

Steuben County Council  
July 14, 2015  
Meeting Minutes

The Steuben County Council met in special session on Tuesday, July 14, 2015 at 9:00 AM. The meeting was held at the Steuben Community Center Building, 317 S Wayne Street, Suite 2H, Angola, IN 46703. Present were, Richard Shipe Council President, Jim Getz, Dan Caruso, Wil Howard, Ken Shelton, Linda Hansen, and Ruth Beer. Auditor Kim Koomler and Deputy Auditor Lori Hickey were also present.

Richard Shipe called the meeting to order.

Vicky Meek, EMS Director came before the County Council to request their approval of a Salary Ordinance Amendment # 870. Ms. Meek told council that she has had two openings that have come about this summer, a thirty year paramedic retired and the other had fifteen years of experience. Meek said she did get two very good applicants to fill the positions. One is in school now for paramedic and lives in Steuben County and graduates in November of this year. Meek hired him with the understanding that after he graduates he will get his full paramedic pay in 2016 once he obtains his licensing. The other individual has ten years of experience in Fort Wayne and already works for us part-time. He will require no training and can slide right into the position. The starting pay is a little low for him and for me to get him hired in Steuben, I will need to raise the starting pay for this person to a step 2 starting salary which amounts to slightly under \$1.00 per hour. He was hired two weeks ago and I would like council to approve the increase retroactive to his start date. Meek said she has the money in her budget and won't need to request additional funding to support the request. Jim Getz made a motion to approve Ordinance No. 870 and to increase the starting pay for this individual retroactive to his start date. Gets added that if the employee doesn't stay with the county the starting pay will revert back to Step 1 automatically. Linda Hansen seconded. The motion passes with a vote of seven (7) ayes.

Ordinance Number 870  
Steuben County, Indiana  
An Ordinance Amending 2015 Salary Ordinance

WHEREAS, Steuben County Council approved its budget for 2015 by passing the Salary Ordinance on September 9, 2014 and;

WHEREAS, the Steuben County EMS Department budget has sufficient funding to cover the increase in hourly rate and will not need to request an additional appropriation, and;

WHEREAS, according to the current salary ordinance the POLE D Step 1 Pay Grade for a new hire with no experience is \$31,836.00, the County Council has determined it is necessary to allow the EMS Director to hire an experienced Paramedic at POLE D Step 2 Pay Grade based on the experience level of the candidate.

NOW, THEREFORE, be it ORDAINED by the Steuben County Council as follows:

The 2015 Salary Ordinance for the Steuben County 2015 Budget is hereby amended to pay an annual salary of \$33,466.00 Step 2 which converts to an hourly rate of \$16.09 per hour for the POLE D Paramedic position.

Ordained this the 14<sup>th</sup> day of July, 2015 by the Steuben County Council.

Carolyn Nagle, WIC Director, and Kris Thomas, Health Department presented their request to amend the 2015 Salary Ordinance to with Ordinance Number 871. Kris Thomas submitted a proposal detailing the request. Basically the position will be shared between both departments in the following manner: The employee will work for twelve (12) hours per week in the WIC Department as a Nutritionist and the remaining twenty-five and one half (25.5) hours per week in the Health Department as a Nurse in the Health Clinic. Thomas and Nagle have funds in their budgets to cover the cost of this position. Both departments have received approval from the State of Indiana to combine the position and share the costs of wages and benefits based on a 1/3 WIC – 2/3 Health Department and Local Health Maintenance Fund split. The total salary for this position will be figured at \$18.00 per hour at 37.5 hours per week full-time salary of \$35,100.00. Linda Hansen made a

motion to approve Salary Ordinance No. 871 combining the two (2) part-time positions into one (1) full-time shared position to be classified as a Special Occupation. Ken Shelton seconded and the motion carried with seven (7) ayes and zero (0) nays.

Ordinance Number 871  
Steuben County, Indiana

An Ordinance Amending 2015 Salary Ordinance

WHEREAS, Steuben County Council approved its budget for 2015 by passing the Salary Ordinance on September 9, 2014 and;

WHEREAS, the Steuben County Health Department and Women, Infants and Children's (WIC) Departments each have a part-time position with similar job duties and requirements;

WHEREAS, the Health Department and WIC have joined the two part-time positions together to create one new full-time Health Clinic Nurse/Certified Medical Assistant/WIC Nutritionist position to be shared by both departments;

Whereas, the Job Category for the position is to be classified as Special Occupation;

NOW, THEREFORE, be it ORDAINED by the County Council as follows:

The 2015 Salary Ordinance for the Steuben County 2015 Budget is hereby amended to include the newly created position of Health Clinic Nurse/Certified Medical Assistant/WIC Nutritionist with an annual salary of \$35,100.00 at the hourly rate of \$18.00 per hour.

