

County Council Special Meeting
July 8, 2014

The Steuben County Council met in special session at 9:00 AM on Tuesday, July 8, 2014 in the Steuben County Community Center Building Suite 2H. Present were, Richard Shipe, Dan Caruso, Ruth Beer, Sara Tubergen, and Linda Hansen. John Ingledue and F. Mayo Sanders were absent.

President Shipe called the meeting to order.

The first order of business was the request for an additional appropriation by the Steuben County Sheriff in the amount of \$10,668.34 to cover overtime paid to his deputies for working in the Communications Dispatch Center over the last 3 months. The overtime was already paid to the deputies from the sheriff's budget and should be reimbursed by the correct fund. This has put the sheriff's overtime into the negative. Linda Hansen asked why this was paid from the Sheriff's funds and not from Communications budget. The Auditor explained that at the time, payroll was just trying to get the payment made so there wouldn't be a delay to the employees and it was decided it would be easier to correct at a later date once all of the hours have been worked. County Council directed the Auditor to have her payroll clerk correct this by doing a ledger correction rather than an additional appropriation.

Ron Smith presented the need for the additional funds to complete the Maple Street Project in Orland, Indiana. Mr. Smith said the Town Council of Orland was present at the commissioners meeting yesterday to talk about the ongoing project to connect Maple Street to SR 120. INDOT has been heavily involved in the project as well. At this point, it appeared that the other two commissioners have come to an impasse and are not willing to move forward with the funding for the last phase of this project. The estimated cost being approximately \$338,000.00 to the County. Originally Kenny Penick stated the extension project could be done in house for about \$200,000.00. As you can see we have a disparity of about \$138,000.00. In the meantime, the Town of Orland has done quite a few things to move this economic development project forward. They have provided shovel ready sites, and information is available that they have added over 130 plus jobs and about 13 million dollars of additional investment in that area and the county had promised the Town of Orland that we would work with them to get the road extended. In other words, a lot of work and money has gone into this project already and if the County Commissioners deny funding to complete the road this would be a terrible waste of time and money. The Commissioners are asking for council to be aware that the Major Moves funding will need to be in place to include this additional funding need next year. Smith suggested that the \$250,000.00 Council normally places in a Highway Holdover line item be dedicated toward this project instead. Smith said if council would approve this the Commissioners would not have to come in next year to ask for additional funds to complete the project. INDOT, the Town of Orland and the County are ready to move forward to bring this project to completion. Richard Shipe asked if the County waits until next year to complete, will that have a detrimental effect on the projected costs. Smith stated this can't happen any earlier than next year due to the State of Indiana's bid letting requirements so the project won't begin until next year.

Ron Smith also announced that the Commissioners have selected their new Highway Superintendent and they are planning to announce in the next few days.

Ron Smith and Eric Ditmars came before the County Council today to request additional funds from the Major Moves Buildings and IMAN Project line items. Smith publically recognized Mr. Ditmars for his dedication and hard work at the county park and the 4-H Fair Grounds this year. Smith said Ditmars has had a lot on his plate this year and has handled it extremely well. The first item to address is to purchase an arena building for the 4-H Fairground/County Park. We currently have Rensch Hall serving as an arena. Smith stated he went to Nucor and also spoke with other building companies to get quotes. The arena building would be an enclosed building; it would not have heating or a HVAC system. The arena building would be used for equestrian events and many other events. Smith stated that the Commissioners would like council to give consideration to funding this building. Smith stated that the dollar amount is only an estimate at this time. Eric Ditmars added that this building would be a great asset not only to the 4-H park but the county park property as well. Ditmars said it could be a good revenue stream for the county. Dan Caruso asked if he had any idea of a dimension, steel cost or concrete cost for the building. Smith stated that he could provide that information to council. This building would have to be ADA compliant, with bleachers, restrooms and concession areas. Dan Caruso requested the commissioners provide revenue estimates as well as cost proposals for council consideration before making the final decision. Linda Hansen moved to table this discussion, Sara Tubergen seconded and the motion carried with five (5) ayes. No further action was taken at this time. Commissioners will present council with more detailed cost and revenue information at an upcoming meeting.

