

MINUTES
ELKHART COUNTY COUNCIL
November 12, 2016

The meeting of the Elkhart County Council was called to order by Sheriff Brad Rogers at 8:00 a.m., in Room 104 of the County Administrative Building, Goshen, Indiana. Members present were Council President John K. Letherman, Vice President David L. Hess, David E. Foutz, Randall D. Yohn, David M. Ashe, Darryl J. Riegsecker and Thomas W. Stump.

Also present were Pauline Graff, County Auditor; Craig Buche, County Attorney; Tom Byers, County Administrator and Mike Yoder, County Commissioner.

MINUTES: Approval of minutes for October 8, 2016

On motion made by Yohn seconded by Foutz and unanimously carried, the minutes were approved as received.

COMMITTEE REPORTS:

COMMISSIONERS: No report
COUNCIL: No report
AUDITOR: Financial Report
SHERIFF: No report

EDC MATTERS:

HUMAN RESOURCE MATTERS:

A. Prosecuting Attorney

1. Prosecuting Attorney: Request to increase the following part time rates, effective 11/13/16:

<u>1000-108 Gen Fund</u>	<u>1000-158 Title IV-D</u>	<u>4912-980 Seize of Asset</u>
41200 Professional \$100	41200 Professional \$100	41200 Professional \$100
41220 Admin \$36.00	41220 Admin \$36.00	41220 Admin \$36.00
41205 Technicians \$50		

Impact to General Fund: No impact, if stays within dollar amount approved for part time accounts.

On motion made by Stump seconded by Lucchese and unanimously carried, the CCPC approved this request, 4-0.

On motion made by Foutz seconded by Stump and unanimously carried, the Council approved this request.

B. Public Defender

1. Public Defender Supplemental (1200-980-41135): Request to reclassify two Legal Assistant II, PG4/JF1, from regular part time, 58 hrs per pay period, to full time, 72 hrs per pay period, no change in pay rate. Effective 11/13/16.
2. General Fund (1000-175-41135): Request two new full time Legal Assistant II positions, PG4/JF1, \$11.40-\$14.25, 72 hrs per pay period, effective 11/13/16.
3. Public Defender Supplemental (1200-980-41200): Request to increase part time professional rate from \$50.00/hr to ~~\$75.00~~ 100.00/hr, effective 11/13/16.
4. General Fund (1000-175-41200): Request to establish part time professional rate of ~~\$75.00~~ 100.00/hr, effective 11/13/16.

Impact to General Fund for 2017: \$42,682-\$53,352 plus benefits for two new positions

On motion made by Yohn seconded by Lucchese and unanimously carried, the CCPC approved requests 1-4, 4-0.

On motion made by Stump seconded by Yohn and unanimously carried, the Council approved this request.

C. Court Services

1. General Fund (1000-168-41140): Request to eliminate current Secretary II position (Marks), PG3/JF1, \$14.87/hr, effective 11/13/16.

General Fund (1000-168-41120): Request to reclassify Custody Investigator position (Beer/Marks), PG4/JF4, from regular part time, 40 hrs per pay period, to full time, 72 hrs per pay period, with 6% increase to \$15.76/hr, effective 11/13/16; and with PIP increase and 6 month increase, up to \$16.72/hr.

Impact to General Fund for 2017: \$15,000 savings

On motion made by Yohn seconded by Lucchese and unanimously carried, the CCPC approved this request, 4-0.

On motion made by Yohn seconded by Ashe and unanimously carried, the Council approved this request.

D. Health Department

1. MCH Program Income (8127-614-41120): Request to reclassify Dental Supervisor, PG7/JF6, to Dental Clinic Manager, PG7/JF6, MP, with 30 day overlap for training per policy. Also approve new market premium rates for this position.
2. MCH Program Income (8127-614-41135): Request new Dental Assistant I position, PG3/JF3, MP, \$14.50, effective retroactive to 10/10/16.
3. MCH Program Income (8127-614-41135): Request new RPT Dental Assistant II position, PG4/JF3, MP, \$17.68, effective retroactive to 10/10/16.

On motion made by Lucchese seconded by Stump and unanimously carried, the CCPC approved requests 1-3, 4-0.

On motion made by Stump seconded by Riegsecker and unanimously carried, the Council approved this request.