Ordained this the 14<sup>th</sup> day of July, 2015 by the Steuben County Council.

Carolyn Nagle, WIC Director, presented council with a request for additional appropriations in the amount of \$10,269.27.

Ruth Beer made a motion to approve the additional appropriations for the WIC Department. Wil Howard seconded and the motion carried with six (6) ayes. Dan Caruso abstained because he wasn't present for the discussion.

Account Number	Description	Additional Amount
8209-000-1000.01	Coordinator	2020.80
8209-000-1000.02	Registered Nurse	210.00
8209-000-1000.05	Clinic Asst. II	3500.00
8208-000-1000.07	Clinic Asst. III	650.00
8209-000-1000.20	FICA	233.40
8209-000-1000.21	PERF	300.00
8209-000-1000.23	Breastfeeding Coordinator	71.76
8209-000-1000.26	FICA B.C.	5.48
8209-000-1000.27	PERF B.C.	16.15
8209-000-2000.30	Nutrition	1262.50
8209-000-3000.31	Breastfeeding Supplies	2000.00

Kris Thomas, Health Department Administrator, presented council with a proposal to hire a part-time Seasonal Environmental Health Specialist to help during the very busy summer months from Mid-May to Mid-September working approximately 24 hours per week. Thomas said she can use funds in the Local Health Maintenance Grant Fund to cover the expense of paying for this position. Thomas presented documentation of increased workloads to justify the need within her department. Thomas said the cost for this position will be \$4,224.00 annually and the position will be paid \$11.00 per hour. Thomas stated that she has the position written into the LHM budget for 2016 and doesn't plan to fill the position until May of 2016.

Kristy Clawson, EMA Director submitted a request to transfer \$5,000.00 of CEDIT funds to pay for Tornado Siren Maintenance. Linda Hansen moved to approve the transfer, Dan Caruso seconded and the motion carried with seven (7) ayes and zero (0) nays.

Transfer \$5,000.00 from 1112-000-4500-06 Warning Sirens to 1112-000-3000.39 Tornado Siren Maintenance

Shelly Herbert, Clerk, submitted a request for appropriation of \$5,000.00 special funds from the Clerk's Perpetuation Fund. Dan Caruso moved to approve the appropriation, Ken Shelton seconded and the motion carried with seven (7) ayes and zero (0) nays.

Appropriate: \$5,000.00 Clerk's Perpetuation Fund: 1119-000-1000.41 Part-time Help

Gary LeTourneau, Communications Director, presented a request of appropriation of Special Funds in the amount of \$10,000.00 to pay for replacement of batteries and repair radios for the school systems. Jim Getz made the motion to approve the appropriation, Ruth Beer seconded and the motion carried with seven (7) ayes and zero (0) nays.

Appropriate: \$10,000.00 School System Radio Fund: 4970-000-3000.01 Miscellaneous Disbursements.

Dan Caruso moved to approve the Auditor/Treasurer Monthly Comparison Report. Wil Howard and the motion carried with seven (7) ayes.

Dan Caruso requested the minutes for June Council meeting be revised to read: 4<sup>th</sup> page bottom of the 2<sup>nd</sup> paragraph last sentence, Humane Shelter discussion, Caruso stated that he stated that he would like all of the County Council members to pursue the county's options prior to the next budget cycle. Wil Howard moved to approve the June minutes with correction. Dan Caruso seconded and the motion carried with seven (7) ayes.

Auditor Koomler presented the County Council with their 2016 Budget worksheet and Richard Shipe asked members to determine what changes if any they want to propose for next year. Shipe asked council if they want to increase the legal attorney fees amount for next year. Linda Hansen stated that she is in favor of keeping the numbers the same. Hansen said she doesn't see the need to have an attorney at every meeting but rather have someone on retainer we can contact when needed. After further discussion, all Council members agreed to leave the appropriations at the same amount for the 2016 budget cycle.

