic Development Commission for a term of four years ending April 10, 2021. Motion carried 7-0.**

AUDITOR'S REPORT

ORDINANCE 2017-1(4)

ADDITIONAL APPROPRIATIONS

CENTRAL DISPATCH: **Bill Githens moved; second by Heath Thornton, to approve the additional appropriation request of \$25,000 into Computer Equipment. Motion carried 7-0.**

ORDINANCE 2017-2(3)

TRANSFER REQUESTS

WIC: **Don Morrison moved; second by Penny Lukenbill, to approve the transfer request of \$5,111 from Wages-Clerk PT into Wages-Clerical. Motion carried 7-0.**

MINUTES

March 13, 2017 minutes: **Bill Githens moved; second by Jim Masterson, to approve the meeting minutes of March 13, 2017. Motion carried 7-0.**

ORDINANCE 2017-09

DORMANT FUNDS

Auditor Fox explained that the Homestead Credit Rebate Fund #6104 is considered a dormant fund as it has had no transactions since prior to May of 2008 and the fund balance of \$22,985.40 is interest only. State Board of Accounts, per our 2014 State Audit, also deems this fund as dormant. Indiana Code 36-1-8-5 allows for this fund balance of \$22,985.40 to be transferred to the County General Fund upon approval by Council. **Penny Lukenbill moved, second by Bill Githens, to approve Ordinance 2017-09: Dormant Funds; and transfer of the Homestead Credit Rebate Fund #6104 sum of \$22,985.40 to the County General Fund. Motion carried 7-0.**

ORDINANCE 2017-7(4)

AMENDING SALARY ORDINANCE 2016-21

Auditor Fox presented Ordinance 2017-7(4): Amending Salary Ordinance 2016-21, Community Corrections Project Income Fund (1) Case Manager, hourly rate increased to \$23.07, retroactive to the date of approval, March 13, 2017, for signature.

COUNCIL ITEMS

Councilmember Lukenbill stated that the Department of Local Government Finance has reduced the Motor Vehicle Highway budget by \$23,406. The reduction of a line item would need to be advertised prior to Council approval and suggests that the Highway Department make the decision as to which line item(s) to reduce. **Jon Van Vactor moved, second by Bill Githens, to table this matter until the next meeting, to allow Highway liaison, Penny Lukenbill, to confer with the Highway Department regarding the reduction. Motion carried 7-0.**

Discussion was held regarding the need for the public to contact State Legislators, Ryan Mishler, Randy Head and Jack Jordan, regarding House Bill 1002 Road Funding, which does not continue the historic split between state and local road funds, but instead shifts part of that increase to a fund that favors municipalities above counties. Counties maintain more roads and bridges and the Council believes that public voices need to be heard in requesting assistance in funding investments in the local roads as we are in a critical stage regarding funding. Pressure needs to also come from the public regarding the condition of our roads, it is very important if we want the state of our roads to change.

ADJOURNMENT

After the appropriate documents had been signed and with no further business to come before the Council, **Bill Githens moved, second by Heath Thornton, to adjourn the meeting at 9:29 a.m. Motion carried 7-0.**

Judy Stone, President

Don Morrison, Vice President

Jon Van Vactor

Bill Githens

Heath Thornton

James Masterson

Penny Lukenbill

Attest: _____
Julie A. Fox, Auditor

**MINUTES
MARSHALL COUNTY COUNCIL MEETING
MONDAY, MAY 8, 2017**

BE IT REMEMBERED: That on Monday, May 8, 2017, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 6:00 p.m. pursuant to the call of the County Auditor. Board Members present were the Honorable Judy Stone, President; Don Morrison, Vice President; Jon Van Vactor, Bill Githens, Heath Thornton, James Masterson, Penny Lukenbill; 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.

PERSONNEL COMMITTEE

WIC - Bi-lingual Clerk PT: Approval of the position description. Updates have been made to follow grant requirements. **Bill Githens moved, second by Penny Lukenbill, to approve the WIC Bi-lingual Clerk PT position description. Motion carried 7-0.**

WIC - Clerk/Vender Liaison PT: Approval of position description. Updates have been made to follow grant requirements. **Heath Thornton moved, second by Jim Masterson, to approve the WIC Clerk/Vender Liaison PT position description. Motion carried 7-0.**

WIC/Health Department - Competent Professional Authority FT: Approval of position description. Updates have been made to follow grant requirements. **Penny Lukenbill moved, second by Bill Githens, to approve the WIC Competent Professional Authority FT position description. Motion carried 7-0.**

Surveyor - Field Assistant PT: Approval of position description. **Heath Thornton moved, second by Jim Masterson, to approve the Surveyor Field Assistant PT position description. Motion carried 7-0.**

Surveyor - Field Assistant PT: Approval of wage recommendation. It was noted that a decrease in pay has been requested from \$16.33 per hour to \$12.00 per hour. **Jim Masterson moved, second by Don Morrison, to approve the Surveyor Field Assistant PT to reduce the hourly rate from \$16.33 per hour to \$12.00 per hour, Ordinance 2017-7(5) Amending Salary Ordinance 2016-21. Motion carried 7-0.**

Building Inspector – Building Inspector PT: Approval of position description. **Heath Thornton moved, second by Bill Githens, to approve the Building Inspector PT position description. Motion carried 7-0.**

Building Inspector – Building Inspector PT: Approval of wage recommendation. It was noted that the position is currently compensated at \$11.78 per hour and Waggoner, Irwin & Scheele recommended a pay range of \$17.40 - \$20.05 per hour. **Bill Githens moved, second by Heath Thornton, to approve the Building Inspector PT hourly rate of \$17.40 per hour. Motion carried 7-0.**

Coroner – Deputy Coroner PT: Approval of position description. **Jim Masterson moved, second by Penny Lukenbill, to approve the Deputy Coroner PT position description. Motion carried 7-0.**

EMA

Director Clyde Avery requested permission to apply for the 2016 Emergency Management Performance Grant (EMPG) which reimburses the County for 2016 wages in the sum of \$22,000. The Council commended Clyde on the excellent job he does managing his grants. **Penny Lukenbill moved, second by Bill Githens, to approve the 2016 Emergency Management Performance Grant (EMPG) application. Motion carried 7-0.**

CLERK

Clerk, Deb VanDeMark, requested permission to waive the probationary pay for Vicki Youst who was recently re-hired as a full-time Deputy Clerk. Ms. Youst worked previously as a Deputy Clerk for ten years and has been working part-time clerical since September, 2016. **Bill Githens moved, second by Don Morrison, to approve the waiver of probationary pay for Vicki Youst effective today. 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. **Bill Githens moved, second by Don Morrison, to approve the Headsight, Inc. abatement finding the property owner is in substantial compliance. 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. **Bill Githens moved, second by Penny Lukenbill, to deny the Gramm Holding Company, LLC abatement finding that the property owner is not in substantial compliance as the abatement has expired pursuant to Resolution 2012-08 which allowed for a three (3) year real property tax abatement. Motion carried 7-0.**

Faulkner Fabricating, Inc. files Compliance with Statement of Benefits Personal Property, Form CF-1: Personal Property to request abatement for the property located at 4050 Lincoln Highway, Bourbon. **Jon VanVactor moved, second by Heath Thornton, to approve the Faulkner Fabricating, Inc. abatement finding the property owner is in substantial compliance. Motion carried 7-0.**

Faulkner Fabricating, Inc. files Compliance with Statement of Benefits Personal Property, Form CF-1: Real Property to request abatement for the property located at 4050 Lincoln Highway, Bourbon. **Jon VanVactor moved, second by Heath Thornton, to approve the Faulkner Fabricating, Inc. abatement finding the property owner is in substantial compliance. 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. **Don Morrison moved, second by Penny Lukenbill, to approve the Indiana Tool & Manufacturing Co., Inc. abatement finding the property owner is in substantial compliance. Motion carried 7-0.**

PROSECUTOR

Prosecutor, Nelson Chipman explained that in past years his office has applied through Community Corrections Grant for a fully funded position, Pre-Trial Diversion Officer, which has been denied. This year, however, they have received an Award Letter stating that they have been approved effective July 1, 2017 for Fiscal Year 2018 in the sum of \$59,300, which represents a salary of \$38,000 plus benefits. Mr. Chipman explained that the program allows lower-level offenders a last chance without a felony record. This position would be the only position within Community Corrections that reports directly to the Prosecutor. Mr. Chipman explained that it is a renewable grant and have been assured that this is a long-lasting grant, in the event that the grant is not funded, the position would be eliminated. The funds will be parallel to Community Corrections funds and receipted into Community Corrections and the existing Pre-Trial Diversion secretary and program will remain. Council President Stone explained that the Community Corrections Board has unanimously approved this request. **Heath Thornton moved, second by Penny Lukenbill, to approve the Prosecutor's request to apply for the Community Corrections Prosecutor's Diversion grant effective July 1, 2017 for Fiscal Year 2018 in the sum of \$59,300. Motion carried 7-0.**

The Pre-Trial Diversion Officer position description is to be submitted to the Personnel Committee.

MARSHALL COUNTY 4-H FAIR ASSOCIATION

Robert Hurford, President of the Marshall County 4-H Fair Board, explained that the 4-H Fair Board is planning to apply for a \$500,000 grant OCRA Community Development Block Grant and requires a municipality sponsorship. Marshall County would be the recipient and the 4-H Fair Association would be the sub-recipient. The grant funds will be utilized to construct a multi-purpose building at the Marshall County fairgrounds. The facility will be open year around and will be available for use to the general public for activities such as receptions, dinners, conference, etc. the income would help sustain the fairgrounds. No County funds are being requested for the local match.

Heath Thornton moved, second by Don Morrison, to approve the Marshall County 4-H Fair Association's request to apply for a \$500,000 OCRA grant, without County tax funds being used for the local match. Motion carried 7-0.

AUDITOR'S REPORT

ORDINANCE 2017-1(5)

ADDITIONAL APPROPRIATION

INFORMATION SYSTEMS: Jon VanVactor moved, second by Jim Masterson, to approve the additional appropriation request of \$1,800 into Longevity. Motion carried 7-0.

PROBATION: Jon VanVactor moved, second by Bill Githens, to approve the additional appropriation request of \$5,000 into Urinalysis Supplies. Motion carried 7-0.

ORDINANCE 2017-2(4)
TRANSFER REQUESTS

SURVEYOR: Penny Lukenbill moved, second by Jim Masterson, to approve the transfer request of \$200 from Vehicle Maintenance Supplies and \$235.94 from Vehicle Repair into Office Machine Supplies for a total sum of \$435.94. Motion carried 7-0.

SUPERIOR COURT NO. II: Jon VanVactor moved, second by Heath Thornton, to approve the transfer request of \$79.95 from Printed Forms into Office Furniture & Fixtures. Motion carried 7-0.

MOTOR VEHICLE HIGHWAY: Heath Thornton moved, second by Jim Masterson, to approve the transfer request of \$11,330 from Laborer into Seasonal Helpers. Motion carried 7-0.

MOTOR VEHICLE HIGHWAY: Jon Van Vactor moved, second by Penny Lukenbill, to approve the transfer request of \$4,797.72 from Weed Spray Service into Weed Spray in the sum of \$2,000 and into Sodium Chloride (Salt) in the sum of \$2,797.72. Motion carried 7-0.

ORDINANCE 2017-10(1)
REDUCTION OF APPROPRIATION

MOTOR VEHICLE HIGHWAY: Penny Lukenbill moved, second by Jon VanVactor, to approve the reduction appropriation request of \$23,406 from Highway Equipment to comply with the Department of Local Government Finance. Motion carried 7-0.

ORDINANCE 2017-7(5)
AMENDING SALARY ORDINANCE 2016-21

2017 Salary Ordinance Amendment: Auditor, Julie Fox, presented Ordinance 2017-7(5) for signature amending the 2017 Salary Ordinance to reflect Section 1000-006 Marshall County Surveyor to reflect Field Assistant PT at a rate of \$12.00 per hour which previously approved in the meeting.

ORDINANCE 2017-7(6)
AMENDING SALARY ORDINANCE 2016-21

2017 Salary Ordinance Amendment: Auditor, Julie Fox, submitted Ordinance 2017-7(6) amending the 2017 Salary Ordinance to reflect Section 8801-001 Women, Infants & Children (WIC) to reflect Clerk PT refers to Bi-lingual Clerk PT and Clerk/Vender Liaison PT at the existing rate of \$15.03 per hour. **Don Morrison moved, second by Heath Thornton, to approve Ordinance 2017-7(6): Amending Salary Ordinance 2016-21 to reflect WIC Clerk PT refers to Bi-lingual Clerk PT and Clerk/Vender Liaison PT at the existing rate of \$15.03 per hour. Motion carried 7-0.**

MINUTES

April 10, 2017 Minutes: Bill Githens moved, second by Don Morrison, to approve the meeting Minutes of April 10, 2017. Motion carried 7-0.

