

Steuben County Council  
January 13, 2015  
Minutes

Steuben County Council met in regular session on Tuesday, January 13, 2015 at 9:00 AM in the Community Center Building. Present were Richard Shipe, Ruth Beer, Jim Getz, Dan Caruso, Wil Howard, Ken Shelton and Linda Hansen.

Richard Shipe opened the floor for nomination of officers. Ken Shelton nominated Rick Shipe for President. Jim Getz seconded and the motion to elect Richard Shipe as President was passed with a vote of (7) seven ayes. Shipe asked for nominations to elect a Vice President. Dan Caruso moved to elect Ruth Beer as Vice President. Wil Howard seconded and the motion to elect Ruth Beer as Vice President was passed with a vote of (6) six ayes and (1) one Ruth Beer abstained.

Mr. Steve Mumby and Mr. Allen Stout of the Steuben County Humane Society came before the council to request \$84,761.00. The amount being requested is ½ of the Humane Shelter's annual operating budget spread proportionally to the county and all cities and towns based on census. Assuming everyone is on board; Mumby hopes to collect a total of \$141,000.00. In the Board's opinion, it is no longer feasible or reasonable to think a humane shelter in a county of this size can operate without funding. If the county, who represents 60% of our intake, is not willing to fund the shelter at a reasonable level then it is no longer reasonable for the Shelter to remain in operation. We cannot have enough garage sales, bake sales and casino events to earn enough money to make that happen. We certainly can't do that if your expectation is to continue to operate at the current level sheltering and vaccinating animals as we have been. We are asking the City of Angola, the County and all other cities and towns in Steuben County to share the cost. We are still willing to do whatever it takes to make money to help support the shelter. That is a role that we accept willingly, but at the same time wouldn't it be better for all of us that if the money we earned by holding those special events could go toward funding of other programs such as PTSD rescue dogs and other types of services of value to the county population as a whole.

Mr. Mumby brought attention to the poor condition of their current facility. With that being said, Mumby said they have received a donation of land along 200 North next to I-69. Our future plans are to build a new facility at that location. We have a plan of what that building would look like and we have already made significant progress toward raising money to fund the construction of the building. But at the end of the day, this is not a reality unless we have funding commitment from the county and cities and towns to cover half of our operating expenses. We can't move forward with the new facility unless we know we have secured the money to operate it. Dan Caruso asked for copy of the operating budget of the Humane Shelter. Mumby said he will provide copy to council members. Richard Shipe said the council must wait for the County Commissioners to present them with a request for additional funding before they are able to take any official action. Caruso asked what the timeline is for this funding request because the council has already set the 2015 budgets. Mumby stated that he is looking for the funding in 2015 and he understands that the county has already set their budget, however the issues aren't going to go away. Mumby mentioned that in past years the county has entered into a contract with the shelter that paid \$18,000.00 annually. Mumby stated that the contract was not executed due to the change in funding request being made today. Dan Caruso commented that he is pleased with the excellent job being done at the Humane Shelter in the last five (5) years since Mumby has been involved.

Richard Shipe brought discussion to the table regarding the new School Resource Officer. Shipe stated that he and other council members have received questions from constituents about the SRO contract between Sheriff Tim Troyer and the MSD School System. The concerns being brought to council member's attention are regarding where the funding is coming from to support this position. Troyer was pleased to share his excitement we have in the partnership between the Sheriff's Department and the MSD of Steuben County to put an Indiana Sheriff's uniform in the MSD School Corp for an SRO position. Troyer stated that he was approached by the School Superintendent and School Board Members in regard to partnering with them. Basically the school board is receiving a grant that will pay for the funding aspects of the position and they are asking Troyer to manage the person hired for the position from a law enforcement perspective. Troyer entered into a contract with the MSD School Corporation, drafted through the Sheriff's legal deputy and the schools attorney. The contract also has policy regarding who pays for what. The School Corporation is paying the bill. The sheriff feels this is a win-win for everyone and it is a good opportunity to put a deputy into the schools without having to ask county council for an additional employee. The person being hired for the position is a 30-year deputy that is sanctioned by the academy and is being handled in the same manner as my reserve officers. Troyer said he is happy to have it inside his department. This is a good program is going to be managed well.