Major Moves	Buildings	1172-101-4000.01	\$700,000.00
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Ron Smith also brought a request to council for additional major moves funds to be appropriated to pay for running cabling to the county highway barn and the county park. We would like to be able to have all county offices on the same system and this would have to happen before we can achieve that. Eric

Ditmars told county council he wants to see internet made available to the county park residents. Ditmars stated that most all other campgrounds in the area offer this amenity and the county should as well to remain competitive. IMAN will get the fiber up to the county park or we could also go with a wireless option. We could set up a tower inside the park and send the signal out wireless to our campers. With the campground improvement thus far, we have spent about \$60,000.00 for hard wiring to each camp site in the campground. The conduit is already in the ground but the hard wiring will need to be completed. Sara Tubergen said she wants to clarify to the audience and for the record that all IMAN provides the fiber and the service is provided by someone else such as INET. If we go with the wireless option, the price would be \$72,423.00 plus a one-time 5-year contract fee with locl.net for \$5,000.00 to provide an equipment service plan. If we go with the fiber option through IMAN, the cost would be \$66,073.00. These costs are over and above the \$175,000.00 cost that is requested to bring IMAN from Hwy 20 to the County Highway Barn and County Park locations. The advantage of using IMAN is to be able to have the Highway and the County Park on the county phone and computer system. Sara Tubergen stated that she supports using IMAN at the county park and highway barn. Having a cable run to the area would be very advantageous for the county and other businesses in that corridor. Tubergen wants to be given figures on each part of this project before making a decision. Dan Caruso stated he feels the \$66,073.00 to do the build-out from the main line to the highway and the county park should come from another fund and the portion for IMAN would be an appropriate expense from the Major Moves Fund. After much discussion, Linda Hansen moved to table this discussion, Sara Tubergen seconded and the motion carried with five (5) ayes. No further action was taken at this time.

Major Moves IMAN Project 1172-203-3000.01 \$175,000.00

Commissioner Ron Smith presented his case for additional funds being needed to repave and repair our county parking lots. Smith stated that commissioners are requesting an additional appropriation within the major moves fund to cover the costs. Linda Hansen asked if there was consideration for the use Cumulative Capital Development fund instead of Major Moves. Ron Smith stated that the Cumulative Capital Development funds have been hit very hard this year due to major issues and repairs. Hansen said that why the Council increased the rate a few years ago in order to cover these types of repairs. Hansen recommended that the Auditor re-advertise the additional to come from the Cumulative Capital Development Fund and council can address it at their next meeting. Dan Caruso made a motion to approve the parking lot repair and repaving from the Cumulative Capital Development Fund. Auditor Koomler advised council that since the advertisement requirements haven't been met for the July meeting, the council could go ahead and make their decision today, but the final approval would not take place until the August council meeting. Caruso said he agreed that the commissioners could go ahead and get the work lined up but should wait until the funding is in place before proceeding with the project. Sara Tubergen seconded and the motion carried with five (5) ayes. Auditor Koomler will advertise the additional appropriation to be made from the Cumulative Capital Development.

Major Moves - Parking Lot repair New Line Item \$130,000.00

Ron Smith, Co-Chair of the Northeast Indiana Commissioners and Mayors Caucus informed the county council that the Caucus is petitioning that none of the ten (10) counties in the region pass any action on eliminating personal property taxes. We feel that the elimination of these taxes will place an extreme financial burden on the local governments. The petition asks that county councils cease and desist from any action regarding the business personal property taxes. The petition also requests the caucus be allowed to address the summer study committee and Smith is planning to attend and represent County Government.