COUNCIL ITEMS

Penny Lukenbill suggested that upon receiving official legislative funding notice, to request the Commissioners contact Umbaugh Financial to create an updated financial plan for Marshall County.

ADJOURNMENT

After the appropriate documents had been signed and with no further business to come before the Council, **Bill Githens moved, second by Heath Thornton, to adjourn the meeting at 7:08 p.m. Motion carried 7-0.**

Judy Stone, President

Don Morrison, Vice President

Jon Van Vactor

Bill Githens

Heath Thornton

James Masterson

Penny Lukenbill

Attest: _____
Julie A. Fox, Auditor

**MINUTES
MARSHALL COUNTY COUNCIL MEETING
MONDAY, JUNE 12, 2017**

BE IT REMEMBERED: That on Monday, June 12, 2017, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Board Members present were the Honorable Judy Stone, President; Don Morrison, Vice President; Jon Van Vactor, Bill Githens, Heath Thornton, James Masterson, Penny Lukenbill; 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.

MARSHALL COUNTY ECONOMIC DEVELOPMENT CORPORATION

Jerry Chavez, President and CEO, Marshall County Economic Development Corporation (MCEDC) provided the 2016 Annual Report and a brief update stating that the 2016 Financial Report is complete. Mr. Chavez explained that there are good things happening in Marshall County, but some areas are trending downward, including capital income, population loss and school enrollment. Mr. Chavez highlighted last year's progress, including Homestead Dairy.

Mr. Chavez explained that workforce development is the main focus of MCEDC as it is a key component to protecting business. Twenty-five entities were interviewed in order to understand their challenges and there are currently 200 open employment positions in the County. A plan is in place and MCEDC is seeking funding from Indiana Workforce Development to assist individuals in preparing resumes to apply for those positions.

Council member Lukenbill asked what Mr. Chavez sees as the biggest challenge for workforce development. Mr. Chavez explained that workforce development is broken down into three categories, long term, short term and immediate needs. Long term needs are geared toward educating youth; short term needs are leadership training, entry level and middle management training, and developing skill sets; immediate needs are to bring new individuals into Marshall County to work and live.

BUILDINGS & GROUNDS

Maintenance Supervisor, Doug Masterson, explained that there have been several unforeseen problems that have needed repair and that the cost of these items has drained their funds. Mr. Masterson and Commissioner Overmyer requested Council's support in replenishing the funds, along with additional funding to address the needs of the Shady Rest building as the County will take back possession on August 1st. Commissioner Delp explained that the average utility costs for Shady Rest are \$7,000 per month when filled with residents. Sheriff Hassel explained that the expenses paid for from the Building & Grounds Budget for the jail could be paid from the LIT Special Purpose fund and would be willing to allow the Maintenance Department to oversee the line item for repairs. Council President Stone stated that she would like to see LIT Special Purpose funds utilized. Council member Lukenbill agreed that the Maintenance Department would need additional appropriations from the General fund and LIT Special Purpose fund, further stating that the maintenance and repair

line item in the Building & Grounds Budget should be budgeted for unforeseen projects and a policy should be developed on how to spend that money. Council President Stone requested Mr. Masterson return to Council and provide an update following the Shady Rest tour. Commissioner Overmyer explained that a Committee will be formed at the next Commissioner meeting and one of their objectives will be to help locate a non-profit to assume the Shady Rest building.

HEALTH DEPARTMENT

Christine Stinson explained that Marshall County is eligible for \$19,070 and requested permission to proceed with the filing of an Emergency Preparedness Grant. Ms. Stinson explained the funds would be used to purchase an AED unit for the County Building, AED replacement pads, supplement income and benefits for a part-time Health Educator/Emergency Preparedness employee. Ms. Stinson explained that any unused funds would revert back to the State. Ms. Stinson explained that her preference would be to have a full-time employee position, however, the funding sources are not fully in place. Ms. Stinson explained that the Emergency Preparedness Plan is out of date and needs someone to continually work on maintaining the plan, further explaining that the Health Department is at the center of any emergency and that this person would work closely with EMA Director, Clyde Avery. Ms. Stinson explained that the Health Board has approved this grant application request. **Jim Masterson moved, second by Penny Lukenbill, to allow the Health Department to apply for the Emergency Preparedness Grant in the sum of \$19,070. Motion carried 7-0.**

SHERIFF DEPARTMENT

Sheriff Matt Hassel stated that the Merit Board has selected applicant Cullen Smith for the vacated patrolman position. Mr. Smith has completed testing. The academy has a placement opportunity on June 19th, however, the job description requires the applicant to be 21 and Mr. Smith turns 21 after the June 19th training date. Sheriff Hassel is requesting a waiver of the age requirement on the job description. **Jon Van Vactor moved, second by Bill Githens, for a one-time waiver of the age requirement of the Patrolman position description and allow the Sheriff to hire Cullen Smith. Motion carried 7-0.**

COMMISSIONER

Commissioner Kurt Garner, stated that the Community Crossings Grant is being offered again this year requiring a 25% match, which will make it a little more competitive. INDOT, LaPorte District, provided an update and presentation on the program and clarification was received that the project request would need to be in the \$1.3 to \$1.4 million-dollar range in order to receive the full match. Applications are due July 14th and will require a document of support along with a project list which is still being created. Commissioner Garner explained that he foresees the grant program to run through 2021 and possibly beyond, but will become more competitive each year with the lower required match. Council member Githens stated that he also attended the INDOT meeting and was encouraged for future funding. Commissioner Garner expressed appreciation of the funding last year and is requesting support of the \$400,000 match. Council member Lukenbill asked how much additional funding is needed to complete the 2017 Road Program. Commissioner Garner explained that with the funds in place and grant opportunity, the Highway Department will still be short to fully fund the projects by approximately \$700,000. Commissioner Garner explained that they would refine the project list and return in July for a letter of support. Mr. Peters explained grants will be awarded in August and contracts signed in the spring. Council member Van Vactor explained that the County is making progress on the three-year road plan and there is \$114,000 remaining in the LOIT Special Distribution fund and \$48,000 of unused funds in the Community Crossings Grant fund which can be re-allocated for the local County grant match. **Bill Githens moved, second by Penny Lukenbill, to support the Highway Department on the Community Crossings Grant match of \$400,000. Motion carried 7-0.**

AUDITOR'S REPORT

ORDINANCE 2017-2(5) TRANSFER REQUESTS

WIC: **Bill Githens moved, second by Heath Thornton, to approve the transfer request of \$114.76 from Department 001 Travel/Mileage into Department 002 Travel/Mileage. Motion carried 7-0.**

MINUTES

May 8, 2017 Minutes: **Jim Masterson moved, second by Don Morrison, to approve the meeting Minutes of May 8, 2017. Motion carried 7-0.**

ORDINANCE 2017-7(7) AMENDING SALARY ORDINANCE 2016-21

2017 Salary Ordinance Amendment: Auditor, Julie Fox, presented Ordinance 2017-7(7) for signature amending the 2017 Salary Ordinance to reflect Section 1000-312 Building Commission to reflect Inspector Part Time at a rate of \$17.40 per hour effective May 8, 2017. **Heath Thornton moved, second by Bill Githens, to approve Ordinance 2017-7(7): Amending Salary Ordinance 2016-21 to reflect Section 1000-312 Building Commission to reflect Inspector PT at a rate of \$17.40 per hour effective May 8, 2017. Motion carried 7-0.**

COMMUNITY CORRECTIONS

Prosecutor's Pre-Trial Diversion position description submitted for approval. **Heath Thornton moved, second by Penny Lukenbill to approve the Prosecutor's Pre-Trial Diversion position description. Motion carried 7-0.**

ORDINANCE 2017-7(8) AMENDING SALARY ORDINANCE 2016-21

Ordinance 2017-7(8): Amending the 2017 Salary Ordinance to reflect Section 1122 Community Corrections Grant Fund to reflect Two (2) Case Manager/Field Officer – FT at a range of \$19.26 to \$24.31 per hour; and, Prosecutor's Diversion to reflect One (1) Pre-Trial Diversion Officer FT at a rate of \$20.87 per hour to be effective July 1, 2017 for the Grant Fiscal Year 2018. **Heath Thornton moved, second by Jim Masterson, to approve Ordinance 2017-7(8): Amending Salary Ordinance 2016-21 to reflect Section 1122 Community Corrections Grant Fund to reflect 2 Case Manager/Field Officer – FT at a range of \$19.26 to \$24.31 per hour; and, Prosecutor's Diversion to reflect 1 Pre-Trial Diversion Officer FT at a rate of \$20.87 per hour to be effective July 1, 2017 for the Grant Fiscal Year 2018. Motion carried 7-0.**

COUNCIL ITEMS

It was requested that the Departments prepare their budget estimate using no more than three percent raise with the understanding that it may be adjusted during the budget process. **Don Morrison moved, second by Jon Van Vactor to direct Department Heads and Elected Officials to prepare budget estimates using no more than three percent raise for full-time wages only. Motion carried 7-0.**

Council President Stone shared that she has received a letter from Mayor Mark Senter indicating that they are looking to establish US Highway 30 as a freeway. A meeting will be held at the Webster Center on August 1st at 10:00 a.m.

Council member Lukenbill encouraged the members to look at the fund balance report in order to prepare a plan to fund the Highway Department and projects so they may have a good discussion at the July meeting.

ADJOURNMENT

After the appropriate documents had been signed and with no further business to come before the Council, **Heath Thornton moved, second by Bill Githens, to adjourn the meeting at 10:19 a.m. Motion carried 7-0.**

Judy Stone, President

Don Morrison, Vice President

Jon Van Vactor

Bill Githens

Heath Thornton

James Masterson

Penny Lukenbill

Attest: _____
Julie A. Fox, Auditor

**MINUTES
MARSHALL COUNTY COUNCIL MEETING
MONDAY, JULY 10, 2017**

BE IT REMEMBERED: That on Monday, July 10, 2017, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Board Members present were the Honorable Judy Stone, President; Don Morrison, Vice President; Jon Van Vactor, Bill Githens, Heath Thornton, James Masterson, Penny Lukenbill; 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.

COMMISSIONERS

Commissioner, Kurt Garner, and Highway Supervisor, Jason Peters, presented the Community Crossings Road Plan stating they may be substituting some of the roads on the plan. The original estimate was for \$1,461,000 but will be adjusted accordingly with the substitutions and final quotes. Mr. Peters stated that the road projects will be completed according to the availability of funding. Mr. Peters indicated that the grant application will be submitted at the maximum level prior to the deadline of Friday, July 14th.

Commissioner Garner informed the Board that the Shady Rest Committee has been formed and anticipate meeting the first of August. The insurance carrier is working on the adjusted insurance premium for budgeting purposes.

CULVER STELLAR COMMITTEE

Ginny Munroe, Town of Culver Council President, and Jonathon Leist, Culver Town Manager, requested support for Stellar Community Grant Application. Ms. Munroe explained that the Comprehensive Plan is concentrated on population growth and quality of life. A five-year action plan has been created and income based housing is at the top of the list. In the event Culver is designated a Stellar Community, \$6,000,000 will be awarded towards the projects. Mr. Leist indicated that the application is due August 26th and the deadline for a letter of support is August 1st. Council member Thornton asked if it was a grant match. Mr. Leist explained that there is an average of 20% match and have four years to implement the projects. **Bill Githens moved, second by Heath Thornton, to provide a letter of support to the Town of Culver for the Stellar Community Grant Application. Motion carried 7-0.**

CASA

Director, Chastity Keller, presented a request for 2018 GAL/CASA Grant Application in the amount of \$9,868.80. There is a 15 percent in-kind match of \$1,480.32 and the County cash match which is included in the Circuit Court budget request is \$8,388.48. The amount projected for the State's Matching GAL/CASA Grant next year is \$9,868.80. Ms. Keller explained that there are three new CASA volunteers. The minimum amount of time donated by a volunteer is ten hours per month. **Penny Lukenbill moved, second by Jim Masterson, to support the 2018 GAL/CASA Grant Application request in the sum of \$9,868.80. Motion carried 7-0.**

WEST TOWNSHIP TRUSTEE

A discussion was held regarding West Township Trustee's submission of Resolution 2017-1, recommending salaries of the officers and employees of the Township for the calendar year 2018, Township Form 17. The form indicates that the County Council adopt an ordinance before August 1st fixing the salaries of the Township officers and employees. Auditor Fox received clarification from the State Board of Accounts that the form submitted by West Township was prepared on an old form from 1971 and the new form does not have the same language on it. State Board of Accounts is not aware of any authority or process that the County Council needs to take with regards to setting the salary of Township officials. The form will be maintained by the Auditor with the unit's submitted budget.