4. WIC Grant (8101-312-41135): Request 6% individual rate increase for Intake Specialist (Krull), PG2/JF1, \$12.92/hr, effective retroactive to 9/19/16.

On motion made by Stump seconded by Lucchese and unanimously carried, the CCPC approved this request, 4-0.

On motion made by Ashe seconded by Riegsecker and unanimously carried, the Council approved this request.

5. WIC Grant (8101-312-41120): Request to reclassify a FT Nutritionist II position, PG5/JF5, MP, \$18.52, to RPT, 44 hours per pay period. Effective 1/8/17.

On motion made by Lucchese seconded by Stump and unanimously carried, the CCPC approved this request, 4-0.

On motion made by Ashe seconded by Stump and unanimously carried, the Council approved this request.

E. Planning and Development

- Code Enforcement (1000-131-41125): Request to reclassify one Code Inspector (Weiss), PG5/JF3, to one Building Inspector, PG5/JF3, MP, no change in rate of pay, effective ~~11/13/16~~ 1/8/17.

Impact to General Fund: \$0

On motion made by Lucchese seconded by Stump and unanimously carried, the CCPC approved this request, 4-0.

On motion made by Ashe seconded by Stump and unanimously carried, the Council approved this request.

F. Landfill

- Solid Waste User Fees (1194-338): Request 6% individual rate increases for the following, effective 11/13/16:

Operations Supervisor-Landfill, PG8/JF6	Mechling, John	2175.65
Admin Assistant, PG4/JF1	Troyer, Lucienne	18.02
Fee Collector, PG1/JF1	Reynolds, Sara Jane	14.25
Fee Collector, PG1/JF1	Nix, Kari	12.84
Operator III, PG6/JF2	Reed, Dale	21.48

On motion made by Yohn seconded by Lucchese and unanimously carried, the CCPC approved this request, 4-0.

On motion made by Hess seconded by Stump and unanimously carried, the Council approved this request.

G. Highway

- Highway (1176-202-41125): Request 3% individual rate increases for Engineering Tech II (Jackson), PG6/JF3, \$24.18/hr, and Engineering Tech II (Easton), \$26.87/hr, effective 11/13/16.

On motion made by Lucchese seconded by Stump and unanimously carried, the CCPC approved this request, 4-0.

On motion made by Stump seconded by Foutz and unanimously carried, the Council approved this request.

- Approval of Additional Hours Compensation Program.

On motion made by Stump seconded by Lucchese and unanimously carried, the CCPC approved this request, 4-0.

On motion made by Stump seconded by Riegsecker and unanimously carried, the Council approved this request.

3. Approval of projects eligible for additional hours compensation, effective 11/13/16:
 - 2017 paving program, CR 17 corridor, CR 8 bike path, CR 38 corridor, CR 20 & 111, Redevelopment projects, Foreaker-Southwest wastewater project, and CR 13 grade separation

On motion made by Lucchese seconded by Stump and unanimously carried, the CCPC approved this request, 4-0.

On motion made by Stump seconded by Riegsecker and unanimously carried, the Council approved this request.

4. Highway (1176-202 and 1135-212): Request to increase the following part time rates: Service Maintenance (41230) \$19.00/hr, Professional (41200) \$40.00/hr, and Administrative Support (41220) \$14.00/hr. Effective 11/13/16.

On motion made by Lucchese seconded by Stump and unanimously carried, the CCPC approved this request, 4-0.

On motion made by Stump seconded by Riegsecker and unanimously carried, the Council approved this request.

H. Sheriff (received 10/28/16)

1. General Fund (1000-105-41140): Request 6% individual rate increases for the following Clerk III positions, PG2/JF1, effective 11/13/16:
 - J. Maack, from \$13.98/hr to \$14.82/hr
 - J. Purdue from \$12.72/hr to \$13.48/hr
 - M. Roberts from \$12.72/hr to \$13.48/hr

Impact to General Fund for 2017: \$4418

On motion made by Yohn seconded by Stump and unanimously carried, the CCPC approved this request, 4-0.

On motion made by Foutz seconded by Yohn and unanimously carried, the Council approved this request.

I. Human Resources

1. Request to increase wage schedules by 10, 15 or 20 percent. No across the board increase is requested, however, some employees may need to be brought up to the new minimum. Effective 12/11/16.

