

Steuben County Council
July 10, 2023, Meeting Minutes

Steuben County Council met in regular session on Monday, July 10, 2023. The meeting was held at 9:00 a.m. at the Steuben Community Center Building, 317 S Wayne Street, Suite 2H, Angola, Indiana.

Present on this day were Council President, Richard Shipe, Vice President, Ruth Beer, and members Christina Cress, Tony Isa, Bill Harter, Dan Caruso, and Lisa Aldrich. Also present were Auditor, Kelli Johnson and Chief Deputy Auditor, Ann Brant. Other Department Heads or Elected Officials in attendance were: County Commission Board Members Wil Howard, Ken Shelton, and Andy Laughlin; County Treasurer, Missy Bixler; HR Administrator, Erin Schiffli; Director of Community Corrections, Brett Hays; Prosecuting Attorney, Jeremy Musser; Sheriff, Rodney Robinson and Chief Probation Officer, Pam Feller.

County Councilwoman Ruth Beer opened the meeting with a word of prayer and followed with The Pledge of Allegiance. President, Rick Shipe called the meeting to order.

Prosecuting Attorney, Jeremy Musser, submitted a Grant Proposal Request for STOP Violence Against Women in the amount of \$30,956. Mr. Musser explained that STOP supports a portion of Deputy Prosecuting Attorney Ryan Frey's wages. The renewal of the STOP Grant was submitted and approved by the Steuben County Commissioners on July 3, 2023. Councilwoman Christina Cress asked for a clarification regarding the County Match. Office Manager, Nichole Upp clarified that the County Match is a mandatory 25% match. Council Vice President Ruth Beer made a motion to approve the Grant Proposal Request for STOP, Councilwoman Lisa Aldrich seconded that motion and the motion carried with seven (7) ayes and zero (0) nays.

Prosecuting Attorney, Jeremy Musser, submitted a Request for Additional Appropriation in the amount of \$2,513 to maintain an employee's salary that is transferring from the Steuben County Clerk's Office to the Steuben County Prosecutor's Office. Councilman Caruso asked HR Administrator, Erin Schiffli if a salary transfer is allowed under the current Salary Ordinance. Ms. Schiffli indicated that the Salary Ordinance allows for the transfer of vacation benefits and leave but not the transfer of salary, however, salary requests have been granted under special circumstances. Ms. Schiffli suggested that the Council revisit and discuss the Steuben County Salary Ordinance and Personnel Policy during budget discussions. Councilman Dan Caruso made a motion to approve the additional appropriation to maintain an employee's salary who is transferring from the County Clerk's Office to the County Prosecutor's Office, effective upon transfer, July 27, 2023, Councilwoman Christina Cress seconded that motion and the motion carried with seven (7) ayes and zero (0) nays.

Steuben County Auditor, Kelli Johnson, submitted Salary Ordinance Amendment No. 999 for the Council Board approval for Prosecuting Attorney, Jeremy Musser's request to maintain an employee's salary for a departmental transfer from the Clerk's Office to the Prosecutor's Office.

Councilman Dan Caruso made a motion to suspend the rules to allow 2nd and 3rd readings to approve Salary Ordinance No. 999, Councilman Bill Harter seconded that motion and the motion was carried with seven (7) ayes and zero (0) nays.

**Second and Third Readings
Steuben County, Indiana
Ordinance No. 999**

Under the suspension of the regular rules, Councilwoman Ruth Beer made a motion to amend and pass Salary Ordinance 999, Councilman Dan Caruso seconded that motion and the motion was carried with seven (7) ayes and zero (0) nays. Salary Ordinance No. 999 was approved for passage and reads as follows:

Ordinance Number #999
Steuben County, Indiana
An Ordinance Amending The 2023 Salary Ordinance

WHEREAS, the Steuben County Council approved its 2023 wages by passing the 2023 Salary Ordinance No. 986 on November 9, 2022; and,

WHEREAS, the Steuben County Personnel Policy and the 2023 Salary Ordinance both state any employee transferring from one department to another within County Government shall receive compensation equal to that of a new hire for the position and job classification they are moving to; and, for seniority purposes, their current salary shall not be carried over from department to department.