MUSEUM – QUARTERLY REPORT

Director, Linda Rippy, provided the Quarterly Report stating that they had 80 visitors to the Museum on Saturday. Ms. Rippy stated that they are expecting 100 people for the Dine Around and Concert on Saturday, July 15th and the Museum is providing dessert. There will be an upcoming tractor exhibit and are looking forward to Speaker, Greg Champion, who will also be the Brown Bag featured speaker on August 11th.

AUDITOR'S REPORT

ORDINANCE 2017-1(6) **ADDITIONAL REQUESTS**

CIRCUIT COURT: Heath Thornton moved, second by Jon Van Vactor, to approve the additional appropriation request of \$16,000 into Pauper Counsel. Motion carried 7-0.

CUMULATIVE CAPITAL DEVELOPMENT: Jon Van Vactor moved, second by Penny Lukenbill, to approve the additional appropriation request of \$43,300 into Machinery and Equipment. Motion carried 7-0.

HEALTH DEPARTMENT: Jim Masterson moved, second by Heath Thornton, to approve the additional appropriation request of \$14,000 into Professional Services and \$1,100 into Personal Health Supplies. Motion carried 7-0.

ORDINANCE 2017-2(6) **TRANSFER REQUESTS**

RECORDER: Bill Githens moved, second by Penny Lukenbill, to approve the transfer request of \$300.00 from Repair Furniture and Equipment into Wages-Longevity. Motion carried 7-0.

SOLID WASTE: Jon Van Vactor moved, second by Heath Thornton, to approve the transfer request of \$6,000.00 from Other Wages with \$3,000 into Office Equipment and \$3,000 into Print/Public Info. Motion carried 7-0.

MINUTES

June 12, 2017 Minutes: Bill Githens moved, second by Jon Van Vactor, to approve the meeting Minutes of June 12, 2017. Motion carried 7-0.

COUNCIL ITEMS

Discussion was held concerning the 2018 Council Budget and County Officials Training Fund. DLGF will be meeting with the units on August 3rd and 4th to assist in budget preparation.

Council member, Bill Githens, stated that Culver Lake Fest will be held this weekend and the parade will be on Saturday morning.

Discussion was held concerning Highway funding and Community Crossings grant match.

ADJOURNMENT

After the appropriate documents had been signed and with no further business to come before the Council, **Bill Githens moved, second by Jim Masterson, to adjourn the meeting at 9:49 a.m. Motion carried 7-0.**

Judy Stone, President

Don Morrison, Vice President

Jon Van Vactor

Bill Githens

Heath Thornton

James Masterson

Penny Lukenbill

Attest: _____
Julie A. Fox, Auditor

**MINUTES
MARSHALL COUNTY COUNCIL MEETING
MONDAY, AUGUST 14, 2017**

BE IT REMEMBERED: That on Monday, August 14, 2017, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Board Members present were the Honorable Judy Stone, President; Don Morrison, Vice President; Jon Van Vactor, Bill Githens, Heath Thornton, James Masterson, Penny Lukenbill; and County Auditor, Julie A. Fox. The meeting was opened with the Pledge of Allegiance and the business at hand was heard.

PUBLIC INPUT

There was no public input.

EMA

Auditor, Julie A. Fox, explained that EMA Director, Clyde Avery, was unable to attend the meeting this morning and is requesting approval to apply for two grants. The 2017 SHSP Grant is a reimbursable grant from the Indiana Department of Homeland Security. The grant, if successfully obtained, will be used to fund terrorism preparedness by building or enhancing capabilities that relate to the prevention of, protection from, mitigation of, response to, and recovery from terrorism. Auditor Fox indicated that Mr. Avery sent an email to local law enforcement agencies requesting recommendations for projects that would aid them in terrorism preparedness. The maximum award amount for individual projects is \$50,000. **Jon Van Vactor moved, second by Penny Lukenbill, to approve the 2017 SHSP Grant. Motion carried 7-0.**

The 2017 EMPG Grant is also a reimbursable grant from the Indiana Department of Homeland Security. The grant, if successfully obtained, will be used to hire a contractor to conduct both an ICS 300 (intermediate ICS) and an ICS 400 (advanced ICS) course. A contractor would be hired to conduct a tabletop exercise on the recently developed Emergency/Disaster Recovery Annex. The grant amount requested is \$8,000. **Jon Van Vactor moved, second by Jim Masterson, to approve the 2017 EMPG Grant. Motion carried 7-0.**

SHERIFF'S DEPARTMENT

Sheriff, Matt Hassel, presented the County Sheriff's Report of Receipts and Disbursements for the Commissary Fund for the Period of January 1, 2017 through June 30, 2017 for acceptance. **Bill Githens moved, second by Heath Thornton, to accept the County Sheriff's Report of Receipts and Disbursements of the Commissary Fund for the Period of January 1, 2017 through June 30, 2017. Motion carried 7-0.**

PERSONNEL COMMITTEE

Tori Stull on behalf of the Personnel Committee came before the Board to present the following favorable recommendations:

WIC, Bi-lingual Clerk: Ms. Stull explained that Coordinator, Annette Osborne, has requested to reclassify the Bi-lingual Clerk position from part-time to full-time, the hourly rate of pay will remain set at \$15.03. It was further requested to be effective immediately, rather than the next grant cycle beginning October 1st as there are sufficient funds remaining in the current budget year.

Jon Van Vactor moved, second by Penny Lukenbill, to approve the WIC Bi-lingual Clerk position description as presented changing from part-time to full-time at an hourly rate of \$15.03 per hour. Motion carried 3-0.

Jon Van Vactor moved, second by Heath Thornton, to approve the request effective immediately upon filling the position. Motion carried 7-0.

Health Department, Health Educator/Emergency Preparedness Coordinator: Ms. Stull explained that Christine Stinson is requesting the addition of a new full-time position, Health Educator/Emergency Preparedness Coordinator to the Health Department and presented the position description for approval. Ms. Stull stated that Waggoner, Irwin & Scheele classified the position as a PAT, FLSA non-exempt and recommended a salary range of \$35,225 - \$38,408. Ms. Stinson did state her objection to the recommended salary range due to the educational requirements being the same as the other full-time positions in the Health Department. Ms. Stinson requested the wage be set at \$42,515.20 per year. Ms. Stinson further explained that the position would be funded by grant awards and the Health Department funds. Letters of support were submitted from the Marshall County Health Department and Marshall County Emergency Management Agency.

Penny Lukenbill moved, second by Bill Githens, to accept the Health Educator/Emergency Preparedness Coordinator full-time position description as presented. Motion carried 7-0.

Bill Githens moved, second by Jim Masterson, to approve the Health Educator/Emergency Preparedness Coordinator rate of pay at \$20.22 per hour, totaling \$36,800 per year. Motion carried 7-0.

Health Department, Public Health Nurse PT: Ms. Stull explained that the Health Department did not have a position description on file for the part-time Public Health Nurse and presented the position description for approval. **Bill Githens moved, second by Jim Masterson, to approve the Public Health Nurse part-time position description as presented. Motion carried 7-0.**

Ms. Stull explained that the Assessor has submitted updated position descriptions, which have been referred to Waggoner, Irwin & Scheele for review and salary recommendation requested; however, the recommendations from Waggoner, Irwin & Scheele have not been received and asked that the request be tabled until the next meeting.

COMMUNITY CORRECTIONS and PROSECUTOR

Director, Ward Byers, stated that the position of Case Manager/Field Officer was recently filled and is requesting a waiver of the 90 day probationary pay period. Mr. Byers stated that he understands it is customary to request the waiver for existing County employees; however, the individual is a licensed substance abuse therapist with seven years of experience. The individual was hired on August 7th and due to grant funding and individual experience, Mr. Byers is requesting waiver of probationary pay retroactive to August 7, 2017. Councilmember Lukenbill stated the policy is for new employees. Mr. Byers respectfully disagreed that new employees should not be penalized for working with Marshall County. Discussion was held concerning the 90 day probationary pay period.

Prosecutor, Nelson Chipman, explained that Kellie Kanarr has been selected for the Pre-Trial Diversion Officer position and is coming to this position with 19 years' experience from the Sheriff's Department. **Penny Lukenbill moved, second by Jim Masterson, to approve the waiver of probationary pay for Community Corrections Case Manager/Field Officer and Prosecutor Pre-Trial Diversion Officer retroactive to August 7, 2017. Motion Carried 7-0.**

AUDITOR'S REPORT

ORDINANCE 2017-1(7) **ADDITIONAL APPROPRIATIONS**

Councilmember Githens requested that appropriation forms be completely filled out by departments, including the "Reason for Request" when submitting the form for review. Council members concurred for transparency purposes.

CORONER: Jon Van Vactor moved, second by Bill Githens, to approve the additional appropriation request of \$2,000 into Wages-Emergency Deputy. Motion carried 7-0.

CORONER: Jim Masterson moved, second by Bill Githens, to approve the additional appropriation request of \$1,000 into Morgue Supplies. Motion carried 7-0.

CORONER: Bill Githens moved, second by Penny Lukenbill, to approve the additional appropriation request of \$3,000 into Toxicology. Motion carried 7-0.

CORONER: Jim Masterson moved, second by Bill Githens, to approve the additional appropriation request of \$20,000 into Autopsy. Motion carried 7-0.

CORONER: Bill Githens moved, second by Penny Lukenbill, to approve the additional appropriation request of \$1,000 into Vehicle Repair for accessories. Motion carried 7-0.

BUILDING & GROUNDS: Bill Githens moved, second by Heath Thornton, to approve the additional appropriation request of \$20,000 into Shady Rest Maintenance. Motion carried 7-0.

LIT SPECIAL PURPOSE: Penny Lukenbill moved, second by Heath Thornton, to approve the additional appropriation request of \$50,000 into Repair Building & Structures. Motion carried 7-0.

Council President Stone explained that on July 19th an emergency was declared concerning the loss of backup power at the Sheriff's Department and a claim was paid to M & J Electric Plus, Inc. in the sum of \$40,126 for a UPS Replacement Unit Mitsubishi DP 1100 Series. The labor and equipment rental will be paid upon completion of installation in the sum of \$12,650.

HEALTH: Jim Masterson moved, second by Bill Githens, to approve the additional appropriation request of \$3,000 into Unsafe Buildings. Motion carried 7-0.

ORDINANCE 2017-2(7) **TRANSFER OF APPROPRIATIONS**

COMMUNITY CORRECTIONS: Jon Van Vactor moved, second by Heath Thornton, to approve the transfer request of \$263.44 from Field Supplies, \$245.22 into Vehicle Supplies and \$18.22 into Office Supplies; \$854.69 from Group Health Insurance into Office Supplies; \$250.56 from Maintenance, \$125 into Printed Forms and \$125.56 into Professional Services; \$1,000 from Unemployment Compensation into Professional Services; \$1,000 from Workman's Compensation into Professional Services; \$4,337.09 from Group Health Insurance into Miscellaneous Expenses; \$4,331.58 from Social Security into Miscellaneous Expenses; \$1,472.83 from Wages-Pre-Trial Quality Assurance Coordinator into Miscellaneous Expenses; \$841.57

from Group Health Insurance into Professional Services; \$2,400 from Wages-Pre-Trial Quality Assurance Coordinator into Professional Services to close the 2017 Fiscal Year. Motion carried 7-0.

HIGHWAY DEPARTMENT: Heath Thornton moved, second by Jim Masterson, to approve the transfer request of \$5,000.00 from Insurance into Contractual Services. Motion carried 7-0.

EXTENSION: Jim Masterson moved, second by Don Morrison, to approve the transfer request of \$180.92 from Office Equipment and \$250 from Computer Programming into Repair Furniture & Equipment in the total sum of \$430.92. Motion carried 7-0.

COMMUNITY CORRECTIONS: Jon Van Vactor moved, second by Heath Thornton, to approve the transfer request of \$20 from Wages-Pre-Trial Quality Assurance Coordinator into Miscellaneous Expense to close the 2017 Fiscal Year. Motion carried 7-0.

WIC: Jim Masterson moved, second by Penny Lukenbill, to approve the transfer request of \$100 from Repair Furniture & Equipment and \$295 from Office Supplies into Equipment Maintenance Contract in the total sum of \$395. Motion carried 7-0.

HIGHWAY DEPARTMENT: Jon Van Vactor moved, second by Heath Thornton, to approve the transfer request of \$10,000.00 from Insurance into 7th Road Construction for 7th Road Wetland Mitigation expense. Motion carried 7-0.

DEA FORFEITURE: Penny Lukenbill moved, second by Jim Masterson, to approve the transfer request of \$5,000 from Training into Confidential Funds. Motion carried 7-0.