Dan Caruso asked Troyer if this was the same position that was formerly provided through City of Angola and whether Sheriff Troyer knew what facilitated the City and MSD to end their relationship. Troyer stated that he is not aware of the circumstances that lead to the change. Wil Howard asked what the county's expense would be. Troyer stated the only expense is the hand gun which he purchased from

the handgun permit fund. The badge and the patches that have the sheriff logo belong to the Steuben County Sheriff's Department. The uniform was purchased by the school. Also, the SRO school that Mr. Martin must attend will be paid for by the school system. The vehicle is a sheriff fleet car. The individual that uses the car drives to the Sheriff's office in his own vehicle and picks up the car for use during the day then returns it at the end of his shift. The county cannot give the school corporation a marked sheriff vehicle that has our radios and other equipment without having to have control over that vehicle. The school agrees to pay for fuel for the car as well as any maintenance. Dan Caruso asked what the county liability is. Troyer stated that MSD is priority with the liability insurance and the vehicle is covered in the same way that our reserve officers are. They are under the county vehicle insurance with Tony Culver. The SRO officer is former Sheriff Terry Martin, former LaGrange County Sheriff who is currently a LaGrange County Commissioner.

Richard Shipe commented that the county council was concerned for any liability issues so he felt it was necessary to see a copy of that contract. Shipe stated that he made a written request to the MSD School System for copy of the contract however nothing has been received to date. Troyer stated that he had a discussion with Shipe in December about this issue and offered to show him the contract. Troyer stated that he didn't understand the purpose of making the request with the MSD when it could be easily obtained through the Sheriff. Troyer stated that he has to be careful with public release of this information but has always been willing to share information with public officials when requested. Shipe said he doesn't see an issue in making that request to the School. Shipe felt there should not be an issue for the School to produce the information requested since they are supplying the money. Troyer said he couldn't speak to that but he would be happy to set down and show the contract to anyone who wants to see it. Ruth Beer stated that she was happy Troyer came in today to explain because she knew nothing about this agreement until she read it in the newspaper. Jim Getz spoke in support of the program stating the benefits to our children and citizens far outweighs the minimal expense to the county. Linda Hansen asked that in the future it would be appreciated if the Sheriff would bring any agreements of this type to the County Commissioners, their attorney and the county Council for review prior to public release to ensure we have no exposure.

Jennifer Sharkey, Highway Engineer and Emmett Heller, Highway Superintendent came before the council. Jennifer Sharkey gave a comprehensive presentation to the County Council regarding LOHUT Local Option Highway User Tax also known as the Wheel Tax and Motor Vehicle Excise Surtax. Kenneth Shelton thinks this is one of those priorities we must take a look at and should investigate further. Dan Caruso commented that the confidence level he has in the administration of the Steuben County Highway Department is at an all-time high to handle the additional responsibility. Kenneth Shelton made a motion to continue research and call our Clerk-Treasurers from all cities and towns in the county to attend the next council meeting in February to continue this discussion. Linda Hansen seconded. There being no further discussion, the motion to proceed with discussion on the LOHUT Tax was approved with a vote of six (6) ayes and one (1) nay vote cast by Wil Howard.

Hugh Taylor was present to submit his request for an additional appropriation in the amount of \$3,000.00. Taylor explained the money is needed to pay his administrative assistant to prepare required quarterly and annual reports for expenditures and disbursements of the Supplemental Public Defender Fund. Taylor stated that he sub-contracts with the individual to file the reports. The reports must be filed timely in order to receive our 40% reimbursement. Ken Shelton made the motion to approve the additional \$3,000.00. Linda Hansen seconded and the motion carried with seven (7) ayes.

#### Supplemental Public Defender Fund Budget

Additional \$3,000.00 for: 1200-000-1000.43 Pt-time Office

Kim Koomler, Steuben County Auditor presented the following list of additional appropriations and reduction of appropriations needed to finalize the 2015 Budget of Appropriations bookkeeping adjustments in order to set certain appropriations at the correct amount as determined during the Steuben County Council 2015 Budget Hearings. Linda Hansen made a motion to approve all of the 2015 budget appropriations. Jim Getz seconded. The motion carried with seven (7) ayes.

#### Sheriff County General Budget

Additional \$1,702.00 for: 1000-005-1000.05 Deputy First Class ó Laneou

#### Prosecutor Appropriation Reduction for redistribution of pay

Appropriation Reduction by -\$9,416.50 to: \$ 20,133.50

1000-009-1000.03 Dep Prosecutor - N. Wallace

#### Pre-Trial Diversion

For redistribution of pay, increase to: \$20,133.50

Additional \$12,316.50 for: 2511-000-1000.06 Dep Prosecutor - N. Wallace

LOIT Public Safety  
Additional \$20,000.00 for: 1170-000-3000.52 Vehicle Repair

Statewide 9-1-1  
Additional \$31,826.00 for: 1222-000-1000.01 Telecom Tech.  
\$27,000.00 for: 1222-000-1000.40 Overtime  
\$5,000.00 for: 1222-000-2000.04 Computer Software

Reassessment  
Additional \$26,500.00 for: 1224-000-3000.04 XSoft CAMA Program

Auditor Koomler presented county council with the list of Transfers and Corrections that have been made to 2014 budget per resolution No: 12-2014-03 for their information and to be made a part of the official meeting minutes.