Impact to General Fund for 2017: \$24,395 (10%-21 employees), \$53,578 (15%-36 employees), \$109,497 (20%-67 employees)

On motion made by Stump seconded by Lucchese and unanimously carried, the CCPC approved to increase the wage scales by 15%, 4-0.

On motion made by Stump seconded by Riegsecker and unanimously carried, the Council approved this request.

II. Miscellaneous Items

- A. Review of First Deputy Wages- Information Only
- B. Review and approval of 2017 CCPC Meeting Schedule

On motion made by Lucchese seconded by Stump and unanimously carried, the CCPC approved the 2017 CCPC Meeting Schedule, 4-0.

On motion made by Yohn seconded by Stump and unanimously carried, the Council approved this request.

The preceding Emergency Salary Ordinances were then duly adopted.

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*****Approval of Ordinance No. CC-2016-18 Elkhart County Council Amending the 2016 Salary Ordinance.**

Craig Buche explained this request to the Council.

On motion made by Foutz seconded by Riegsecker and unanimously carried, the Council approved this request.

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*****Approval of Ordinance No. CC-2016-19 Amending and Restating the 2017 Elkhart County Salary Ordinance.**

Craig Buche explained this request to the Council.

On motion made by Foutz seconded by Riegsecker and unanimously carried, the Council approved this request.

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*****Approval of Ordinance No. CC-2016-20 Amending the Elkhart County Government Personnel Policy and Standard Procedures Manual.**

Craig Buche explained this request to the Council.

On motion made by Ashe seconded by Riegsecker and unanimously carried, the Council approved this request.

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*****Approval of updated Elkhart County Equal Employment Opportunity and Affirmative Action Plan.**

Kris Krueger explained this request to the Council.

On motion made by Yohn seconded by Ashe and unanimously carried, the Council approved this request.

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ADDITIONAL APPROPRIATIONS REQUESTS

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given to the taxpayers of Elkhart County, Elkhart County, Indiana, that the proper legal officers will consider the following additional appropriations in excess of the budget for the current year at their regular meeting place at Room 104, 117 N. 2nd Street, Goshen, Indiana, at 8:00 o'clock a.m. on Saturday, November 12, 2016.

GENERAL FUND

<u>Clerk</u>	
Supplies	2,000.00
Other Services and Charges	500.00
<u>Emergency Management</u>	
Personal Services	1,600.00
<u>Elkhart Court Magistrate</u>	
Personal Services	7,600.00
Supplies	1,702.00
<u>Superior Court No. 6</u>	
Personal Services	8,000.00
TOTAL GENERAL FUND	<hr/> 21,402.00

EDIT	
<u>County Highway</u>	
Capital Outlays	80,000.00
CUMULATIVE BRIDGE	
<u>County Highway</u>	
Personal Services	2,000.00
Capital Outlays	167,500.00
TOTAL CUMULATIVE BRIDGE	169,500.00
CUMULATIVE CAPITAL DEVELOPMENT	
<u>Commissioners</u>	
Other Services and Charges	100,000.00
Capital Outlays	150,000.00
TOTAL CUMULATIVE CAPITAL DEVELOPMENT	250,000.00
CUMULATIVE VOTING SYSTEM	
<u>Election Board</u>	
Personal Services	16,200.00
Supplies	7,000.00
Other Services and Charges	3,000.00
TOTAL CUMULATIVE VOTING SYSTEM	26,200.00
CUMULATIVE VOTING SYSTEM	
<u>Voter Registration</u>	
Personal Services	7,000.00
LOCAL ROAD AND STREET	
<u>County Highway</u>	
Other Services and Charges	40,000.00
Capital Outlays	130,000.00
TOTAL LOCAL ROAD AND STREET	170,000.00
PUBLIC SAFETY LOIT	
<u>Sheriff</u>	
Other Services and Charges	40,000.00
MOTOR VEHICLE HIGHWAY	
<u>County Highway</u>	
Personal Services	31,000.00
Other Services and Charges	1,000.00
TOTAL MOTOR VEHICLE HIGHWAY	32,000.00