SHERIFF'S DEPARTMENT-JAIL: Heath Thornton moved, second by Penny Lukenbill, to approve the transfer request of \$15,000 from Wages-PT Turnkey/Dispatchers into Wages-Overtime. Motion carried 7-0.

STATEWIDE 911: Jim Masterson moved, second by Don Morrison, to approve the transfer request of \$4,000 from Computer Equipment into Wages-Overtime. Motion carried 7-0.

MINUTES

July 10, 2017 Minutes: Bill Githens moved, second by Heath Thornton, to approve the meeting Minutes of July 10, 2017. Motion carried 7-0.

2018 Marshall County Council Meeting Schedule: Auditor Fox presented the 2018 Marshall County Council Meeting Schedule for approval. Discussion was held concerning moving the May evening meeting to 9:00 a.m. and eliminating the August 21st Department Budget Submission meeting. Bill Githens moved, second by Jim Masterson, to approve the 2018 Marshall County Council Meeting Schedule as presented, with the change of the May 14th meeting date to be held at 9:00 a.m. rather than 6:00 p.m. and retaining the August 21st Department Budget Submission date as follows:

<u>MEETING DATE AT 9:00 A.M.</u>		<u>ADDITIONAL REQUESTS DUE - BY</u>	
		<u>12:00 NOON</u>	
Monday	January 8	Wednesday	December 20
Monday	February 12	Wednesday	January 17
Monday	March 12	Wednesday	February 21
Monday	April 9	Wednesday	March 21
Monday	May 14	Wednesday	April 18
Monday	June 11	Wednesday	May 16
Monday	July 9	Wednesday	June 20
Monday	August 13	Wednesday	July 18
Tuesday	August 21	DEPT BUDGET SUBMISSION	
Monday	September 10	2018 BUDGET HRG.	Wednesday August 15
Monday	October 8	BUDGET ADOPTION	Wednesday September 19
Monday	November 13		Wednesday October 17
Monday	December 10		Wednesday November 14
Friday	December 31	IF NEEDED	No Additional Requests Heard
Monday	January 14, 2018		Wednesday December 19

Motion carried 7-0.

SALARY ORDINANCE 2017-7(9)

2017 Salary Ordinance Amendment: Auditor, Julie Fox, submitted Ordinance 2017-7(9) amending Salary Ordinance 2016-21 to reflect Section 1000-273 Probation Department to reflect Chief Probation Officer at the rate of \$2,524.52 bi-weekly and Section 2000 Adult Probation Administrative Fund to reflect Chief Probation Officer at the rate of \$2,524.52 bi-weekly to be retroactive to July 17, 2017. **Don Morrison moved, second by Heath Thornton, to approve Ordinance 2017-7(9) Amending Salary Ordinance 2016-21 to reflect Section 1000-273 Probation Department and Section 2000 Adult Probation Administrative Fund to reflect the Chief Probation Officer at the rate of \$2,524.52 bi-weekly retroactive to July 17, 2017. Motion carried 7-0.**

SALARY ORDINANCE 2017-7(10)

2017 Salary Ordinance Amendment: Auditor, Julie Fox, submitted Ordinance 2017-7(10) Amending Salary Ordinance 2016-21 to reflect Section 1122 Community Corrections Grant Fund to reflect Substance Abuse Instructor PT at the rate of \$25.25 per hour retroactive to January 1, 2017. **Penny Lukenbill moved, second by Jim Masterson, to approve Salary Ordinance 2017-7(10) Amending Salary Ordinance 2016-21 to reflect Section 1122 Community Corrections Grant Fund to reflect Substance Abuse Instructor PT at the rate of \$25.25 per hour retroactive to January 1, 2017. Motion carried 7-0.**

2018 BUDGET PREPARATION

Auditor, Julie Fox, presented the following information in preparation of the 2018 Budget Hearings:

Estimated Civil Max Levy of \$9,260,210, Property Tax Cap Credit Estimate of \$439,463, Property Tax Revenue Estimate of \$6,662,691, General Fund Estimated Revenue of \$12,866,666, and General Fund Requested Budget of \$12,862,360.

COUNCIL ITEMS

Councilmember Thornton stated that the Homestead Dairy open house was well attended and commended them for their investment in Marshall County.

ADJOURNMENT

After the appropriate documents had been signed and with no further business to come before the Council, **Bill Githens moved, second by Jim Masterson, to adjourn the meeting at 10:31 a.m. Motion carried 7-0.**

Judy Stone, President

Don Morrison, Vice President

Jon Van Vactor

Bill Githens

Heath Thornton

James Masterson

Penny Lukenbill

Attest: _____
Julie A. Fox, Auditor

MARSHALL COUNTY COUNCIL
2018 BUDGET HEARINGS
FIRST READING - AUGUST 22, 2017

BE IT REMEMBERED: That on Tuesday, August 22, 2017, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana at 9:00 a.m. The budget hearing was called to order by President Judy Stone. Also present were Vice President Don Morrison, members Jon Van Vactor, Bill Githens, Heath Thornton, Jim Masterson, Penny Lukenbill; and Auditor Julie A. Fox. The meeting was opened with the Pledge of Allegiance.

President, Judy Stone, welcomed everyone to the 2018 budget hearing first reading and reminded everyone that budget cuts will not be made in this meeting, further stating that budget adjustments may be made today upon review and discussion with Department Heads. The second reading will be held on Monday, September 11th at 9:00 a.m. and the third reading and adoption will be held on Monday, October 9th at 9:00 a.m.

MARSHALL COUNTY SOLID WASTE MANAGEMENT DISTRICT

Marianne Peters, Program Director, presented the 2018 Solid Waste Management District budget stating that the Board of Directors has reviewed and approved the \$320,740 budget. The Estimated Civil Max Levy is \$321,617 and the Property Tax Cap Credit Estimate is \$15,282. Ms. Peters stated that the personal services include a three percent wage increase and part-time clerical.

ARGOS COMMUNITY SCHOOLS

Jennifer Lee, Argos Community Schools Treasurer, presented the 2018 Argos Community Schools budget. Ms. Lee stated the advertised budget is \$6,307,188; the maximum levy is \$2,044,215; the tax rate was advertised at 1.5972. Ms. Lee explained that the school board has approved the proposed budget on August 21st. Ms. Lee thanked the Board members for moving the meeting date to accommodate for the school board adoption of the budget.

COMMISSIONER RECOMMENDATIONS

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

- 1) Recommend a 3% salary increase.
- 2) Department of Local Government Finance is still working to reach a determination on the Cumulative Capital Development rate increase request.
- 3) Cumulative Bridge rate needs to be reviewed as there are ten bridges on the list for repair and estimated 2018 bridge repair cost is \$2 million.
- 4) Recommend that the County work with Waggoner, Irwin & Scheele to review the job classifications and pay scale. The estimated cost is \$40,000 to \$50,000 and recommended Kent Irwin attend the October Council meeting.
- 5) Anticipate staying with Anthem Health Insurance next year. The budget increased by ten percent for group health insurance, but they are still waiting for the final premium rate.
- 6) Insurance reflects a fifteen percent increase.

BUDGET DISCUSSIONS

Commissioners, Overmyer, Garner and Delp presented the following budgets:

Commissioners: The total budget submitted is \$4,069,690. Changes in the Commissioners General Fund are Shady Rest, Bowen Center, Group Health Ins. and Insurance. The vehicle lease line has been moved to the Cumulative Capital Development Fund. Commissioners offered reducing Group

Health Insurance by \$35,000; offered reducing Insurance \$40,000. Discussion was held concerning a possible lease program for copier machines through the Indiana Department of Reconstruction to maintain consistency and standardization throughout the County.

Drainage Board: The total budget submitted is \$8,200.

Rainy Day Fund: The total budget submitted is \$150,000. Discussion was held concerning moving expenses from Rainy Day Fund back into the General fund. **Bill Githens moved, second by Jim Masterson, to move \$75,000 from Repair Buildings & Structures into the Commissioners General fund budget. Motion carried 7-0.**

Heath Thornton moved, second by Penny Lukenbill, to move \$75,000 from Economic Development Projects into the Commissioners General fund budget. Motion carried 7-0.

Cumulative Capital Development (CCD): The total budget submitted is \$845,000.

County IV-D Incentive: The total budget submitted is \$4,900.

Buildings and Grounds: The total budget submitted is \$513,371. Doug Masterson and Gary Masterson stated that there are five full-time employees and are requesting an additional custodian explaining that a former employee was never replaced and they have assumed additional responsibilities for Shady Rest. Repair Building & Structures includes \$50,000 for the jail.

Highway Administrative Manager Laurie Baker submitted the following budgets and thanked Council for their support:

Highway: The total budget submitted is \$4,829,343.

Cum Bridge: The total budget submitted is \$966,481.

Local Roads and Streets: The total budget submitted is \$500,000 for Stone, Gravel & Aggregates and Bituminous.

Sheriff Matt Hassel presented the following budgets:

LIT Special Legislation – Correctional Facility: The total budget submitted is \$2,142,542.

General - Sheriff: The total budget submitted is \$2,121,543. Request includes vehicle purchases.

General - Jail: The total budget submitted is \$1,349,584. Request includes video security system.

Extradition/Sheriff Assistance: The total budget submitted is \$65,000. Request includes vehicle purchase.

Misdemeanant-County Corrections: The total budget submitted is \$54,000.

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

Statewide 911: The total budget submitted is \$660,427. It was noted that the anticipated revenue is \$591,582.

Central Dispatch: The total budget submitted is \$157,842.

Lake Enforcement DNR Grant: The total budget submitted is \$54,700. Requested wage increase to \$30 per hour, stating that funding is through a DNR Grant and the balance is paid by Maxinkuckee Lake Association.

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

DEA FORFEITURE: The total budget submitted is \$30,000.

Clerk Deb VanDeMark presented the following budgets:

Clerk: The total budget submitted is \$451,864. Request includes a reduction for a Deputy Clerk position that has not been replaced.

Voter Registration: The total budget submitted is \$36,418.

Election Board: The total budget submitted is \$79,700. Requests include an increase in poll worker pay of \$20 per diem and an increase of \$10 per diem for the Absentee Voter Board.

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

Clerk IV-D: The total budget submitted is \$10,700.

Treasurer: Treasurer Angie Birchmeier submitted a total budget of \$158,568.

RECESS TAKEN AT 11:00 A.M. - RECONVENED AT 11:08 A.M.

Recorder Marlene Mahler submitted the following budgets:

Recorder: The total budget submitted is \$108,422.

ID Security Program: The total budget submitted is \$8,060.

Recorders Perpetuation Fund: Ms. Mahler submitted the three-year plan for the Recorder's Perpetuation Fund as required under statute and reviewed the proposed projects. Ms. Mahler explained that due to legislative changes, the following estimated revenue will be generated: \$102,946 - General Fund; \$35,725 - Surveyor Corner Perpetuation Fund; \$7,145 - County Training Fund; \$7,145 – ID Security; \$72,000 – Recorder's Perpetuation Fund. The fund balance is currently \$115,995.

Surveyor: Surveyor Craig Cultice submitted a total budget of \$174,452.

Coroner: Coroner John Grolich submitted a total budget of \$73,594.

LEPC: The total budget submitted is \$35,189.

Assessor Deb Dunning submitted the following budgets:

Sales Disclosure-County Share: The total budget submitted is \$6,750.

Assessor: The total budget submitted is \$185,627.

Reassessment: The total budget submitted is \$440,624, which includes four employees.

Prosecutor, Nelson Chipman presented the following budgets:

Prosecutor: The total budget submitted is \$508,291.

Pre-Trial Diversion: The total budget submitted is \$317,000.

Marshall County DTF #1: The total budget submitted is \$21,500.

Prosecutor IV-D: The total budget submitted is \$96,967. This budget is funded by child support incentive funds and pays six part-time clerical employees.

Extension: Director Karen Richey submitted a total budget of \$244,182.

Veterans Service Officer: The total budget submitted is \$38,438.

Director Ralph Booker presented the following budgets:

Plan Commission: The total budget submitted is \$140,697. Mr. Booker explained the need for additional clerical personnel and a copier.

Board of Zoning Appeals (BZA): The total budget submitted is \$9,150. This budget was formally approved by the BZA Board.

Building Inspector: Director Chuck DeWitt submitted a total budget of \$75,011.

Information Systems: Director Michael Marshall submitted a total budget of \$154,940.

Cum Cap Development: Mr. Marshall explained the Communications Equipment line in the sum of \$60,000 which will fund the subscription phone system.

LUNCH RECESS AT 12:18 P.M. – RECONVENED AT 1:29 P.M.

Director Linda Rippy submitted the following budgets:

Museum: The total budget submitted is \$117,118.

Historical Society: The total budget submitted is \$40,000.

Superior Court #1: The total budget submitted is \$307,470.