Department	Amount	Account Name From	Account Number From	Account Name To	Account Number to
Co Gen Coroner	144.34	Med Supplies	1000-007-2000.13	Phone	1000-007-3000.10
Co Gen Maintenance	366.45	Ct Hse Supplies	1000-161-2000.29	Annex Maint	1000-161-3000.54
Co Gen Maintenance	118.77	Annex Supplies	1000-161-2000.31	Annex Maint	1000-161-3000.54
Co Gen Communications	490.87	IDACS	1000-303-3000.11	Office Supplies	1000-303-2000.10
Co Gen Sheriff	2,948.41	Master Deputy	1000-005-1000.03	Deputy	1000-005-1000.06
Co Gen Circuit Court	525.00	Asst Bailiff	1000-232-1000.08	Overtime	1000-232-1000.40
Co Gen Circuit Court	625.00	Witness Fees	1000-232-1000.88	Overtime	1000-232-1000.40
Co Gen Circuit Court	200.00	Translator	1000-232-1000.42	Overtime	1000-232-1000.40
Co Gen Public Defender	0.02	PD Pt Time	1000-271-1000.07	PD Burns	1000-271-1000.01
CEDIT	550.00	Unempl. Ins	1112-000-1000.23	CEDIT Health Ins	1112-000-1000.22
CEDIT	545.26	GIS Pt Time	1112-000-1000.11	GIS Admin	1112-000-1000.003
Statewide 911	5,987.14	Social Security	1222-000-1000.20	Overtime	1222-000-1000.40
Statewide 911	9,777.89	Comm. Director	1222-000-1000.02	Overtime	1222-000-1000.40
Bd of Aviation	28.01	Off Supplies	1107-000-2000.10		
	205.00	Tires & Tubes	1107-000-2000.21		
	813.13	Lighting Supplies	1107-000-2000.30		
	378.91	Asphalt Crack Fill	1107-000-2000.31		
	512.02	Weed Killer	1107-000-2000.41	Repairs to Equipment	1107-000-3000.52
Bd of Aviation	2,100.00	Asphalt Crack Fill	1107-000-2000.31	Repairs to Equipment	1107-000-3000.52
Total					
Appropriate					
Debt Service	0.19	Misc Disbursement	4607-000-3000.01		

Richard Shipe read aloud Ordinance No. 862 an Ordinance amending the 2015 Salary Ordinance for the Communications/E911 Department. Jim Getz made the motion to approve Ordinance #862. Kenneth Shelton seconded and the motion carried with seven (7) ayes.

Ordinance No. 862  
Steuben County, Indiana

An Ordinance Amending the 2015 Salary Ordinance

WHEREAS, Steuben County Council approved its budget for 2015 by passing the Salary Ordinance No. 859 on September 9, 2014.

WHEREAS, the County Council has determined it to be in the best interest of the Steuben County Communications/E911 Department to rename the position of Telecommunications Tech/Trainer/Supervisor to Telecommunications Tech/Trainer and reclassify the position as a POLE Non-Merit pay grade F with non-exempt status;

WHEREAS, the budget amount established by the County Council is amended to the amount of \$44,541.00 for the Telecommunications Tech/Trainer position;

**NOW THEREFORE be it ORDAINED** by the Steuben County Council this 13<sup>th</sup> day of January, 2015.

Richard Shipe read aloud Ordinance No. 863 an Ordinance amending the 2015 Salary Ordinance for the EMS Department AEMT Position. Shipe stated that in 2014 the individual was set in between steps and in the 2015 Budget we needed to address where we were going to place him within the grid in order to be consistent with everyone else and receive an increase in pay. Dan Caruso moved to approve Ordinance No. 863. Kenneth Shelton seconded. The motion carried with seven (7) ayes.

Ordinance No. 863  
Steuben County, Indiana

An Ordinance Amending the 2015 Salary Ordinance

WHEREAS, Steuben County Council approved its budget for 2015 by passing the Salary Ordinance No. 859 on September 9, 2014.

WHEREAS, the County Council has determined that the salary set for Zachary Shlater, Advance Emergency Medical Tech (AEMT) should be increased in order to stay consistent with the pay increases received by his cohorts;

WHEREAS, the budget amount established by the County Council is amended to the amount of \$30,396.50 for the AEMT position;

**NOW THEREFORE be it ORDAINED** by the Steuben County Council this 13<sup>th</sup> day of January, 2015.

Kim Johnson, Steuben County Assessor was present to request a reappointment of Bill Rathburn to the PTABOA Board. Ruth Beer moved to approve the appointment. Linda Hansen seconded and the motion carried with seven (7) ayes.