WHEREAS, the Steuben County Prosecutor's Office has hired an employee who transferred from the Steuben County Clerk's Office with a good understanding of the Judicial System and eleven (11) years of experience working within County Government; and,

WHEREAS, the Steuben County Prosecutor is seeking approval from the Steuben County Council Board to maintain this employee's salary at \$40,608.00 due to the employee's years of service and experience within County Government.

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

In an effort to support and encourage promotion between departments within Steuben County Government, the Steuben County Council grants approval to maintain this employee's wage at the amount they were earning at the time of the transfer into the Steuben County Prosecutor's Office of \$40,608.00. The increase in wage will be made

effective upon transfer from the Clerk's Office to the Prosecutor's Office on July 27, 2023, the beginning of a new pay period.

ORDAINED this 10th day of July, 2023.

Passed on First Reading: July 10, 2023
Passed on Second Reading: July 10, 2023
Passed on Third Reading: July 10, 2023

Steuben County Council

Richard Shipe, President
Ruth Beer, Vice President
Christina Cress, Member
Dan Caruso, Member
Tony Isa, Member
William Harter, Member
Lisa Aldrich, Member
Attest: Kelli Johnson, Steuben County Auditor

Prosecuting Attorney, Jeremy Musser, submitted his request for additional appropriation in the amount of \$3,391 for retroactive pay for the Administrative Assistant I position in the Prosecutors Office. Mr. Musser stated that the Administrative Assistant I salary increased to \$40,608 to stay consistent with the annual pay amount and is asking the council to grant retroactive pay of \$3,391, effective January 1st, 2023. Mr. Musser indicated that the retroactive pay increase would be funded through Pre-trial Diversion Funds #2511. Councilman Dan Caruso made a motion to approve Salary Ordinance Amendment No. 998 funded through Pre-trial Diversion funds, Councilman Tony Isa seconded that motion, and the motion was carried with five (5) ayes and two (2) nays.

A motion was made by Councilwoman Lisa Aldrich to suspend the rules for 2nd and 3rd readings but failed to receive a second. The second (2nd) and third (3rd) readings will occur at the next County Council meeting.

JDAI Coordinator Kathy Armstrong submitted a Request for Additional Appropriation of JDAI Grant Funds.

\$ 600.00	To: 9171-000-2000.10 Office/Operating Supplies
\$ 2,949.00	To: 9171-000-2000.20 Food
\$ 8,306.72	To: 9171-000-3000.01 Professional Contracts/Services
\$ 2,739.28	To: 9171-000-3000.12 Travel/Training
\$ 3,100.00	To: 9172-000-2000.10 Office/Operating Supplies
\$ 1,200.00	To: 9172-000-2000.20 Food
<u>\$ 50,680.00</u>	To: 9172-000-3000.01 Professional Contracts/Services
\$ 69,575.00	

Councilman Bill Harter made a motion to approve the additional appropriation of JDAI Grant Funds, Councilwoman Lisa Aldrich seconded that motion and the motion carried with seven (7) ayes and zero (0) nays.

BOAC Airport Manager, Aaron Payonk submitted a Request for Additional Appropriation of Grant Funds.

\$ 10,000.00 To: 8904-000-3000.01 Miscellaneous Disbursements

Councilwoman Lisa Aldrich made a motion to approve the additional appropriation of BOAC Grant Funds, Christina Cress seconded that motion and the motion carried with seven (7) ayes and zero (0) nays.

Brett Hays, Community Corrections Director, submitted the following Transfer Funds Request for payroll line items.

\$ 1,117.41	From: 9157-251.1000.03 Administrative Assistant A To: 9158-254-1000.06 Confinement Officer A
\$ 1,033.90	From: 9157-255-1000.01 Probation/HD Intake Officer To: 9158-254-1000.06 Confinement Officer A
\$ 101.33	From: 9157-255-1000.02 Probation/Surveillance Officer To: 9158-254-1000.06 Confinement Officer A
\$ 4,308.38	From: 9157-251-1000.05 Bookkeeper To: 9158-254-1000.07 Confinement Officer B
\$ 5,287.81	From: 9157-251-1000.06 Monitoring Specialist To: 9158-254-1000.08 Confinement Officer C
\$ 4,006.05	From: 9157-252.1000.03 Case Manager B To: 9158-254-1000.09 Confinement Officer D
\$ 2,027.15	From: 9157-254-1000.05 WR Corp Night 2 To: 9158-254-1000.10 Confinement Officer E
\$ 30,559.68	From: 9157-000-1000.20 FICA To: 9158-000-1000.22 Insurance
\$ 4,381.10	From: 9157-000-1000.21 PERF To: 9158-000-1000.22 Insurance
\$ 1,117.41	From: 9158-254-1000.06 Confinement Officer A To: 9157-251.1000.03 Administrative Assistant A
\$ 1,033.90	From: 9158-254-1000.06 Confinement Officer A To: 9157-255-1000.01 Probation/HD Intake Officer