Superior Court # 2: Judge Dean Colvin submitted a total budget of \$589,059. Judge Colvin explained that changes include adding a full-time Law Clerk, eliminating the Court Administrator and Administrative Assistant positions and adding two additional Court Reporting positions to allow for a 24-hour turn-around time for processing court documents. Judge Colvin further explained that the overall budget has increased by ten percent.

Drug Free Community: Director Ward Byers submitted a total budget of \$60,000.

Circuit Court: Judge Curtis Palmer submitted a total budget of \$272,853.

Chief Probation Officer James Bendy presented the following budgets:

Probation: The total budget submitted is \$600,626. Probation Officer salaries will be increased according to the State pay schedule and funded by the Adult Probation Administrative and Supplemental Adult Probation funds.

Adult Probation Administrative: The total budget submitted is \$158,769. State-mandated pay increases are paid from this fund, which does not generate sufficient revenues to cover the costs.

Supplemental Adult Probation: The total budget submitted budget is \$21,750.

Weights & Measures: Director Jerry Huss submitted a total budget of \$19,946.

EMA: Director Clyde Avery submitted a total budget of \$78,980.

Soil & Water: The total budget submitted is \$34,280.

Director Christine Stinson presented the following budgets:

Health Department: The total budget submitted is \$508,675. Ms. Stinson requested a change in the Health Educator/Preparedness Coordinator line to reflect \$7,518, adjusting the total submitted budget to \$485,164.

Local Health Maintenance: The total budget submitted is \$33,898. Ms. Stinson requested a change in the Health Educator/Preparedness Coordinator line to reflect \$16,536, adjusting the total submitted budget to \$50,434.

Local Health Department Trust Account: The total budget submitted is \$25,385.

WIC #1 NSA: Director Annette Osborn submitted a total budget of \$212,506, which reflects a two percent salary increase as stipulated by the State. Ms. Osborn requested an additional line item increase to Equipment Maintenance Contract in the sum of \$395, adjusting the total submitted budget to \$212,901.

WIC #2 PEER COUNSELOR: Director Annette Osborn submitted a total budget of \$13,669.

Auditor Julie Fox submitted the following budgets:

Auditor: The total budget submitted is \$305,688. Auditor Fox explained the Professional Service line has increased for the drainage maintenance software annual program fee.

Plat Mapping: The total budget submitted is \$28,800. Auditor Fox explained the Professional Services line has increased for microfilming purposes.

Auditor Ineligible: The total budget submitted is \$6,000.

Convention & Visitors Bureau Presentation: Executive Director Corine Humes presented the CVB 2018 Marketing Plan and budget of \$363,768 as approved by their Tourism Board and an informational packet of brochures promoting Marshall County's local attractions and business.

County Officials Training Fund: Funding is generated from Recorder's fees for state-mandated training for the Auditor, Clerk, Recorder, Surveyor and Treasurer, with \$2,000 budgeted for each of these elected officials, a total budget of \$10,000.

Council: Council submitted a total budget of \$58,348.

ADJOURNMENT

With no further business to come before the Council, **the 2018 budget hearings were adjourned at 3:09 p.m. upon motion by Penny Lukenbill, seconded by James Masterson. Motion carried 7-0.**

Judy Stone, President

Don Morrison, Vice President

Jon Van Vactor

Bill Githens

Heath Thornton

James Masterson

Penny Lukenbill

Attest: _____
Julie A. Fox, Auditor

**MINUTES
MARSHALL COUNTY COUNCIL MEETING
MEETING AND 2018 BUDGET HEARING
MONDAY, SEPTEMBER 11, 2017**

BE IT REMEMBERED: That on Monday, September 11, 2017, the Marshall County Council met in a public meeting at the Marshall County Building, Room 203, 112 W. Jefferson Street, Plymouth, Indiana, at 9:00 a.m. pursuant to the call of the County Auditor. Board Members present were the Honorable Judy Stone, President; Don Morrison, Vice President; Jon Van Vactor, Heath Thornton, James Masterson, Penny Lukenbill; and County Auditor, Julie A. Fox. Bill Githens was absent from the meeting. The meeting was opened with the Pledge of Allegiance and the business at hand was heard.

PUBLIC INPUT

There was no public input.

PROBATION DEPARTMENT

Chief Probation Officer James Bendy and Probation Officer James Pheibush explained the additional appropriation request of \$50,000 for Care-Patients & Inmates to be considered as part of the additional appropriation requests today is due to the increase in the number of juvenile inmates.

SHERIFF

Sheriff Matt Hassel requested a waiver of the 90 day probationary period pay for an employee who moved from a part-time to a full-time Turnkey/Dispatcher position effective August 21, 2017.

Jon Van Vactor moved, second by Don Morrison, to approve the waiver of the 90 day probationary period pay retroactive to August 21, 2017 for employee, Nicole Oginsky. Motion carried 6-0.

TOWN OF CULVER

Jonathan Leist explained that the Culver Town Board established the Culver Economic Development Commission pursuant to Indiana Code 36-7-12-4 which shall consist of three board members all of which are appointed by the President of the Town Council. The purpose of this commission is to consider a residential tax abatement for Regional Cities Housing Project in Culver, Sandhill Farms. One of the members shall be nominated by the President of the Town Council, one shall be nominated by the Marshall County Council, and one shall be nominated by the Town Council. The County Council nominee appointment term is for a period of one year, effective from February 1st after the original appointment. Mr. Leist stated that the Culver Town Board is requesting that the County Council nominate Don Fox, explaining that Mr. Fox is a Senior Instructor at Culver Academies, a Culver Stellar Communities member, a member of the Workforce Housing Task and resides in Marshall County. It was noted that Councilman Bill Githens submitted a letter of interest in serving as the Marshall County Council appointment. Council member Penny Lukenbill wanted to publicly recognize Bill Githens for his willingness to serve. **Jim Masterson moved, second by Penny Lukenbill, to recommend Don Fox for the Culver Economic Development Commission. Motion carried 6-0.**

WIC

Director Annette Osborn requested a waiver of the 90 day probationary period pay for Rose Perez who moved from a part-time to full-time Clerical position effective August 22, 2017.

Don Morrison moved, second by Heath Thornton, to approve the waiver of the 90 day probationary period pay for Rose Perez retroactive to August 22, 2017. Motion carried 6-0.

EMA

Director Clyde Avery presented a request for an additional appropriation to pay for the contractor's invoice in the sum of \$16,656.06 for the Mitigation Plan Update under the 2014 Pre-Disaster Mitigation Grant Program. Once the grant is approved, the invoice will be submitted to the Department of Homeland Security for reimbursement. Auditor Fox explained that the additional appropriation has not been advertised and will be presented at the October meeting for approval. **Jon Van Vactor moved, second by Jim Masterson, to show a motion of support of the additional appropriation for the Contractor's Invoice for the Mitigation Plan Update to be presented at the October meeting. Motion carried 6-0.**

PERSONNEL COMMITTEE

Tori Stull, on behalf of the Personnel Committee, came before the Board to present the classification and compensation recommendation from Waggoner, Irwin & Scheele for the Assessor's Office for the positions of Chief Deputy/Director of Assessments, GIS Land Assessment Manager, Market Data Analyst, Personal Property Specialist, PTBOA/Cyclical Manager, Rental Data Analyst and Residential Appraiser/NC Coordinator. Discussion was held regarding Kent Irwin of Waggoner, Irwin & Scheele making a presentation to the Board later in the meeting. **Heath Thornton moved, second by Jim Masterson, to table the Assessor's position description and compensation review. Motion carried 6-0.**

HIGHWAY DEPARTMENT

Administrative Supervisor Laurie Baker requested a waiver of the 90 day probationary period pay for David Holzwart who terminated his employment with the County and was re-hired on August 28, 2017. **Jon Van Vactor moved, second by Jim Masterson, to approve the waiver of the 90 day probationary period pay for David Holzwart retroactive to August 28, 2017. Motion carried 6-0.**

Ms. Baker requested a waiver of the 90 day probationary period pay for an employee who is being considered for the Highway Equipment Operator position who will be coming to Marshall County from Starke County with four years of experience. Council requested that Ms. Baker return to Council for formal approval following the filling of the position.

AUDITOR'S REPORT

ORDINANCE 2017-1(8)

ADDITIONAL REQUESTS

SURVEYOR: Jon Van Vactor moved, second by Don Morrison, to approve the additional appropriation request of \$150 into Office Supplies. Motion carried 6-0.

PROBATION: Penny Lukenbill moved, second by Jim Masterson, to approve the additional appropriation request of \$50,000 into Care – Patients & Inmates. Motion carried 6-0.

WIC: Heath Thornton moved, second by Penny Lukenbill, to approve the additional appropriation request of \$1,600 into Office Supplies. Motion carried 6-0.

ORDINANCE 2017-2(8)
TRANSFER REQUESTS

CUM BRIDGE: Jon Van Vactor moved, second by Heath Thornton, to approve the transfer request of \$40,000 from Hickory Bridge into Machinery & Equipment. Motion carried 6-0.

HIGHWAY: Penny Lukenbill moved, second by Don Morrison, to approve the transfer request of \$300,000 from Stone, Gravel & Aggregates into Bituminous. Motion carried 6-0.

CENTRAL DISPATCH: Jon Van Vactor moved, second by Jim Masterson, to approve the transfer request of \$3,000 from Wages-PT Turnkey/Dispatcher into Computer Equipment. Motion carried 6-0.

LAKE ENFORCEMENT DNR: Heath Thornton moved, second by Jim Masterson, to approve the transfer request of \$2,000 from Administrative Fee into Wages-Overtime. Motion carried 6-0.

STATEWIDE 911: Jon Van Vactor moved, second by Penny Lukenbill, to approve the transfer request of \$4,000 from Computer Equipment into Wages-Overtime. Motion carried 6-0.

MINUTES

August 22, 2017 Minutes: Heath Thornton moved, second by Don Morrison, to approve the meeting Minutes of August 22, 2017. Motion carried 6-0.

August 14, 2017 Minutes: Penny Lukenbill moved, second by Jim Masterson, to approve the meeting Minutes of August 14, 2017. Motion carried 6-0.

COUNCIL ITEMS

There were no Council items.

RECESS TAKEN AT 9:40 A.M. and RECONVENED AT 9:59 A.M.

WAGGONER, IRWIN, SCHEELE & ASSOCIATES

Kent Irwin, President, and Lori Seleen of Waggoner, Irwin, Scheele and Associates provided a history summary of the classification and compensation study for Marshall County using the Factor Evaluation System (FES) of job classification, which was developed by the U.S. Department of Labor for public sector employees. Mr. Irwin stated that in 1989 WIS conducted a county-wide job classification and compensation study for Marshall County. Further explaining that a few years later another consultant redesigned the system resulting in new job groupings that mixed unlike jobs together and new pay schedules were put in place. The jobs are no longer rooted in factor points making it difficult to effectively conduct job reclassification reviews and make equitable pay evaluations. Mr. Irwin recommended the County implement updating the job classification and compensation study, anticipating that the project would be completed in six to eight months, and estimates that fees will not exceed \$44,640 plus travel expense reimbursement. Mr. Irwin submitted a Letter of Engagement between Marshall County and Waggoner, Irwin, Scheele and Associates for consideration. Commissioner Overmyer expressed his support of the project. **Jim Masterson moved, second by Penny Lukenbill, to sign the Letter of Engagement between Marshall County and Waggoner, Irwin, Scheele and Associates. Motion carried 6-0.**

HIGHWAY DEPARTMENT

Highway Supervisor Jason Peters explained that the deadline for making an additional appropriation slipped by, they are at a standstill and is requesting support for an additional appropriation of \$300,000 from MVH Fund for Hot Mix Asphalt (HMA) and Bituminous in order to pave, weather permitting, an additional 7.5 to 8 miles. Mr. Peters further explained that they are following the 2017 Road Plan. **Penny Lukenbill moved, second by Jon Van Vactor, to support an additional appropriation request of \$300,000 from the Motor Vehicle Highway Fund. Motion carried 6-0.**

2018 BUDGET HEARINGS

MARSHALL COUNTY SOLID WASTE MANAGEMENT DISTRICT

The 2018 Solid Waste Management District budget of \$320,740 was reviewed by Council and no adjustments were made. The Estimated Civil Max Levy is \$321,617 and the Property Tax Cap Credit Estimate is \$15,282. The budget and will be presented for final adoption on October 9, 2017.

ARGOS COMMUNITY SCHOOLS

The 2018 Argos Community Schools budget of \$6,307,188 was reviewed by Council and no adjustments were made. The maximum levy is \$2,044,215; the tax rate was advertised at 1.5972. The budget will be presented for final adoption on October 9, 2017.