MOTOR VEHICLE HIGHWAY	
<u>County Highway</u>	
Personal Services	50,000.00
Supplies	2,000.00
Other Services and Charges	400,000.00
TOTAL MOTOR VEHICLE HIGHWAY	452,000.00
STORM WATER MANAGEMENT OPERATING	
<u>Commissioners</u>	
Capital Outlays	32,000.00
NORTHEAST CORRIDOR TIF DISTRICT	
<u>Planning and Development</u>	
Capital Outlays	12,500.00
STATE ROAD 13 TIF DISTRICT	
<u>Planning and Development</u>	
Other Services and Charges	25,000.00
SOLID WASTE CAPITAL RESERVE	
<u>Solid Waste</u>	
Capital Outlays	715,000.00
REDUCTIONS	
GENERAL FUND	
<u>Superior Court No. 6 IV-D Court</u>	
Personal Services	-8,000.00

Taxpayers appearing at the meeting shall have a right to be heard. The additional appropriations as finally made will be referred to the Department of Local Government Finance (DLGF). The DLGF will make a written determination as to the sufficiency of funds to support the appropriations made within fifteen (15) days of receipt of a Certified Copy of the action taken.

Dated: November 2, 2016.

Pauline E. Graff, Elkhart County Auditor

ADDITIONAL APPROPRIATION EXPLANATIONS:

A. GENERAL FUND (#1000)

1. Clerk (101) request \$2,500 for funds needed for copy paper and repairs to small office machines.

Chris Anderson explained this request to the Council.

On motion made by Foutz seconded by Stump and unanimously carried, the Council approved this request.

2. Emergency Management (137) request \$1,600 for funds needed to cover payroll cost for the remainder of 2016. Funds will be reimbursed by Indiana Department of Homeland Security.

Pauline Graff explained this request to the Council.

On motion made by Yohn seconded by Ashe and unanimously carried, the Council approved this request.

3. Elkhart Court Magistrate (169) request \$9,302 for funds needed to cover payroll cost for remainder of 2016, and funds to cover a billing confusion in which funds went to the wrong account.

Magistrate Burton explained this request to the Council.

On motion made by Yohn seconded by Stump and unanimously carried, the Council approved this request.

4. Superior Court No. 6 (170) request \$8,000 needed to fund payroll for the remainder of the 2016 year.

Randy Yohn explained this request to the Council.

On motion made by Yohn seconded by Ashe and unanimously carried, the Council approved this request.

The preceding Emergency Appropriation Ordinances were then duly adopted.

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B. EDIT (#1112)

1. County Highway (980) request \$80,000 for funds to be used for survey and other engineering expenses for work along County Road 17 from County Road 40 to County Road 46.

Jeff Taylor explained this request to the Council.

On motion made by Riegsecker seconded by Stump and unanimously carried, the Council approved this request.

The preceding Emergency Appropriation Ordinance was then duly adopted.

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C. CUMULATIVE BRIDGE (#1135)

1. County Highway (212) request \$2,000 for funds to cover the raise previously approved by Council.
2. County Highway (980) request \$167,500 for funds to repair the damage sustained by a hit and run. Also, funds to replace a 2005 bridge maintenance service truck and equipment mounted to the truck. Will be replaced with a 2015 demo unit.

Jeff Taylor explained these requests to the Council.

On motion made by Foutz seconded by Stump and unanimously carried, the Council approved these requests.

The preceding Emergency Appropriation Ordinance was then duly adopted.

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D. CUMULATIVE CAPITAL DEVELOPMENT (#1138)

1. Commissioners (980) request \$250,000 for funds needed for the annual allocation for buildings and grounds, and software maintenance costs at correctional facility.

Tom Byers explained this request to the Council.

On motion made by Stump seconded by Ashe and unanimously carried, the Council approved this request.

The preceding Emergency Appropriation Ordinance was then duly adopted.

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E. CUMULATIVE VOTING SYSTEM (#1143)

1. Election Board (190) request \$26,200 for funds needed for additional security hours for evening and Saturday absentee in person voting. Also, for additional part time staff in office to process absentee by mail, additional election day vote center staff at several busy vote centers, additional official envelopes and forms for absentee and election day and additional programming for epollbooks and touch screen machines.

Chris Anderson explained this request to the Council.

On motion made by Foutz seconded by Stump and unanimously carried, the Council approved this request.

The preceding Emergency Appropriation Ordinance was then duly adopted.

