County Council February 11, 2020
Meeting Minutes

The Steuben County Council met in special session on Tuesday, February 11, 2020 at 9:00 a.m. in the Steuben Community Center Building, Suite 2H, 317 S Wayne Street, Angola, Indiana.

Present this day was Vice President Ruth Beer, and members Jim Getz, Wil Howard, Kenneth Shelton and Linda Hansen. President Richard Shipe and member Dan Caruso were absent. Also present was Kim Meyers, Auditor and Kelli Johnson, Chief Deputy Auditor.

Ruth Beer called the meeting to order and Linda Hansen led the pledge of allegiance.

Kim Anderson, Assessor came before the county council to request the reappointment of PTABOA Board member Mr. Marvin Holman. Jim Getz moved to approve the appointment. Wil Howard seconded. The motion carried with five (5) ayes.

Anderson advised council that this year she has received permission from the county commissioners to increase her PTABOA board from three (3) members to five (5) members. Anderson stated that she now has Pat Monroe LaGrange County Assessor and Ben Castle Noble County Assessor serving on her PTABOA board.

Anderson requested an increase in the PTABOA Board per diem from $100.00 to $125.00. Anderson said she has enough money in her 1224 Reassessment budget to cover the increase however, this will require council approval for an Amendment to The 2020 Salary Ordinance as stated in Ordinance No. 936 below. Linda Hansen made a motion to approve the per diem increase. Kenneth Shelton seconded and the motion carried with five (5) ayes.

Ordinance Number 936
Steuben County, Indiana

An Ordinance Amending 2020 Salary Ordinance

WHEREAS, Steuben County Council approved its 2020 wages by passing the 2020 Salary Ordinance on October 8, 2019; and,

WHEREAS, in accordance with IC 6-1.1-28-3(b) the County Property Tax Assessment Board of Appeals (PTABOA) shall receive compensation on a per diem basis for each day of actual service. The County Council shall fix the rate of this compensation; and,

WHEREAS, the Steuben County Assessor has requested an increase in the per diem rate of pay for the PTABOA Board Members to be set at $125.00 per diem effective immediately;

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

After due consideration, the Steuben County Council approves an increase from $100.00 to $125.00 per diem for the Property Tax Assessment Board of Appeals (PTABOA) and,

Ordained this the 11th day of February, 2020.

Steuben County Council

Richard Shipe, President(absent)
Jim Getz
Dan Caruso(absent)
Wil Howard
Ken Shelton

Ruth Beer, Vice President
Linda Hansen

Attest: Kim Meyers, Auditor

Kim Anderson submitted a request to transfer funds from her PTABOA/Consultant line item into the Part-time Help line item. Anderson explained that she found an error when reviewing her January 2020 Reassessment Budget. She noticed she wasn't awarded a part-time budget to pay for Marcia Helmuth's wages. Anderson stated the $2,000.00 will pay Helmuth for the first few months of 2020 until she can return in March to request additional funds to pay back 1224-000-1000.07 PTABOA and to fund the remainder of the year for 1224-000-1000.05 Part-time Help. Wil Howard moved to approve the transfer. Linda Hansen seconded. There being no further discussion the motion carried with five (5) ayes.

| | | |
|---|---|---|
| $2,000.00 | From: | 1224-000-1000.07 PTABOA/Consultant |
| | To: | 1224-000-1000.05 Part-time Help |

Pam Feller, Chief Probation Officer presented on behalf of Kathy Armstrong, JDAI Coordinator came before Council to request a transfer of funds within the JDAI fund. Jim Getz moved to approve the transfer. Wil Howard seconded and the motion carried with five (5) ayes.

Juvenile Detention Alt. Initiative

| | | |
|---|---|---|
| $4,000.00 | From: | 9177-000-2000.10 Program Supplies |
| | To: | 9177-000-3000.12 Travel & Training |

Pam Feller, Chief Probation Officer presented on behalf of Kathy Armstrong, two JDAI Grant Applications. The JDAI Grant from Department of Corrections, in the amount of $59,000.00 and the JDAI Grant from Department of Education, in the amount of $30,000.00. Linda Hansen moved to approve both grant applications. Kenneth Shelton seconded. With no further discussion the motion carried with five (5) ayes.