MARSHALL COUNTY

Commissioners: The total budget submitted is \$4,069,690. Reducing Group Health Insurance by \$35,000; reducing Insurance by \$40,000.

Drainage Board: The total budget submitted is \$8,200. No reductions were made.

Rainy Day Fund: The total budget submitted is \$0.

Cumulative Capital Development (CCD): The total budget submitted is \$845,000. Reducing Software Maintenance by \$8,060, stating that the Recorder has offered to use the County Security ID Fund for this expense.

County IV-D Incentive: The total budget submitted is \$4,900. No reductions were made.

Buildings and Grounds: The total budget submitted is \$513,371. Reducing Custodian by \$29,526.

Highway: The total budget submitted is \$4,829,343. No reductions were made.

Cum Bridge: The total budget submitted is \$966,481. Reducing Hickory Road by \$90,000 and reducing Machinery & Equipment by \$40,000.

Local Roads and Streets: The total budget submitted is \$500,000 for Stone, Gravel & Aggregates and Bituminous. No reductions were made.

LIT Special Legislation – Correctional Facility: The total budget submitted is \$2,142,542. No reductions were made.

General - Sheriff: The total budget submitted is \$2,121,543. Reducing Vehicle Purchase by \$27,000 and Vehicle Accessories by \$5,000, stating these expenses were also requested in the Extradition/Sheriff Assistance Fund.

General - Jail: The total budget submitted is \$1,349,584. Reducing Wages-Cook Part Time by \$15,000 and reducing Wages-Overtime by \$3,500. For clarity, Council requested the line item of Video Cams to be retitled to Video Security System.

Extradition/Sheriff Assistance: The total budget submitted is \$65,000. No reductions were made.

Misdemeanant-County Corrections: The total budget submitted is \$54,000. No reductions were made.

Sex/Violent Offender Administration: The total budget submitted is \$12,000. No reductions were made.

Statewide 911: The total budget submitted is \$660,427. Reducing Group Health Insurance by \$8,000 and reducing Computer Equipment by \$8,000.

Central Dispatch: The total budget submitted is \$157,842. No reductions were made.

Lake Enforcement DNR Grant: The total budget submitted is \$54,700. No reductions were made.

DARE: The total budget submitted is \$25,000. No reductions were made.

DEA Forfeiture: The total budget submitted is \$30,000. No reductions were made.

Clerk: The total budget submitted is \$451,864. No reductions were made.

Voter Registration: The total budget submitted is \$36,418. No reductions were made.

Election Board: The total budget submitted is \$79,700. Noting the increase in poll worker pay of \$20 per diem and an increase of \$10 per diem for the Absentee Voter Board was not reduced.

Clerk's Records Perpetuation: The total budget submitted is \$22,500. No reductions were made.

Clerk IV-D: The total budget submitted is \$10,700. No reductions were made.

Treasurer: The total budget submitted is \$158,568. No reductions were made.

Recorder: The total budget submitted is \$108,422. No reductions were made.

ID Security Program: The total budget submitted is \$8,060 for Software Maintenance. No reductions were made.

Recorder's Perpetuation Fund: The total budget submitted is \$0.

Surveyor: The total budget submitted is \$174,452. No reductions were made.

Coroner: The total budget submitted is \$73,594. Reducing Training by \$700; reducing Fuel by \$500; renaming Vehicle Repair to Radio Equipment; moving Other Capital Outlays of \$1,000 to Morgue Use.

LEPC: The total budget submitted is \$35,189. No reductions were made.

Assessor: The total budget submitted is \$185,627. Reducing Wages-Deputies by \$12,181.

Sales Disclosure-County Share: The total budget submitted is \$6,750. No reductions were made.

Reassessment: The total budget submitted is \$440,624. Reducing Wages-Deputies by \$17,266.

Prosecutor: The total budget submitted is \$508,291. No reductions were made.

Pre-Trial Diversion: The total budget submitted is \$317,000. No reductions were made.

Marshall County DTF #1: The total budget submitted is \$21,500. No reductions were made.

Prosecutor IV-D: The total budget submitted is \$96,967. No reductions were made.

Extension: The total budget submitted is \$244,182. Reducing Travel/Mileage by \$1,000.

Veterans Service Officer: The total budget submitted is \$38,438. No reductions were made.

Plan Commission: The total budget submitted is \$140,697. Reducing Wages-Secretaries by \$25,480.

Board of Zoning Appeals (BZA): The total budget submitted is \$9,150. No reductions were made.

Building Inspector: The total budget submitted is \$75,011. Reducing Wages-Building Inspector Part Time by \$17,620 and reducing Vehicle Maintenance Supplies by \$1,500.

Information Systems: The total budget submitted is \$154,940. No reductions were made.

Museum: The total budget submitted is \$117,118. No reductions were made.

Historical Society: The total budget submitted is \$40,000. No reductions were made.

Superior Court #1: The total budget submitted is \$307,470. Reducing Wages-Department Head by \$5,000.

Superior Court # 2: The total budget submitted is \$589,059. Reducing Wages Department Head by \$5,000; reducing Wages-Court Reporter by \$5,777, transferring the sum of \$36,406 to Wages-Court Administrator and the sum of \$36,406 to Wages-Administrative Assistant; reducing Wages-Law Clerk full time by \$20,000; reducing Wages-Law Clerk part time by \$10,000; reducing Office Furniture & Fixtures by \$6,100; and, reducing Repair Furniture & Equipment by \$2,210.

Drug Free Community: The total budget submitted is \$60,000. No reductions were made.

Circuit Court: The total budget submitted is \$272,853. No reductions were made.

Probation: The total budget submitted is \$600,626. No reductions were made.

Adult Probation Administrative: The total budget submitted is \$158,769. No reductions were made.

Supplemental Adult Probation: The total budget submitted is \$21,750. No reductions were made.

Weights & Measures: The total budget submitted is \$19,946. No reductions were made.

EMA: The total budget submitted is \$78,980. Reducing Contractual Services by \$5,000.

Soil & Water: The total budget submitted is \$34,280. No reductions were made.

Health Department: The total budget submitted following first reading adjustments is \$485,164. No reductions were made.

Local Health Maintenance: The total budget submitted following first reading adjustments is \$50,434. No reductions were made.

Local Health Department Trust Account: The total budget submitted is \$25,385. No reductions were made.

WIC #1 NSA: The total budget submitted following first reading adjustments is \$212,901. No reductions were made. It was noted that the State allowed for a two percent (2%) wage increase, effective 1/1/2018.

WIC #2 PEER COUNSELOR: The total budget submitted is \$13,669. No reductions were made.

Auditor: The total budget submitted is \$305,688. No reductions were made.

Auditor Ineligible: The total budget submitted is \$6,000. No reductions were made.

County Officials Training Fund: The total budget submitted is \$10,000. No reductions were made.

Council: The total budget submitted is \$58,348. No reductions were made.

2018 WAGES

Discussion was held concerning employee wage increases.

Penny Lukenbill moved, second by Jon Van Vactor, to increase the hourly part-time wage range by twenty-five cents (\$0.25) per hour on both the high and low ends. Motion carried 6-0.

Jon Van Vactor moved, second by Jim Masterson, to increase the hourly part-time wage by twenty-five cents (\$0.25) per hour. Motion carried 6-0.

Jon Van Vactor moved, second by Penny Lukenbill to approve a three percent (3%) raise for all full-time employees, elected officials, appointed department heads, and politically appointed employees, excluding Probation Officers, Community Corrections and WIC employees effective January 1, 2018.

Auditor Fox stated that with the reductions made the total submitted General Fund budget has been reduced from \$13,036,110 to \$12,798,068. The total submitted unit budget has been reduced from \$25,445,507 to \$25,046,087. It was noted that adjustments may still need to be made to the wages.

It was further noted that the Cumulative Capital Development rate increase to 0.0333 has been approved by the Department of Local Government Finance.

Council thanked the Department Heads for submitting responsible budgets.

ADJOURNMENT

After the appropriate documents had been signed and with no further business to come before the Council, **Jim Masterson moved, second by Heath Thornton, to adjourn the meeting at 12:36 p.m. Motion carried 6-0.**

Judy Stone, President

Don Morrison, Vice President

Jon Van Vactor

Bill Githens (*Not Present*)

Heath Thornton

James Masterson

Penny Lukenbill

Attest: _____

Julie A. Fox, Auditor

**MINUTES
MARSHALL COUNTY COUNCIL
MEETING AND BUDGET ADOPTION
MONDAY, OCTOBER 9, 2017**

BE IT REMEMBERED: That on Monday, October 9, 2017, 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 Judy Stone, President; Don Morrison, Vice President; Jon Van Vactor, Bill Githens, Heath Thornton, James Masterson, Penny Lukenbill; 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.

MUSEUM

Commissioner Kurt Garner, Karin Rettinger and Mike Miley, on behalf of Linda Rippey, Museum Director, explained that a proposal for the fire suppression system was received from NoBi in the sum of \$5,935 and that there are funds available from the Crossroads Museum Project. An additional appropriation request in the sum of \$7,000 has been submitted for approval. Auditor Fox explained that the invoice could be paid directly from the Crossroads Museum Project Fund Professional Services line, once the additional appropriation has been approved.

CITY OF PLYMOUTH

Plymouth City Attorney, Sean Surrisi, requested a new nomination to the Plymouth Economic Development Commission. Mr. Surrisi explained that Tony Gamble will be moving out of State and will no longer be able to serve on the Board. Mayor Senter is requesting that Robert Listenberger be nominated as the County Council appointee to complete the term. **Jim Masterson moved, second by Jon Van Vactor to approve the appointment of Robert Listenberger to the Plymouth Economic Development Commission to complete the term of Tony Gamble. Motion carried 7-0.**

HIGHWAY DEPARTMENT

Laurie Baker, Administrative Manager, requested a waiver of the 90 day probationary period pay for Don Coffin who was recently hired, has a CDL license and previously worked for the Starke County Highway Department. Ms. Baker requested the waiver be retroactive to the date of hire. **Penny Lukenbill moved, second by Bill Githens, to approve the waiver of the 90 day probationary period pay for Don Coffin retroactive to September 26, 2017. Motion carried 7-0.**

ORDINANCE 2017-1(9)

ADDITIONAL APPROPRIATIONS

HIGHWAY: Jon Van Vactor moved, second by Bill Githens, to approve the additional appropriation request of \$300,000 into Bituminous. Motion carried 7-0.

HIGHWAY: Penny Lukenbill moved, second by Jim Masterson, to approve the additional appropriation request of \$112,000 into Vehicle Maintenance. Motion carried 7-0.

SUPERIOR COURT NO. 2: Jon Van Vactor moved, second by Don Morrison, to approve the additional appropriation request of \$2,200 into Unified Law Library. Motion carried 7-0.

SHERIFF: Penny Lukenbill moved, second by Bill Githens, to approve the additional appropriation request of \$13,861.71 into Wages-Overtime. Motion carried 7-0.

PLAN COMMISSION: Jim Masterson moved, second by Heath Thornton, to approve the additional appropriation request of \$700 into Equipment Maintenance Contract. Motion carried 7-0.

CROSSROADS MUSEUM PROJECT: Penny Lukenbill moved, second by Don Morrison, to approve the additional appropriation request of \$7,000 into Professional Services. Motion carried 7-0.

EMA PERFORMANCE GRANT: Jon Van Vactor moved, second by Jim Masterson, to approve the additional appropriation request of \$16,656.06 into Mitigation Plan Update. Motion carried 7-0.

ORDINANCE 2017-2(9)

TRANSFER OF APPROPRIATIONS

Jon Van Vactor moved, second by Heath Thornton to approve Ordinance 2017-2(9) Transfer of Appropriations as follows:

SUPERIOR COURT NO. 2: Transfer request of \$640 from Computer Programming, \$275 from Postage, \$170 from Dues & Subscriptions for a total sum of \$1,085 into Office Supplies; transfer request of \$460 from Computer Programming, \$110 from Printing & Advertising for a total sum of \$570 into Office Furniture & Fixtures; and transfer request of \$2,942.48 from Equipment Maintenance into Office Supplies.

JAIL: Transfer request of \$2,000 from Wages-Longevity, \$10,000 from Wages-Cook PT for a total sum of \$12,000 into Wages-Overtime.

MARSHALL COUNTY SOLID WASTE: Transfer request of \$4,000 from Recycling Commodities into Hazardous Household Waste Collection and transfer request of \$2,300 from Miscellaneous Equipment into Utilities.

Motion carried 7-0.

AUDITOR'S REPORT

September 11, 2017 minutes: Jon Van Vactor moved, second by Jim Masterson, to approve the minutes of the September 11, 2017 meeting. Motion carried 6-0-1 with Bill Githens abstaining.