Dan Caruso questioned the Peter's Municipal 2015 Steuben County Fiscal Plan. Caruso stated that the last two years what the council has done with the general fund has been aggressive in cuts and the position based on assumptions that Peter's has noted in the plan with regard to cash burn doesn't seem consistent with the way we have managed these budgets. Caruso asked if there was some way the Council or Auditor or both could discuss concerns with the consultants. Caruso is questioning why after we followed their recommendations they are now saying our budget isn't sustainable. Linda Hansen also commented that we verified everything we did last year before we finalized the budget process. Auditor Koomler was to contact the consultants to schedule a conference call and notify Shipe and Caruso.

Ron Smith, Commissioner, came before council to provide them with an update on numerous projects the county is involved with currently. Smith announced that the Commissioners have hired Dane Goshorn as the new County Park Superintendent. The 200 N Project with the City of Angola, the road has been shut off to through traffic from the Meijer Store to just past Kelly Green Drive for road construction. The opposite end of 200 N at 200 W Intersection, the stop light is moving along well. The traffic signals should be installed during the month of August.

The County Park 4-H Arena Building project is moving forward. County Park site will need to be CAD drafted and Eric Henion is the person for the job. Frank Charlton is working to prepare a bid document for the Commissioners to review and approve. The Bike Trail Phase I is almost completed. Phase II to the Pokagon State Park and Trine Recreation Center is moving ahead. Highway improvement projects at Lake Gage and Baker Street have been recently completed and 700 South is being reconstituted as double chip and seal. Don Stuckey is working on having a legal description prepared for the MSD Tower in order for the Commissioners to deed ownership over to the Metropolitan School District of Steuben County. With regard to having Internet at the County Park, Smith stated that the county put \$2 million dollars into that project and now we are being told by IMAN that the county would have to pay \$100,000.00 to have the lines run from Old US Hwy 27 up to the park doesn't set well with Commissioner Smith. If the County cannot get IMAN to be a major player in the project then we will be looking at other options such as Zip Spider or another provider. Dan Caruso questioned Commissioner Smith whether the scope of what the commissioners were still wanting to do at the County Park as far as a community center building, arena, or anything else within the balance of the \$3M already appropriated. Commissioner Smith responded yes.

The Commissioners have given consideration to their 2016 Budget request for the Humane Shelter Allocation. Smith stated that their request is approximately \$96,000.00. Commissioner Smith advised council that the Commissioners are deliberating on the amount to place into the budget for the shelter. Smith stated that he met with two different people yesterday regarding other options for the county. The individuals have expressed an interest of putting a separate and different animal shelter in the Steuben County Community. They stated they would provide an alternative if the county isn't able to come to an agreement with the Humane Shelter for 2016. Dan Caruso asked if the Commissioners would consider plugging in the amount that we finally came to an agreement on for the remainder of 2015. Caruso said that it took a lot of work to get to an agreed amount. Caruso said that until we all come up what our other alternatives are and what that means from a financial standpoint that would be a good base number to operate from. Commissioner Smith said that is going to be discussed at their next Commissioner meeting. Rick Shipe commented that he would like to know if Steuben County is responsible for supporting the Humane Shelter. Shipe asked if the County is obligated to funding the humane shelter. The facility is on county property, they pay a lease with no other support or management from the county. Is Steuben County responsible for funding a Humane Shelter? Commissioner Smith stated that he will be asking the Commissioners Association attorney Mr. Rick Hall to advise on this situation. Smith wants to know what responsibility county government has in providing a Humane Shelter service to the citizens. Also, Smith will ask if there is statute that gives the Shelter a non-profit organization the right or ability to assess our citizens a fee for their service.

Smith advised that the Commissioners are considering the purchase of the house on the corner of Washington and Wall Streets. It is the last property on that city block that doesn't belong to the county and the owner is interested in selling to the county. Smith asked council if they will be in favor of pursuing the purchase. Council stated that they would be in support of the purchase.

Ron Smith advised council that Frank Charlton is in the need for newer more dependable vehicles. Charlton has two older vehicles that are in desperate need of major repairs but aren't worth putting more money into. Frank Charlton is interested in the Jeep Patriot at a cost of \$25,000.00 each. This request will be coming before County Council in the near future.

Correspondence received from: DLGF, Legislative changes affecting qualifications for local assessors; Enterprise Center Open House Invitation; Peter's Municipal Consultants 2015 Fiscal Plan.

Dan Caruso moved to adjourn.

Steuben County Council

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Richard Shipe, President

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Jim Getz, Member

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Dan Caruso, Member

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Wil Howard, Member

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Ken Shelton, Member

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Linda Hansen, Member

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Ruth Beer, Member

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