Brett Hayes, Community Corrections Director came before council to discuss Work Release. Re-establishing Work Release has been a goal for Community Corrections and for Steuben County for 5 years now. House Bill 1006 that took effect eight days ago will prohibit the vast majority of low level felons from going to State prisons. That means they will be in the county jail here or in a program through community corrections. The affordable care act makes it almost impossible to find part time people who are reliable and qualified and that have no criminal history. Hayes said he has searched for four months to find replacement for a community service supervisor. The only way I found another service provider is to have a former one move back to the area and take the position. There are 12 part-time people in the previous plan. We would have to replace those with five full-time employees. The other part of the solution would be to acquire additional funding from the Indiana Department of Corrections to pay for those positions. The additional funding has been found and the DOC has increased the total allotment by \$122,000.00 which is reoccurring every year. That brings the total money received by Community Corrections every year to \$524,000.00 and with the project income revenue estimates paid by the offenders into their own incarceration that brings the total budget to just over \$1,000,000.00. Approximately \$230,000.00 has been invested into the Historic Jail by the Northeast Indiana Community Corrections to get the building ready for this project as well as our home detention component. So I am here to day to ask the County Council to allow us to hire the five full-time positions. This would again include the insurance liability, salaries, PERF; FICA & Medicare is all covered by Community Corrections. We are asking you to cover the liability piece because it is basically impossible to find those

part time people. Hayes submitted job descriptions for the confinement officers. They will be responsible for the intake of the offenders for both work release and home detention. They will have to physically search offenders when they come into the program. To ensure they have no contraband in the facility. Monitor the cameras to ensure the staff and offenders safety. They will have to assist with the office as directed including scanning and filing duties. They are going to have to complete assigned training courses and maintain certifications for defensive tactics, Taser tactics and fire arms qualified as well. These are the reasons we are asking to add those 5 full-time people rather than 12 part-time. Hayes projects having the first person into the program will be October 2, 2014. Linda Hansen asked about the need for both male and female employees as required by the guidelines set by the state. Hansen said the only cost to the county is the insurance exposure. All other costs are going to be covered financially by the Department of Corrections and it is obviously going to be the trend as his liaison for County Council all of the meetings indicate that we are going to see more of the State's burden shifting to the local level. Fortunately they are going to fund the program with grant money and everything from the State level indicates this will continue. Sara Tubergen stated she feels this is something we have to do now.

Rick Shipe asked what the difference between this program now and what we had before at the Work Release Center is. Hayes stated that it is a smaller more manageable system. We already have the facility and are utilizing the building and maintaining the building as well as paying all utilities for the building so there wouldn't be an increase cost to the county by using the old jail facility for this program. The breakeven point depends on having about 25 participants and our maximum capacity is 36 so we are not talking about the 40 to 45 participants we needed to break even with the other facility before. Tubergen stated she felt the other work release worked but the county council needed to cut our budget and we couldn't afford to continue to fund that facility and program at that time.

Julie Troyer was also present and asked to provide council with her input for past experience. Troyer said she has worked at the Sheriff's department for 20 years and she worked with the Work Release Center there for 3 of those years. Troyer said she has a lot more insight into this that council might appreciate hearing. Troyer stated that she predicts the county will need to have more jail staff to comply with the law that came into effect July 1, 2014. The majority of the felons or the high misdemeanants the state is going to refuse are going to be in the local Jails. A large proportion of the people that go on home detention and work release program will not be able to complete the program so they will end up back in the jail system. I don't know many people in our community who will want DOC criminals who are not from our community to be placed into our work release center program to fill jobs. I personally don't want them to come here and take local jobs away from local people. Troyer said as far as compliance, jails aren't required to be PRIA compliant and she understands that Community Corrections must be compliant in order to receive the DOC funding. The cost for all of the extra training will have to be funded by the county. There has been much discussion at the State Sheriff's Association meeting and the National Sheriff's Association as well and Governor Pence felt that it was too much burden on county government to initiate this into law and he did not sign it. So all of that being said, we are already working with our staff and determining what our needs will be in future years to cover these changes.

Richard Shipe stated that he understands that the only expense to the county for this program will be the insurance liability. Linda Hansen agreed and stated that DOC is also paying for the new employee training expenses. Linda Hansen made a motion to authorize the hiring of these 5 full-time staff for the Work Release program. Sara Tubergen seconded. Dan Caruso asked if there was any way we could hire a lower number of staff that would work for a while. Hansen said Hayes has already dropped his initial plan from 6 to 5 staff members. Hayes said 5 is the bare minimum and we should really be looking at having 10 full-time staff. With no further discussion, Shipe called for a vote. The motion passed with five (5) ayes.