Kim Johnson also submitted a request for the County Council to waive IC 6-1.1-28.1 a requirement that one (1)PTABOA member must be Certified Level 2 or Level 3 assessors; Johnson informed council that she is Certified Level 3 and she serves as Secretary to the Board as a non-voting member. Linda Hansen made the motion to waive the requirement that one PTABOA member be Certified Level 2 or Level 3 Assessor. Wil Howard seconded and the motion carried with seven (7) ayes. In addition Johnson advised county council that according to IC 6-1.1-15-1, A \$50.00 Penalty shall be assessed against the taxpayer if the taxpayer or representative Fail to Appear at the hearing.

Richard Shipe informed council of the Board of Aviation Budget cuts made by the Department of Local Government Finance. The Auditor advised council that the budget order stated that the Board of Aviation estimated revenues were not sufficient to support the budget as it was submitted therefore the DLGF cut the 2015 approved budget to \$85,664.00. County Council has the option of appropriating money from their county general fund or CAGIT if they find it necessary to supplement the Board of Aviation's 2015 budget.

## Steuben County Council 2015 Departmental Assignments

### Rick Shipe, President

Commissioners  
Extension/Fair Board  
Emergency Management  
E-911/Communications  
Surveyor  
Building/Plan Commission

### Ruth Beer, Vice President

Auditor  
Sheriff/Jail  
Drainage Board  
Drug Free Steuben  
Health Department  
Maintenance  
WIC

### Dan Caruso

Sheriff/Jail  
SC EDC  
Soil & Water  
I-MAN Board  
Rise

### Jim Getz

Board of Aviation  
Clerk  
Prosecuting Attorney  
Mental Health  
Innkeepers Tax Commission  
Information Technology

### Linda Hansen

Building/Plan Commission  
Personnel Policy  
Probation  
Recorder  
Weights & Measures

### Wil Howard

Assessor  
Coroner  
Council on Aging  
County Park  
EMS  
GIS  
NISWMD  
Treasurer

### Ken Shelton

Circuit Court  
Community Corrections  
EMS  
Highway  
Magistrate Court  
Public Defender  
Superior Court

Kim Koomler, County Auditor presented the County Council with the monthly Auditor/Treasurer report. Linda Hansen made a motion to approve, Ruth Beer seconded and the motion carried with seven (7) ayes.

Ruth Beer made motion to approve the minutes of the Public Hearing on November 12, 2014, the November 12, 2014 Special Session and the December 9, 2014 County Council Meeting minutes. Wil Howard seconded and the motion carried with six (6) ayes and Jim Getz abstained.

Richard Shipe read a letter received from the Department of Local Government Finance advising Steuben County Government that the 2015 Certified Budget Order has been approved. Steuben County was the 16<sup>th</sup> County in the State of Indiana to be certified.

Wil Howard made the motion to reappoint Mr. Randy Nickols to serve for a one year term on the Alcohol Beverage Commission Board. Dan Caruso seconded and the motion carried with seven (7) ayes.

Correspondence received: Coroner Office, 2014 Year End Report; Build/Plan Department, 2014 Year End Report; Weights & Measures, 2014 Department Update.

Kenneth Shelton asked for a status update on the E-911 Communications Harris radio system. Councilman Shipe advised that he spoke with Gary LeTourneau last week and things are progressing well. Shipe stated that the new carpet and consoles have been installed. The radio system is functioning very well due to some upgrades that have been installed and the users are fully trained on the equipment and its functionality. James Crowl added that the Commissioners have hired an individual that is top shelf and we feel he is doing a tremendous job. The complaints received have dropped off to almost nothing. We have confidence that Mr. LeTourneau is very capable and significant improvements have already been made in just a few short months since his hire.

Commissioners Jim Crowl and Ronald Smith advised county council that the commissioners are having a difficult time replacing the GIS Coordinator. Crowl stated that the commissioners have posted the job online, in the newspapers and in websites and have only had one interested person from within the

county. The applicant was interviewed and just didn't have the qualifications and education needed for the position. Prospective applicants inquired with the Commissioners and when told what the salary is for that position they are no longer interested. The current wage set for the position is \$44,500.00 per year and we just aren't getting qualified applicants at that salary. The Commissioners are requesting council authorize them to negotiate the salary to be at least \$10,000.00 more. Linda Hansen agreed that in order to get and keep quality employees we are going to have to pay more. Ronald Smith asked if the Council would be agreeable to making contact with the former GIS Coordinator and asking him what it would take to come back to the county. Council was in agreement that the Commissioners will need to re-advertise the position and state that the salary is based on qualifications and experience.

Jim Getz made the motion to adjourn the meeting. Wil Howard seconded and the motion carried with seven (7) ayes.

Steuben County Council

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Richard Shipe, President

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Jim Getz

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Dan Caruso

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Wil Howard

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Kenneth Shelton

\_\_\_\_\_  
Linda Hansen

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Ruth Beer, Vice President

Attest: \_\_\_\_\_  
Kim Koomler, Auditor