

**MINUTES**  
**ELKHART COUNTY COUNCIL**  
**August 10th, 2019**

The meeting of the Elkhart County Council was called to order by Sheriff Jeff Siegel at 8:00 a.m., in Room 104 of the County Administrative Building, Goshen, Indiana. Members present were Council President John K. Letherman, Vice President David L. Hess, Doug S. Graham, Randall D. Yohn, Darryl J. Riegsecker, Thomas W. Stump and Tina M. Wenger.

Also present were Patricia A. Pickens County Auditor; Fred Avery First Deputy Auditor; Craig Buche, County Attorney; Mike Yoder, Commissioner and Jeff Taylor, County Administrator.

**MINUTES:** Approval of minutes for July 13th, 2019.

On motion made by Yohn and seconded by Riegsecker, the minutes were unanimously carried, approved and adopted. Wenger abstained from the vote due to her being absent for the July meeting.

**COMMITTEE REPORTS:**

COMMISSIONERS: Mike Yoder on new steps progress on south side of building

COUNCIL: Wenger on NACO Conference, Emergency Management, EECO, Council on Aging, Purdue Extension, Re Development Commission, Horizon Education Alliance meetings.

Yohn on Boot Lake he said the improvements are real nice

Letherman on Horizon Education Alliance preschool program & Ivy Tech proposal at the September council meeting.

AUDITOR: Hess on Chip & Seal program, gave kudos to the Highway Department, Patty gave Financial Report

SHERIFF: None

**EDC MATTERS:**

None

## **HUMAN RESOURCE MATTERS:**

### **I. Human Resource Requests**

#### **A. Court Services**

1. General Fund (1000-168-41120): Request one new Probation Officer/Sp (Drug Court Case Manager), NC- follows state probation officer salary guidelines, requesting \$51,101 for 2020. Effective 8-18-19.

On motion made by Yohn seconded by Stump and unanimously carried, the CCPC recommended approval, 4-0.

**On Motion made by Yohn and seconded by Riegsecker, the Council unanimously carried and approved the request.**

2. General Fund (1000-168-41120): Request one new Probation Officer (pretrial), NC- follows state probation officer salary guidelines, requesting \$36,296 for 2020. Effective 12-8-19.

On motion made by Stump seconded by Lucchese and unanimously carried, the CCPC recommended approval, 4-0.

**On motion made by Stump and seconded by Riegsecker, the Council unanimously carried and approved the request.**

3. General Fund (1000-168-41120): Request one new Probation Officer (intake), NC- follows state probation officer salary guidelines, requesting \$36,296 for 2020. Effective ~~12-8-19~~ 8-18-19.
4. General Fund (1000-168-41120): Request two new Youth Specialist I/II positions, \$32,163 annually. Effective ~~12-8-19~~ 8-18-19.

On motion made by Stump seconded by Lucchese and unanimously carried, the CCPC recommended approval of requests 3&4, 4-0.

**On motion made by Stump for request 3&4, the Council unanimously carried and approved both requests.**

5. General Fund (1000-168-41215): Request part time rate increase from \$12.50 to \$13.50/hr. Effective 8-18-19.

On motion made by Stump seconded by Lucchese and unanimously carried, the CCPC recommended approval, 4-0.

**On motion made by Stump and seconded by Riegsecker, the Council unanimously carried and approved this request.**

6. General Fund (1000-168-41120): Request reclassification of Youth Specialist I, PG3/JF4, to PG4/JF4, with individual rate increases per request letter. Effective 8-18-19.
7. General Fund (1000-168-41120): Request reclassification of Youth Specialist II and III, to Youth Specialist II, PG6/JF4, eliminating the Youth Specialist III title, with individual rate increases per request letter. Effective 8-18-19.
8. General Fund (1000-168-41120): Request reclassification of Training Coordinator position from PG5/JF4 to PG6/JF4, with individual rate increase per request letter. Effective 8-18-19.
9. General Fund (1000-168-41115): Request reclassification of Shift Leader position, PG6/JF4 to PG7/JF4, with individual rate increases per request letter. Effective 8-18-19.