Jeremy Musser, Deputy Prosecuting Attorney, July 31st will be Mike Hess last day and consequently this will create the need for a shift in my office. We have hired David Brown to fill the vacancy that will happen as a result of this change. Mr. Brown is a resident of Auburn, he has significant experience in the area we need for prosecuting child support and juvenile cases. He will be the Child Support and IV-D Attorney. Prosecutor Wallace who is the present IV-D attorney will be moving into the deputy prosecutor spot. The responsibilities will also be changing slightly and added responsibility to the Deputy Prosecutor's Position I believe I have proposed a fair distribution of the pay. I am only asking to move a total of \$1,200.00 from one position to the other. Hansen asked if this change will require a salary ordinance amendment. The Auditor stated that yes she was not prepared to have the ordinance ready for today's meeting but council could go ahead and approve pending proper documentation for their signature at the next council meeting. Hansen motioned to approve the transfer of funds from one position to the other effective immediately, Sara Tubergen seconded and the motion carried with 5 (five) ayes.

Mr. Ron Smith and Mr. Kenneth Lowden are present to request an increase to the salary of the Communication's Director by \$4,000.00. Dan Caruso made a motion for the first reading of Ordinance #857, An Ordinance Amending 2014 Salary Ordinance to increase the salary of the Steuben County E-911 Communications Director to \$50,197.06. Linda Hansen asked for the Ordinance to be specific to the

actual fund line item the salary will be paid from. Auditor Koomler will revise the Ordinance and the County Council will have their second and third readings at the August 2014 meeting.

Monthly Auditor/Treasurer financial report was presented to the county council.

Richard Shipe informed council that there will be an Aviation Board Meeting this evening for anyone that plans to attend.

May 12, 2014 minutes were approved with a motion from Sara Tubergen and seconded by Ruth Beer pending a correction be made on page two paragraph one. The motion carried with five (5) ayes.

Correspondence received from: AIC Conference Registration; Highway Engineer Report, Soil & Water Conservation District update and July 9, 2014 meeting agenda; Indiana Association of Inspectors Weights & Measures; Barney Bryan; Hugh Taylor Supplemental Public Defender Budget; Financial Advisor's opinion on raises for 2015.

Sara Tubergen advised the council members that she had contacted Mr. Jeff Peters the county financial advisor because she needed to feel comfortable with the plan to give raises in the 2015 budget year. Tubergen said Peters that what we want to do would be supported but we could not give any raises until 2018 unless we have an increase in income to help pay for any additional pay increases. Tubergen again stated that with this plan, Steuben County would not use into our surplus unless we would have large unexpected increases in our budget. So we could only afford to give the steps and nothing more until 2018. Linda Hansen stated that the county could possibly give increases before 2018 if we are willing and able to reduce something else within our budgets to allow for this. This isn't a new money environment, it's an adjustment environment. Tubergen agreed and stated that we have worked very hard to build up a sufficient cash balance and she feels that people need to know the current financial status. Richard Shipe said yes the council is being very cautious on the money we are spending, but what is it costing the county to hire train and then they leave. If we don't continue to work on getting our employee salaries up we will be in this vicious cycle that is costing us more money than these raises are. Dan Caruso brought attention to the financial plan assumptions page in explaining whether the plan is affordable or not. Caruso stated he thinks that the case is there that we can do this, but you have to be very aware between now and 2018 that a lot of the revenues we receive are controlled by the State of Indiana. Some of those revenues may change from the State affecting the affordability of our plan for future pay raises. Shipe stated that is why we are protecting our cash balance in this process. Caruso feels council should refer back to these assumptions to be sure we are in on track. Tubergen agreed with Shipe that we are losing qualified experienced employees as well as the money it takes to train them due to low wages throughout the county.

There being no further business before the County Council, Ruth Beer made the motion to adjourn, Dan Caruso seconded and the motion carried with five (5) ayes.

Steuben County Council

Richard Shipe, President

Absent
F. Mayo Sanders, Member

Dan Caruso

Ruth Beer

Sara Tubergen

Linda Hansen

Absent
John Ingledue

Attest: _____
Kim Koomler, Steuben County Auditor