SALARY ORDINANCE 2017-7(11)

2017 Salary Ordinance Amendment: Auditor, Julie Fox, submitted Ordinance 2017-7(11) amending Salary Ordinance 2016-21 to reflect Section 1000-273 Probation Department, the position of Assistant Chief/Adult w/masters position has been vacated and added one (1) Probation Officer at the hourly rate of \$18.19 retroactive to 25th day of September, 2017. **Bill Githens moved, second by Penny Lukenbill, to approve Ordinance 2017-7(11) Amending Salary Ordinance 2016-21 to reflect Section 1000-273 Probation Department, the position of Assistant Chief/Adult w/masters has been vacated and added one (1) Probation Officer at the hourly rate of \$18.19 retroactive to September 25, 2017. Motion carried 7-0.**

CUMULATIVE CAPITAL DEVELOPMENT FUND RATE

Auditor Fox informed the Council the Department of Local Government Finance has approved the requested increase of the Cumulative Capital Development Fund rate to 0.0333 for the 2018 budget.

COUNCIL ITEMS

BUDGET DISCUSSION

Council member Lukenbill stated that Superior Court No. 2 Law Clerk Part-Time line is currently budgeted for \$45,000 and proposed a reduction of \$15,000 leaving a total 2018 budget of \$30,000 for the Law Clerk Part-Time position. **Penny Lukenbill moved, second by Jim Masterson to reduce Superior Court No. 2 Law Clerk Part-Time by \$15,000. Motion carried 7-0.**

ORDINANCE 2017-19

2018 MARSHALL CO. BUDGET

Ordinance 2017-19: Ordinance for Appropriation and Tax Rates. The 2018 Marshall County total budget is \$24,966,389; General Fund total budget is \$12,745,695; Special Fund total budget is \$12,220,694; Tax Levy is \$10,254,284; and Tax Rate is 0.3553, with the Cumulative Capital Development Rate Re-established at 0.0333. **Jon Van Vactor moved, second by Jim Masterson, to adopt Ordinance 2017-19: Ordinance for Appropriation and Tax Rates for Marshall County 2018 Budget. Motion carried 7-0.**

ORDINANCE 2017-20

2018 ARGOS COMMUNITY SCHOOL BUDGET

Ordinance 2017-20: Ordinance for Appropriation and Tax Rates. The 2018 Argos Community School total budget is \$6,307,188; Tax Levy is \$2,044,215; and Tax Rate is 1.5972. **Bill Githens moved, second by Penny Lukenbill, to adopt Ordinance 2017-20: Ordinance for Appropriation and Tax Rates for Argos Community Schools 2018 Budget. Motion carried 7-0.**

ORDINANCE 2017-21

MARSHALL COUNTY SOLID WASTE MANAGEMENT BUDGET

Ordinance 2017-21: Ordinance for Appropriation and Tax Rates. The 2018 Marshall County Solid Waste Management District total budget is \$320,740; Tax Levy is \$321,617; and Tax Rate is 0.0151. **Jon Van Vactor moved, second by Don Morrison, to adopt Ordinance 2017-21: Ordinance for Appropriation and Tax Rates for Marshall County Solid Waste Management District 2018 Budget. Motion carried 7-0.**

ORDINANCE 2017-22

MARSHALL COUNTY 2018 SALARY ORDINANCE

Ordinance 2017-22: Marshall County 2018 Salary Ordinance. **Bill Githens moved, second by Heath Thornton, to adopt Ordinance 2017-22: Ordinance fixing the salaries of all officers, deputies, assistants, and employees and fixing the number of deputies, assistants, and other employees for each office, department, commission or agency as required by IC 36-2-5-3, for the Calendar Year 2018 for Marshall County Employees. Motion carried 7-0.**

ORDINANCE 2017-25

MARSHALL COUNTY SALARY ORDINANCE – COMMUNITY CORRECTIONS

Ordinance 2017-25: Marshall County Community Corrections 2018 Salary Ordinance. **Jon Van Vactor moved, second by Heath Thornton, to adopt Ordinance 2017-25: Ordinance fixing the salaries of all officers, deputies, assistants, and employees and fixing the number of deputies, assistants, and other employees for each office, department, commission or agency as required by IC 36-2-5-3, for the Calendar Year 2018 for Marshall County Community Corrections. Motion carried 7-0.**

Council Budget – Waggoner, Irwin, Scheele & Associates: President Stone explained that an additional appropriation into Professional Services line will need to be submitted to pay for fees provided by Waggoner, Irwin, Scheele & Associates, Inc. for the Job Classification and Compensation Study. **Penny Lukenbill moved, second by Bill Githens to submit an additional appropriation of \$50,000 into a Professional Services line for consideration at the November meeting. Motion carried 7-0.**

Culver Stellar Community: Council member Githens expressed appreciation for the County involvement in helping to establish Culver as a Stellar Community and thanked Council President Stone, Commissioner Overmyer and Commissioner Garner for attending the Culver Stellar Community Board meeting. Council member Githens indicated that the Stellar award recipients will be announced next month.

Ricoh Copier: Council member Githens explained that the Ricoh copier representative will be returning this Thursday to visit the remaining Departments. A report will then be prepared for Commissioner and Council review.

AIC Conference: Council Member Lukenbill explained that she, Bill Githens and Auditor Fox attended the AIC Conference at Belterra and participated in productive roundtable discussions. Discussion was held on how to improve involvement and education. The Opioid Crisis was also discussed stating it is not just a financial crisis, but affects children, families, the social fabric of a community and transcends age. Council Member Lukenbill explained that Thomas A. (Al) Logsdon, Spencer County Commissioner was awarded the Arthur R. Himsel Award for his distinguished public service.

Council Members thanked the Department Heads and Auditor Fox for a job well done on the budget process.

ADJOURNMENT

After the appropriate documents had been signed and with no further business to come before the Council, **Bill Githens moved, second by Heath Thornton, to adjourn the meeting at 9:39 a.m. Motion carried 7-0.**

Judy Stone, President

Don Morrison, Vice President

Jon Van Vactor

Bill Githens

Heath Thornton

James Masterson

Penny Lukenbill

Attest: _____
Julie A. Fox, Auditor

MINUTES
MARSHALL COUNTY COUNCIL MEETING
MONDAY, NOVEMBER 13, 2017

BE IT REMEMBERED: That on Monday, November 13, 2017, 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 Judy Stone, President; Don Morrison, Vice President; Jon Van Vactor, Bill Githens, Heath Thornton, James Masterson, Penny Lukenbill; 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.

LEPC GRANT APPLICATION REQUEST

Coroner John Grolich requested permission to apply for the Hazardous Materials Emergency Preparedness Competitive Grant Program for the Federal Fiscal Year 2019 offered through the Indiana Department of Homeland Security in October of 2018. Mr. Grolich explained that they are allowed a very short period of time to complete and return the application and missed the deadline this year. The purpose of the grant is to protect against the risks to life, property, and the environment that are inherent in the transportation of hazardous material. The grant supports the emergency preparedness and response efforts of States that deal with hazardous materials emergencies. The County match requirement is 20% of the direct and indirect costs and may either be cash, in-kind contribution, or a combination of the two. **Jim Masterson moved, second by Penny Lukenbill, to allow Coroner Grolich to apply for the Hazardous Materials Emergency Preparedness Competitive Grant Program for the Federal Fiscal Year 2019 in October of 2018, upon re-opening of the new grant period. Motion carried 7-0.**

HIGHWAY DEPARTMENT

Commissioner Kurt Garner explained that the Community Crossings Grant was applied for listing three projects: South Michigan, North Michigan and Beech Road. The State has awarded funding for two of the requested projects, South Michigan and Beech Road. The County obligated 25% match for South Michigan is \$148,089.13 and Beech Road is \$101,316.25 for a total sum of \$249,405.38. Commissioner Garner explained that a bid was received for the North Michigan Road project and requested Council to consider committing the funds to complete the North Michigan Road project not awarded by the Community Crossings Grant in the sum of \$325,250. Discussion was held concerning funding. **Penny Lukenbill moved, second by Heath Thornton to approve the grant match for Community Crossings Grant in the sum of \$249,405.38. Motion carried 7-0.**

Jon Van Vactor moved, second by Jim Masterson to approve the North Michigan Road project, LaPaz to the north County line, in the sum of \$325,250. Motion carried 7-0.

Jon Van Vactor moved, second by Penny Lukenbill, to approve the creation of a new Community Crossings Grant Fund upon receipt of grant funding. Motion carried 7-0.

PROSECUTOR GRANT APPLICATION REQUEST

Prosecutor Nelson Chipman requested permission to apply for two grants, Indiana Prosecuting Attorney Council (IPAC) Drug Prosecution Grant and Marshall County Local Coordinating Council (MCLCC) Governor's Commission for a Drug-Free Indiana Grant. Mr. Chipman explained that a \$2,000 IPAC Grant has been awarded; that the IPAC Grant application is based on county population; and that the purpose of this grant is for confidential drug buy money. **Jon Van Vector moved, second by Heath Thornton, to allow the Prosecuting Attorney to apply for the IPAC Drug Prosecution Grant in the sum of \$2,000. Motion carried 7-0.**

ORDINANCE 2017-30: AN ORDINANCE ESTABLISHING NEW COUNTY FUND:

Bill Githens moved, second by Penny Lukenbill, to approve Ordinance 2017-30: An Ordinance Establishing New County Fund: Fund 9002 entitled Pros – IPAC Grant. Motion carried 7-0.

Prosecutor Chipman also stated that the request to apply to the Marshall County Local Coordinating Council (MCLCC) Governor's Commission for a Drug-Free Indiana Grant is to purchase \$773 in technology equipment for the Marshall County Drug Task Force and \$2,000 for confidential drug buy money. **Don Morrison moved, second by Jim Masterson, to allow the Prosecuting Attorney to apply for the MCLCC Governor's Commission for a Drug-Free Indiana Grant in the sum of \$2,773. Motion carried 7-0.**

HEALTH DEPARTMENT GRANT APPLICATION REQUEST

Director Christine Stinson requested permission to apply for the Indiana State Association County and City Health Officers (INSACCHO) Grant in the sum of \$2,500 for Hepatitis C testing among intravenous drug users. The individual would receive a voucher from the Bowen Center and other organizations that have contact with current or former drug users and once tested would receive a gift card for \$10 to a local supermarket. The grant would be awarded in December and funds available in January, 2018. **Bill Githens moved, second by Heath Thornton, to allow the Health Department to apply for the INSACCHO Grant in the sum of \$2,500 for the testing of Hepatitis C. Motion carried 7-0.**

ESTABLISHING NEW COUNTY FUND

Bill Githens moved, second by Don Morrison, to approve the creation of a new fund, Health – INSACCHO Mini Grant, upon receipt of award. Motion carried 7-0.

COMMUNITY CORRECTIONS GRANT APPLICATION REQUEST

Director Ward Byers requested permission to apply for the Community Corrections Grant for Fiscal Year 2019 which provides funding for Community Corrections, Jail Treatment and Prosecutor Pre-Trial Diversion Programs. Mr. Byers explained that the Community Corrections Advisory Board has not approved the budget, but will be reviewing the budget in December. The grant application is due in late December or early January with the grant approval in April. **Jon Van Vector moved, second by Penny Lukenbill, to allow Ward Byers to apply for the Community Corrections Grant for Fiscal Year 2019. Motion carried 7-0.**

ESTABLISHING NEW COUNTY FUND

Jim Masterson moved, second by Bill Githens, to approve the creation of a new fund, Community Corrections FY 2019, upon receipt of award. Motion carried 7-0.