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F. CUMULATIVE VOTING SYSTEM (#1143)

1. Voter Registration (191) requests \$7,000 for funds needed for Supervisor Election Day compensation and excess hours for Voter Registration Technicians for vote center set up.

Chris Anderson explained this request to the Council.

On motion made by Foutz seconded by Ashe and unanimously carried, the Council approved this request.

The preceding Emergency Appropriation Ordinance was then duly adopted.

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G. LOCAL ROAD AND STREET (#1169)

1. County Highway (222) request \$40,000 for funds needed to repair aging equipment and trucks.

Jeff Taylor explained this request to the Council.

On motion made by Foutz seconded by Stump and unanimously carried, the Council approved this request.

The preceding Emergency Appropriation Ordinance was then duly adopted.

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2. County Highway (980) request \$130,000 for funds to purchase dump truck chassis.

Jeff Taylor explained this request to the Council.

On motion made by Yohn seconded by Stump and unanimously carried, the Council approved this request.

The preceding Emergency Appropriation Ordinance was then duly adopted.

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H. PUBLIC SAFETY LOIT (#1170)

1. Sheriff (980) request \$40,000 for funds needed to pay invoices relating to inmate food. Inmate population has increased due to housing out of county inmates.

Brad Rogers explained this request to the Council.

On motion made by Stump seconded by Ashe and unanimously carried, the Council approved this request.

The preceding Emergency Appropriation Ordinance was then duly adopted.

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I. MOTOR VEHICLE HIGHWAY (#1176)

1. County Highway (201) request \$32,000 for funds needed to pay for payroll expenses, excess hours for construction projects and data processing services through the end of the year.
2. County Highway (202) request \$452,000 for funds needed to purchase uniforms for new employees, funds for overtime for potential snow plowing and funds for contract snow plowing.

Jeff Taylor explained these requests to the Council.

On motion made by Foutz seconded by Stump and unanimously carried, the Council approved this request.

The preceding Emergency Appropriation Ordinance was then duly adopted.

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J. STORM WATER MANAGEMENT OPERATING (#1197)

1. Commissioners (130) request \$32,000 for funds needed to replace vehicle totaled in accident.

Chris Godlewski explained this request to the Council.

On motion made by Foutz seconded by Stump and unanimously carried, the Council approved this request.

The preceding Emergency Appropriation Ordinance was then duly adopted.

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K. NORTHEAST CORRIDOR TIF DISTRICT (#4511)

1. Planning and Development (980) request \$12,500 for funds needed to hire a consultant to acquire grant funds for Prairie Creek Run utility construction.

Chris Godlewski explained this request to the Council.

On motion made by Foutz seconded by Hess and unanimously carried, the Council approved this request.

The preceding Emergency Appropriation Ordinance was then duly adopted.

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L. STATE ROAD 13 TIF DISTRICT (#4514)

1. Planning and Development (980) request \$25,000 for funds needed to pay legal fees to YAUB for establishment of TIF District.

Chris Godlewski explained this request to the Council.

On motion made by Ashe seconded by Stump and unanimously carried, the Council approved this request.

The preceding Emergency Appropriation Ordinance was then duly adopted.

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M. SOLID WASTE CAPITAL RESERVE (#4915)

1. Solid Waste (980) request 715,000 for funds needed to replace a 2009 345D excavator, install required gas well expansion in Cells A-D and add flow control skid at the jail in order to increase landfill gas usage to further lower the energy costs at the correctional complex.

John Bowers explained this request to the Council.

On motion made by Foutz seconded by Yohn and unanimously carried, the Council approved this request.

The preceding Emergency Appropriation Ordinance was then duly adopted.

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REDUCTIONS:

K. COUNTY GENERAL (#1000)

1. Superior Court No. 6 IV-D Court (171) request \$8,000 reduction.

Pauline Graff explained this request to the Council.

On motion made by Yohn seconded by Hess and unanimously carried, the Council approved this request.

The preceding Emergency Reduction Ordinance was then duly adopted.