Pam Feller, Chief Probation Officer presented a request for additional appropriation to the Mental Health Grant fund #9183 in the amount of $37,468.08. Feller explained that this money is needed to pay for uninsured offenders counseling services. Feller said this is intended to fill the gap until other insurance coverages are available to the offenders. Jim Getz moved to approve the additional. Wil Howard seconded. The motion carried with five (5) ayes.

| | | |
|---|---|---|
| Mental Health Grant | $37,468.08 | 9183-000-3000.01 Professional Contracts |

Alicia van Ee, Health Dept, came before council to request approval to transfer with a check and receipt transaction $4,500.00 from 1168-000-3000.99 Carryover line to pay back an incorrect expenditure made during 2018 from 1159. The money will be receipted into 1159-000.9900 Cash Balance Fund for the County Health Department Fund. Linda Hansen moved to approve the bookkeeping correction. Wil Howard seconded. The motion carried with five (5) ayes.

Sheriff Rodney Robinson requested an additional appropriation to the jail budget for inmate housing costs to house juvenile and adult prisoners in Elkhart County special unit. Kenneth Shelton moved to approve the additional. Linda Hansen seconded. There being no further discussion the motion carried with five (5) ayes.

| | | |
|---|---|---|
| County General Fund - Jail | $3,600.00 | 1000-380-3000.32 Inmate Housing |

Jeremy Musser, Prosecutor presented a request for additional appropriation to increase the 2020 Deputy Prosecuting Attorneys wages to $70,000.00 each. Musser stated that he is requesting the increases in order to keep his full-time PA's in line with surrounding counties wages. Jim Getz moved to approve the requests. Wil Howard seconded and the motion carried with five (5) ayes.

| | | |
|---|---|---|
| Pre-trial Diversion Fund | 2511-000-1000.01 Deputy Prosecutor Brown | $4,500.00 |
| Pre-trial Diversion Fund | 2511-000-1000.06 Deputy Prosecutor Frey | $5,400.00 |
| Pre-trial Diversion Fund | 2511-000-1000.20 FICA | $ 800.00 |
| Pre-trial Diversion Fund | 2511-000-1000.21 PERF | $1,150.00 |

Ruth Beer presented Ordinance Number 937 for council consideration. Wil Howard made a motion to approve Ordinance No. 937. Kenneth Shelton seconded and the motion carried with five (5) ayes.

Ordinance Number 937
Steuben County, Indiana
An Ordinance Amending 2020 Salary Ordinance

WHEREAS, Steuben County Council approved its 2020 wages by passing the 2020 Salary Ordinance on October 8, 2019; and,

WHEREAS, the Steuben County Prosecuting Attorney submitted a request to increase the compensation for the (2) Deputy Prosecuting Attorneys retroactive to January 1, 2020; and

WHEREAS, the increase will be funded from the Pre-trial Diversion Fund in the following line item breakdown:

| | | |
|---|---|---|
| Deputy Prosecutor Brown | 2511-000-1000.01 | $4,500.00 |
| Deputy Prosecutor Frey | 2511-000-1000.06 | $5,400.00 |

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

After due consideration, the Steuben County Council approved the Salary Ordinance amendment as stated above, to be effective retroactive to January 1, 2020.
Ordained this the 11th day of February, 2020.

Steuben County Council

| | | |
|---|---|---|
| Richard Shipe, President(absent) | Ruth Beer, Vice President | Kenneth Shelton |
| Jim Getz | Linda Hansen | Attest: Kim Meyers, Auditor |
| Dan Caruso(absent) | Wil Howard | |

Crystal Dadura came before council to request approval for a modification to the Highway Superintendent Job Description. Dadura explained that the only change is to whom the superintendent directly reports. Currently the position reports directly to the Commissioners. The proposed change is to have the Highway Superintendent direct report to the Highway Engineer. The County Personnel Committee and the County Commissioners are in favor of the change. Linda Hansen moved to approve. Wil Howard seconded. The motion carried with five (5) ayes.