4-H FAIR BOARD GRANT APPLICATION REQUEST

Angel Balsley and Rob Hurford, Fair Board President, explained that the previous OCRA Grant application for the applied for an OCRA grant and were not awarded. OCRA has opened an additional round with applications being due in February. The public hearing will be held next month to request permission for the Indiana Office of Community and Rural Affairs for a grant from the State Community Development Block Grant (CDBG) Public Facilities Program (PFP). The funds would be used for a community development project that would include the construction of a multi-purpose community building. The total amount of CDBG funds to be requested is \$500,000. The amount of CDBG funds proposed to be used for activities that will benefit low and moderate-income persons is estimated to be \$298,000. The Applicant also proposes to expend an estimated \$300,000 in non-CDBG funds on the project. These non-CDBG funds will be derived from available cash on hand and a bank loan. **Bill Githens moved, second by Don Morrison, to approve the request to re-apply for the OCRA grant on behalf of the Marshall County Fair Board for the multi-purpose community building. Motion carried 7-0.**

ESTABLISHING NEW COUNTY FUND

Auditor Julie Fox requested permission to create a new Fund entitled Fair Board - OCRA Grant Multi-Purpose Community Building. **Bill Githens moved, second by Penny Lukenbill, to approve the creation of a new fund, Fair Board – OCRA Grant Multi-Purpose Community Building, upon receipt of award. Motion carried 7-0.**

ORDINANCE 2017-1(11)

ADDITIONAL APPROPRIATION – ARGOS COMMUNITY SCHOOL COPORATION GENERAL FUND: **Bill Githens moved, second by Don Morrison, to approve the additional appropriation request of \$70,000 into Regular Programs; \$50,000 into Special Programs; \$40,000 into Support Services-General Administration and \$40,000 into Operational and Maintenance of Plant Services. Motion carried 7-0.**

ORDINANCE 2017-1(10)

ADDITIONAL APPROPRIATION

COUNCIL: **Bill Githens moved, second by Heath Thornton, to approve the additional appropriation request of \$50,000 into Professional Services for WIS Job Classification and Compensation Study. Motion carried 7-0.**

ORDINANCE 2017-2(10)

TRANSFER OF APPROPRIATIONS

SUPERIOR COURT NO. 2: **Jim Masterson moved, second by Penny Lukenbill, to approve the transfer request of \$450 from Travel/Mileage into Office Supplies. Motion carried 7-0.**

COMMISSIONERS: **Heath Thornton moved, second by Bill Githens, to transfer \$45,000 from Insurance into Utilities. Motion carried 7-0.**

RECORDER: **Heath Thornton moved, second by Jim Masterson, to approve the transfer request of \$459.10 from Office Supplies, \$223.18 from Equipment Contract, \$540 from Training in the total sum of \$1,222.28 into Wages-Clerical. Motion carried 7-0.**

PROBATION: **Jim Masterson moved, second by Penny Lukenbill, to approve the transfer request of \$1,800 from Urinalysis Supplies into Computer Equipment. Motion carried 7-0.**

WIC: **Don Morrison moved, second by Heath Thornton, to approve the transfer request of \$1,000 from Office Rent into Office Supplies. Motion carried 7-0.**

AUDITOR'S REPORT

October 9, 2017 minutes: Jon Van Vactor moved, second by Bill Githens to approve the minutes of the October 9, 2017 meeting. Motion carried 7-0.

COUNCIL ITEMS

Councilmember Githens explained that the Commissioners have approved the process to begin the Ricoh copier four-year lease program. Discussion was held concerning the lease through each department budget.

ADJOURNMENT

After the appropriate documents had been signed and with no further business to come before the Council, **Jon Van Vactor moved, second by Heath Thornton, to adjourn the meeting at 10:08 a.m. Motion carried 7-0.**

Judy Stone, President

Don Morrison, Vice President

Jon Van Vactor

Bill Githens

Heath Thornton

James Masterson

Penny Lukenbill

Attest: _____
Julie A. Fox, Auditor

MINUTES
MARSHALL COUNTY COUNCIL MEETING
MONDAY, DECEMBER 11, 2017

BE IT REMEMBERED: That on Monday, December 11, 2017, 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 Judy Stone, President; Don Morrison, Vice President; Jon Van Vactor, Bill Githens, Heath Thornton, James Masterson, Penny Lukenbill; 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.

PLAN COMMISSION

Stan Klotz, President of the Marshall County Plan Commission, explained to the Council that he is disappointed with the current County code enforcement and a possible solution has been formed by the Plan Commission. Mr. Klotz proposed that a part-time temporary position be created, to last no more than one year, with an evaluation after six months. The proposed employee would work two 7.5 hour days per week totaling 15 hours; further explaining that one day would be set and the second day would float depending upon court cases and attorney meetings. The individual would not answer to the Director of the Plan Commission, but instead report directly to the Board of Zoning Appeals (BZA). Mr. Klotz outlined the timeline stating the offender would have 15 days to respond, a fine letter would be sent, the offender would have an additional 15 days to respond. The part-time employee would then view the violation and if no improvement has taken place it would be turned over to the attorney. The Plan Commission staff would answer telephone calls and prepare BZA claims. Mr. Klotz would like to request that the Personnel Committee meet to a prepare job description. The BZA would like the position to be tax neutral by charging a violation fee and increasing the fee for habitual offenders. It is the belief of the Plan Commission that neighboring properties should be protected and health hazards removed. Mr. Klotz stated that if approved, the Plan Commission would like to have an informational campaign in the spring to notify the residents.

Council President Stone asked why the job description isn't currently being followed and violations enforced. Mr. Klotz explained that the Intergovernmental Agreement is causing time restrictions. Council President Stone agreed that the public needs to be protected and believes the first step would be to have the current Plan Director work full time on County business and abandon the Intergovernmental Agreement. Mr. Klotz explained that code enforcement needs to be addressed equally with building permits. Council member Lukenbill asked for clarification on the additional fines. Mr. Klotz explained that the Ordinances would need to be amended; the fees would be court ordered by the Judge and attached as a lien on the property taxes. Mr. Klotz requested support to move forward. **Bill Githens moved, second by Heath Thornton, to support the BZA and bring forth additional information. Motion carried 4-2-1, with Jon Van Vactor and Judy Stone voting no, and Penny Lukenbill abstained due to a conflict of interest.**

RECORDER

Recorder Marlene Mahler came before the Board to display the plat books that have been rebound. The documents have been cleaned, tape removed and placed in acid free binders as part of the three year plan. Ms. Mahler thanked the Council for their support and explained that the funding came from the Recorders Perpetuation and is not at the expense of the taxpayers. The first plat book was dated 1836. The books will now be scanned and indexed as part of Phase III of the project.

COMMISSIONERS

Commissioner Vice President Kurt Garner explained that due to the Highway Administrative Assistant position that will be opened at the end of year, a Highway Engineer/Director position description and salary range recommendation (\$62,837 - \$76,800) has been prepared by Waggoner, Irwin & Scheele for consideration by Council. Commissioner Garner explained that by hiring a licensed engineer to guide our highway department it will raise the standard of our road program and demonstrate to the public we are taking the use of their tax dollars very seriously. This will add value to the development of long range planning, estimating, best practices with construction, having trained eyes on increasingly more drainage issues and, maybe most importantly to the public is a responsiveness to those we are elected to serve. The State of Indiana has created a law which reimburses counties employing a full-time county highway engineer with a grant-in-aid subsidy of \$20,000 to be applied toward the engineer's annual salary. Commissioner Garner does not take this decision lightly, explaining that Ms. Baker and Mr. Peters have made significant strides in rebuilding the department with equipment and road construction. Commissioner Garner stated that "We are elected to do what is in the best interest of the public by pushing the County ever forward and believes this will do just that".

Commissioner Garner provided two financial scenarios for the expanded role of Highway Engineer/Director. Under the first scenario, the salaries of the two current positions that will be vacated in 2018 will be combined at a savings of \$15,167.74, plus the reduction in benefits from two employees to one. Under the second scenario, the Clerk's position would be retained and filled only if deemed necessary, which would add an additional cost of \$16,209.06. Commissioner Garner requested approval of the position description and a favorable wage recommendation range of \$65,000 - \$80,000.

Council President Stone asked for status of the current posting and applications received. Commissioner Garner stated that the posting was based on the current Highway Administrative Manager position description and three applications have been received. Commissioner Garner addressed the reason the request was not presented through the Personnel Committee, stating that Waggoner, Irwin, Scheele & Associates have been hired to do a county-wide position description and wage evaluation and as Chairman of the Committee, placed the Personnel Committee on hiatus. Ms. Stone asked how this change would affect the current Highway Supervisor's position. Mr. Garner explained that they do not see a reason to change the description and Mr. Peters would still answer to the Commissioners. Discussion was held concerning Indiana Code 17-5-7 and the requirements necessary to receive the additional funding. Commissioner Garner stated that he would get clarification on the code. Commissioner Delp explained that under the current description it could be interpreted that the Administrative Manager is over the Supervisor. Council members commended the Highway Department for providing the Road Plan and thanked the Highway Department employees for their work in executing the plan. Council member Lukenbill stated that she is concerned about spending the additional monies and whether the taxpayers will realize the \$36,000 added value. Council member Van Vactor stated that he has learned a lot about how the Highway Department works, and all will have an opinion, but the Commissioners have the responsibility to run the Highway Department and would defer the decision to them asking to hear from the other

Commissioners. Commissioner Delp stated that he is in agreement with the new description and would follow the wage recommendation. Commissioner Overmyer stated that over the last three years the Highway Department has done an excellent job and believes that Mr. Peters should be placed in charge of the Highway Department and a new financial administrator hired. Commissioner Overmyer explained the reason he is not in favor of hiring an engineer and asked that the Council table the request. Commissioner Garner asked that the request not be tabled, as they are under a time constraint. Council member Van Vactor stated that if the new position is accepted today, it will need to be advertised and Commissioner Garner stated that the Commissioners will advertise. Council member Thornton stated that with the open positions there is a sense of urgency. **Heath Thornton moved, second by Jon Van Vactor, to approve the Highway Engineer/Director position description. Motion carried 4-3; with Jim Masterson, Don Morrison and Judy Stone voting no.**

Discussion was held concerning the salary range and advertising the new Highway Engineer/Director position for five days as the County policy requires. **Heath Thornton moved, second by Bill Githens, to approve the Highway Engineer/Director salary range based on Waggoner, Irwin, Scheele & Associates recommendation of \$62,837 - \$76,800. Motion carried 4-3; with Don Morrison, Judy Stone and Penny Lukenbill voting no.**

Discussion was also held concerning filling the position of Highway Clerk. Highway Administrator Laurie Baker stated that she did not advertise the position and felt it should be filled by the incumbent.

SHERIFF

Sheriff Matt Hassel requested permission to apply for the DNR Marine Patrol Assistance Grant to provide marine patrol on Lake Maxinkuckee. **Jon Van Vactor moved, second by Bill Githens to approve the request to apply for the DNR Marine Patrol Assistance Grant. Motion carried 7-0.**

ORDINANCE 2017-1(11)

ADDITIONAL APPROPRIATION

HIGHWAY: Bill Githens moved, second by Jon Van Vactor, to approve the additional appropriation request of \$2,600 into Wages-Highway Clerk. Motion carried 7-0.

RECORDER: Bill Githens moved, second by Heath Thornton, to approve the additional appropriation request of \$500 into Wages-Clerical. Motion carried 7-0.

CROSSROADS MUSEUM PROJECT: Jim Masterson moved, second by Penny Lukenbill, to approve the additional appropriation request of \$258.97 into Professional Services. Motion carried 7-0.

ORDINANCE 2017-2(11)

TRANSFER OF APPROPRIATIONS

SUPERIOR COURT NO. 2: Bill Githens moved, second by Jon Van Vactor, to approve the transfer request of \$600 from Grand & Petit Jurors into Office Supplies. Motion carried 7-0.

WIC: Penny Lukenbill moved, second by Heath Thornton, to approve the transfer of \$5,500 from Wages-Bi-Lingual Clerk into Wages-Department Head in the sum of \$4,500 and into Employer PERF in the sum of \$1,000. Motion carried 7-0.

SOLID WASTE: Jon Van Vactor explained that this transfer was approved by the Solid Waste Board. Jim Masterson moved, second by Jon Van Vactor, to approve the transfer request of \$2,000 from Battery Recycling into Office & Warehouse Supplies; \$300 from Battery Recycling into Software; \$1,200 from Recycling Commodity into Print & Public Information; and, \$2,000 from Furniture into Education & Training. Motion carried 7-0.

AUDITOR’S REPORT

November 13, 2017 minutes: **Jon Van Vactor moved, second by Bill Githens, to approve the minutes of the November 13, 2017 meeting. Motion carried 7-0.**

ORDINANCE 2017-33
ESTABLISHING NEW COUNTY FUND

Auditor Julie Fox requested permission to create a new Fund entitled WIC to align with the grant fiscal year of October 1st through September 30th. **Penny Lukenbill moved, second by Jim Masterson, to approve the creation of WIC Fund 8804. Motion carried 7-0.**

Auditor Fox stated that a list of Board Appointments will be forthcoming for nomination in January.

Auditor Fox informed the Board that the Prosecutor IV-D Fund is nearly depleted and the guidelines allow the Prosecutor to utilize the County IV-D Incentive Fund monies; therefore future claims will be paid from the County IV-D Incentive Fund until the Prosecutor IV-D fund is replenished.

COUNCIL ITEMS

Council President Stone requested Auditor Fox review the General Fund balance for consideration at the January meeting to transfer excess funds into the Rainy Day Fund.

ADJOURNMENT

After the appropriate documents had been signed and with no further business to come before the Council, **Bill Githens moved, second by Jim Masterson, to adjourn the meeting at 10:42 a.m. Motion carried 7-0.**

Judy Stone, President

Don Morrison, Vice President

Jon Van Vactor

Bill Githens

Heath Thornton

James Masterson

Penny Lukenbill

Attest: _____
Julie A. Fox, Auditor