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TRANSFER REQUESTS REQUIRING COUNCIL ACTION

A. GENERAL FUND (#1000)

1. Auditor (102)

From	43050 Data Processing	1,500.00
	43110 Sustenance	500.00
	43120 Postage	1,500.00
	43830 Education and Conference	500.00
To	41105 Deputies	2,000.00
	41115 Supervisors and Administrative	2,000.00

2. County Assessor (109)

From	43090 Professional Services	100.00
	43200 Printing	750.00
	43210 Publications	100.00
	43830 Education and Conference	1,800.00
	43805 Subscriptions	200.00
	43800 Dues National and State	950.00
	43540 Vehicle Repair	800.00
	43510 Repair and Maintenance	5,000.00

To	44535 Data Processing Hardware	9,700.00
3. Weights and Measures (135)		
From	43540 Vehicle Repair	400.00
To	44510 Other Equipment	400.00
4. Emergency Management (137)		
From	42130 Tires and Lubes	56.00
	42050 Photographic Supplies	25.00
	43120 Postage	74.00
	43110 Sustenance	500.00
To	43510 Maintenance	155.00
	42380 Capital Supply Items	500.00
5. Buildings and Grounds (140)		
From	41145 Skilled Craft Worker	34,000.00
	41150 Service Maintenance Worker	7,000.00
To	43570 Laundry, Cleaning, Custodian	12,555.00
	43590 Other	28,445.00
6. Human Resources (142)		
From	42010 Printed Forms	700.00
To	44510 Other Equipment	700.00
7. Prosecuting Attorney Title IV-D (158)		
From	42090 Office Supplies	3,000.00
To	43090 Other Professional Services	1,500.00
	43120 Postage	1,500.00
8. Superior Court No. 5 (166)		
From	43090 Other Professional Services	2,500.00
To	41240 Special and Other Services	2,500.00
9. Superior Court No. 6 (170)		
From	42070 Data Processing Supplies	800.00
To	46200 Equipment Lease	800.00
10. Superior Court No. 6 Title IV-D Court (171)		
From	43140 Telephone	100.00
	43510 Maintenance Service Contracts	900.00
To	44520 Office Equipment	1,000.00
B. CUMULATIVE JAIL (#1142)		
1. Sheriff (105)		
From	42160 Clothing Inmate	8,000.00
	42190 Kitchen and Laundry	2,370.00
To	43570 Laundry Inmate	10,370.00
C. HEALTH (#1159)		
1. County Health Operating (340)		
From	43140 Telephone	1,816.00
To	44510 Other Equipment	1,222.00

	44540 Software	594.00
D. WOMAN INFANT & CHILD GRANT (#8101)		
1. Health Department WIC (312)		
From	43200 Printing Other	1,698.00
To	44510 Other Equipment	996.00
	42380 Capital Supply Items	702.00
From	43400 Electric	2,000.00
	43200 Printing	2,100.00
	43140 Telephone	85.00
To	41200 Part Time Professional	100.00
	42030 Copy Machine Supplies	55.00
	42195 Other Operating Supplies	2,030.00
	42380 Capital Supply Items	1,000.00
	44510 Other Equipment	1,000.00
E. PUBLIC HEALTH PREPAREDNESS GRANT (#8119)		
1. Health Department (981)		
From	42195 Operating Supplies	954.00
To	44535 Data Processing Hardware	954.00
From	44510 Other Equipment	1,000.00
	42195 Operating Supplies	899.00
To	43510 Maintenance Service Contracts	1,899.00
F. MATERNAL & CHILD HEALTH GRANT (#8127)		
1. Program Income (614)		
From	43600 Rent Real Property	2,900.00
	43130 Mileage	2,100.00
To	42180 Medical Supplies	5,000.00
2. Program Income (615)		
From	42195 Operating Supplies	1,920.00
To	43510 Maintenance Service Contracts	1,920.00

On motion made by Ashe seconded by Riegsecker and unanimously carried, the Council approved this request.

The preceding Emergency Transfer Ordinance was then duly adopted.

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OTHER BUSINESS

- (a) Approval of Interlocal Agreement Between City of Goshen and Elkhart County for Vehicle Repair.

Craig Buche explained this request to the Council.

On motion made by Stump seconded by Riegsecker and unanimously carried, the Council approved this request.

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AUDIENCE ITEMS

ADJOURN

There being no further business to come before the Council the meeting was adjourned at 9:42 a.m. on motion by Foutz seconded by Yohn and unanimously carried.

Anita Mock
Recording Secretary

A complete recording of this meeting is available in the Auditor's Office. The recording of this meeting will be available for one year and then erased.