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\$ 101.33	From: 9158-254-1000.06 Confinement Officer A To: 9157-255-1000.02 Probation/Surveillance Officer
\$ 4,308.38	From: 9158-254-1000.07 Confinement Officer B To: 9157-251-1000.05 Bookkeeper
\$ 5,287.81	From: 9158-254-1000.08 Confinement Officer C To: 9157-251-1000.06 Monitoring Specialist
\$ 4,006.05	From: 9158-254-1000.09 Confinement Officer D To: 9157-252.1000.03 Case Manager B
\$ 2,027.15	From: 9158-254-1000.10 Confinement Officer E To: 9157-254-1000.05 WR Corp Night 2
\$ 30,559.68	From: 9158-000-1000.22 Insurance To: 9157-000-1000.20 FICA
\$ 4,381.10	From: 9158-000-1000.22 Insurance To: 9157-000-1000.21 PERF

Mr. Hays indicated that the money needs to be transferred to different line items to ensure the use of grant funds before the end of the calendar year. Councilman Tony Isa made a motion to approve the transfer of funds requested by Mr. Hays, Councilman Bill Harter seconded that motion, and the motion carried with seven (7) ayes and zero (0) nays.

Erin Schiffli, HR Administrator, submitted approval for the Health Department Job Classification. Three (3) amended job descriptions and three (3) new positions. Ms. Schiffli indicated that the Personnel Advisory Committee made a positive recommendation, and the County Commissioners approved the classifications. The County Council will need to approve funding that will be implemented January 1, 2024. Ms. Schiffli clarified that salary range recommendations are based on State guidelines, the part-time salary range will be based on the County Salary Ordinance, and the guidelines for the Financial Manager salary range will fall into the PACT category matrix. Funding will be provided by a grant fund apart from a portion of health insurance. The Health Department will contribute to the cost of health insurance for one (1) employee at the average cost. The current average cost is \$18,000. Councilwoman Lisa Aldrich made a motion to approve the new job classifications for the Health Department, Councilwoman Christina Cress seconded that motion, and the motion was carried with seven (7) ayes and zero (0) nays.

Tami Mosier, 4-H Youth Educator, Dana Stanley, HHS Educator, and Reba Wicker, AG/CD Educator from the Purdue Extension Office came before the Council Board to present their 3rd Quarter Report for Purdue Extension Services of Steuben County. Ms. Stanley updated the Council Board on her Health & Human Sciences Program, Ms. Wicker on her AG & Natural Resources Program and Ms. Mosier updated on her 4-H Youth Development Programs.

John Longenecker, Steuben County Trails, informed the Council that the Trails Board is in the process of pursuing a grant from Next Level Trails. After discussions with the DNR and consulting with BF&S (grant consultants), the Trails Board was encouraged to reduce the size of the new trail and ask the County to apply for the grant. Estimated trail construction costs to extend the trail to Pleasant Lake will be between \$650,000-\$750,000 with a 20% match from the County or private individuals. The BF&S consulting fees of \$4,200 will be reimbursed to the County from the Trails Board. The grant application and trail construction process will include a City & County partnership by forming a committee of one (1) City Council Member, one (1) County Commissioner Member, and two (2) Steuben County Trails Board Members, Jennifer Shakey, and Chip Porter. Council President Richard Shipe made a motion to approve Chip Porter to apply for the Next Level Trails Grant, Councilman Dan Caruso seconded that motion, and the motion was carried with seven (7) ayes and zero (0) nays.

Council President, Richard Shipe noted that the Council will need to be at the Cameron Hospital Groundbreaking at 11:30 a.m.

Wil Howard, Commission Board President, submitted a Request for Additional Appropriation in the amount of \$20,000 for the Veteran's Burial Allowance in Fund No. 1000-068-3000.51 Veteran's Burial Allowance. Councilwoman Christiana Cress made a motion to approve the Request for Additional Appropriation in the amount of \$20,000 for the Veteran's Burial Allowance, Councilwoman Ruth Beer seconded that motion and the motion carried with seven (7) ayes and zero (0) nays.