Kim Meyers submitted the following 2020 bookkeeping budget adjustment items for council approval. Linda Hansen moved to approve all adjustments. Wil Howard seconded. The motion carried with five (5) ayes.

| | | |
|---|---|---|
| Treasurer | 1000-003-1000.04 Deputy | -$995.00 |
| Sheriff | 1000-005-1000.04 Senior Deputy | $ 7,500.00 |
| Sheriff | 1000-005-1000.06 Deputy | $40,300.00 |
| Assessor | 1000-008-1000.15 Deputy | $ 1,000.00 |
| Prosecutor | 1000-009-1000.04 Adm Asst | $ 6.00 |
| Prosecutor | 1000-009-1000.13 J Smith | $ 4,000.00 |
| Commissioners | 1000-068-1000.25 IT Admin | $94.00 |
| Plan Commiss | 1000-079-1000.01 Director | -$620.00 |
| EMS | 1000-301-1000.09 Paramedic | $32,326.00 |
| Communications | 1000-303-1000.02 Telecom Tech | -$3,797.00 |
| Title IV-D | 1000-382-1000.03 Deputy Pros IV-D | -$600.00 |
| Soil & Water | 1000-750-1000.01 Admin Coordinator | $1,467.00 |
| Soil & Water | 1000-750-1000.02 Resource Conservation | $1,265.00 |
| Recorder Perpetuation | 1189-000-1000.01 Second Deputy | $3,676.00 |
| Prosecutor Pre-trial | 2511-000-1000.01 Deputy Prosecutor | $600.00 |
| Prosecutor Pre-trial | 2511-000-1000.03 Albright ½ pay raise | $2,000.00 |
| Prosecutor Pre-trial | 2511-000-1000.04 Kappler ½ pay raise | $2,000.00 |
| Prosecutor Pre-trial | 2511-000-1000.20 FICA | $1,000.00 |
| Prosecutor Pre-trial | 2511-000-1000.21 PERF | $2,500.00 |
| Highway | 1176-530-1000.04 Clerk | $243.00 |

## Additional Appropriation Reduction Resolution 02-2020-01

Whereas, it has been shown that certain existing appropriations now have unobligated balances that will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts.

| | Reduction Requested | Reduction Approved |
|---|---|---|
| Fund Name: County General | | |
| 1000 Personal Services | 6,012.00 | 6,012.00 |
| TOTAL for: County General | 6,012.00 | 6,012.00 |

## Additional Appropriation Resolution No. 02-2020-01

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now therefore:

Section 1. Be it Resolved by the Steuben County Council that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named and for the purpose specified, subject to laws governing the same.

| | Additional Requested | Additional Approved |
|---|---|---|
| Fund Name: County General | | |
| 1000 Personal Services | 87,958.00 | 87,958.00 |
| 3000 Services & Charges | 3,600.00 | 3,600.00 |
| TOTAL for: County General | 91,558.00 | 91,558.00 |
| Fund Name: Highway Department 0702 | | |
| 1000 Personal Services | 243.00 | 243.00 |
| TOTAL for: Highway Department | 243.00 | 243.00 |

Continued Resolution No. 02-2020-01

| | | |
|---|---|---|
| Fund Name: Prosecutor Pre-trial Diversion | | |
| 1000 Personal Services | 19,950.00 | 19,950.00 |
| TOTAL for: Prosecutor Pre-trial Diversion | 19,950.00 | 19,950.00 |

Adopted by the Steuben County Council on February 11, 2020 by the following votes: Aye-5 Nay-0, Absent-2.

Aye:
Ruth Beer, Vice President
Jim Getz, Member
Wil Howard, Member
Kenneth Shelton, Member
Linda Hansen, Member

Richard Shipe & Dan Caruso were absent.

Linda Hansen moved that council has reviewed both the Monthly Financial Statement and Monthly Comparison Report dated 1/31/2020.

Jim Getz moved to approve the January 2020 minutes as presented. Wil Howard seconded. The motion carried with five (5) ayes.

Auditor Meyers distributed the Wheel tax & Surtax report for December 2019.

The following correspondence was received:
Highway Department Report dated 1/29/2020
County Park and Event Center Disbursement and Receipts Summary
Coroner 2019 Year End Report
Soil & Water Conservation 2/12/20 Agenda
Northeast Indiana Community Correction Report Period End 1/31/2020

Kenneth Shelton moved to adjourn and Ruth Beer adjourned the meeting.

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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Kenneth Shelton, Member

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Linda Hansen, Member

_____
Ruth Beer, Vice President

Attest:_____
Kim Meyers, Auditor