Wil Howard, Commission Board President, submitted a Request for Additional Appropriation in the amount of \$4,000 for GIS Support Contract Pricing Increase in Fund No. 1112-000-4000.02 GIS Support. Councilwoman Ruth Beer made a motion to approve the Request for Additional Appropriation in the amount of \$4,000 for GIS Support Contract Pricing Increase, Councilman Bill Harter seconded that motion, and the motion was carried with seven (7) ayes and zero (0) nays.

Wil Howard, Commission Board President, submitted a Request for Additional Appropriation in the amount of \$17,530.51 to cover the cost of a Sheriff's New Vehicle Build in Fund No. 1138-00-4000.29 Vehicles. Councilman Bill Harter made a motion to approve the Request for Additional Appropriation in the amount of \$17,530.51 to cover the cost of a Sherriff's New Vehicle Build, Councilman Dan Caruso seconded that motion and the motion was carried with seven (7) ayes and zero (0) nays.

Steuben County Auditor, Kelli Johnson submitted a request on behalf of Sherrie Ambrose, Director of Fremont Public Library to accept the resignation of Library Board Member, Sally Heller, and the Appointment of Anne Abernathy. In the written request provided to the Council, Ms. Ambrose indicated that current Library Board Member, Sally Heller would like to step down before the end of her term on 12/31/2023. The Library Board is asking the Council to approve Sally Heller's resignation and appoint Anne Abernathy to the Library Board. Councilwoman Ruth Beer made a motion to approve the resignation of Sally Heller and the appointment of Anne

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Abernathy, Councilman Bill Harter seconded that motion and the motion was carried with seven (7) ayes and zero (0) nays.

Steuben County Auditor, Kelli Johnson submitted a request on behalf of Alicia Walch, Chief ESH Administrator for a Grant Proposal Request – Extension of PHEP/Fund 8112 in the amount of \$22,777. Councilman Bill Harter made a motion to approve the Grant Proposal Request – Extension of PHEP/Fund 8112 in the amount of \$22,777, Councilwoman Christina Cress seconded that motion and the motion was carried with seven (7) ayes and zero (0) nays.

Councilman Dan Caruso asked why the General Fund disbursements and receipts do not match between the Treasurer and the Auditor. Auditor, Kelli Johnson indicated that the numbers are payroll adjustments. Councilwoman Lisa Aldrich asked for funding clarification for the Innkeepers fund, Property Tax Relief, Settlement 6000, and Reassessment 1224. Auditor, Kelli Johnson indicated that the Innkeepers fund line item is funded through hotel/motel and rental properties tax; Property Tax Relief fund is State funded; Settlement fund 6000 is a clearing account where all taxes are line items; Reassessment fund 1224 is the County Assessors fund for professional contracts and other expenses. Councilman Dan Caruso made a motion that the council has reviewed the Monthly Comparison Report 06/30/2023 and the Monthly Financial Report 06/30/2023, Councilwoman Lisa Aldrich seconded that motion and the motion was carried with seven (7) ayes and zero (0) nays.

Councilwoman Lisa Aldrich made a motion to approve the meeting minutes from May 9, 2023, Councilman Bill Harter seconded that motion and the motion was carried with seven (7) ayes and zero (0) nays.

Councilwoman Ruth Beer made a motion to approve Additional Appropriation Resolution #07-2023-01, Councilwoman Lisa Aldrich seconded that motion, and the motion carried with seven (7) ayes and zero (0) nays.

The Council Board reviewed the Wheel Tax Report for May 2023; the Steuben County Coroner's Month End Report for June 2023, ARPA Expenditures Report 2023, and the Sherriff's Office – Commissary Report June 30, 2023

The Council Board received correspondence from Steuben County Community Foundation, Department Head/Elected Officials Memo – Reminder of Council Meeting Date Changes, and Elected Officials E-Mail – AIC Registration.

Councilman Dan Caruso moved to have the meeting adjourned.

Steuben County Council:

Richard Shipe, President

William Harter

Christina Cress

Lisa Aldrich

Dan Caruso

Ruth Beer, Vice President

Tony Isa

Attest: _____
Kelli Johnson, Auditor