On motion made by Stump seconded by Lucchese and unanimously carried, the CCPC recommended approval of requests 6-9, 4-0.

**On motion made by Yohn and seconded by Stump, the Council unanimously carried and approved requests #6-9.**

B. Sheriff

1. General Fund (1000-105) and PS LOIT (1170-980): Request 3% market rate increase for officers under the Sheriff's salary ordinance for 2020. To be heard at 2020 budget hearings.

On motion made by Stump seconded by Lucchese and unanimously carried, the CCPC recommended approval, 4-0.

**On motion made by Stump and seconded by Riegsecker, the Council unanimously carried and approved this request.**

C. Surveyor

1. General Fund (1000-106) and Stormwater (1197-132): Request 3% individual rate increases for Administrative Manager (Biller), \$24.72 plus 3% PIP, Drainage Tech II (Gilbert), \$19.13 plus 3% PIP, MS4 Supervisor/Operator (Heiliger), \$2040.69 plus 3% PIP. To be heard at 2020 budget hearings. Effective 12-8-19.

On motion made by Yohn seconded by Stump and unanimously carried, the CCPC recommended approval, 4-0.

**On motion made by Stump and seconded by Riegsecker, the Council unanimously carried and approved this request.**

**Although items B & C were to be discussed at the budget hearings, Human Resource presented them to the Council and were voted on & approved by the Council, with no ordinances to sign.**

(See Below for Assistant Human Resources Director's response)

The Surveyor and Sheriff requests will go straight to budget hearings and did not need to be voted on at Saturday's meeting.

**Audie Hostetler**

Assistant Director, Human Resources

Elkhart County Government

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**D. Health Department**

1. Health Department (1159-340): Request individual rate increases to the top of the hiring range for market premium positions in the environmental division, as outlined in the request. Effective 8-18-19.

On motion made by Lucchese seconded by Stump and unanimously carried, the CCPC recommended approval, 4-0.

**On motion made by Stump and seconded by Riegsecker, the Council unanimously carried and approved this request.**

**E. Auditor**

1. General Fund (1000-102-41140): Request that Payroll Specialist position be changed from 30 hrs a week back to 36 hrs a week. Effective 8-18-19.

On motion made by Stump seconded by Lucchese and unanimously carried, the CCPC recommended approval, 4-0.

**On motion made by Wenger and seconded by Stump, the Council unanimously carried and approved this request.**

## F. Assessor

1. General Fund (1000-109-41125): Request individual rate increase for Assessor III (T. Miller), PG6/JF3, from \$19.83 to \$23.00/hr. Effective 8-18-19.

On motion made by Stump seconded by Lucchese and unanimously carried, the CCPC recommended approval, 4-0.

**On motion made by Riegsecker and seconded by Stump, the Council unanimously carried and approved this request.**

## G. Commissioners

1. Highway (1176-201-41110): Request to make Manager of Transportation a market premium position, hiring range \$3209.61 to \$3908.08 with maximum at \$4672.81.

On motion made by Lucchese seconded by Stump and unanimously carried, the CCPC recommended approval, 4-0.

**On motion made by Stump and seconded by Riegsecker, the Council unanimously carried and approved this request.**

2. General Fund (1000-142-41110): Request 6% individual rate increase for Director of Human Resources (Hunsberger), PG10/JF6, \$2859.17 bi-weekly. Effective 8-18-19.

On motion made by Lucchese seconded by Stump and unanimously carried, the CCPC recommended approval, 4-0.

**On motion made by Stump and seconded by Wenger, the Council unanimously carried and approved this request.**

~~3. IDOC Grant (1130-980-41115): Discussion on Director of Community Corrections salary. Details to be discussed at the meeting. Withdrawn.~~

4. General Fund (1000-130-41115): Request 6% individual rate increase for Executive Assistant (Mock), PG6/JF6, \$23.31/hr. Effective 8-18-19.

On motion made by Lucchese seconded by Stump and unanimously carried, the CCPC recommended approval, 4-0.

**On motion made by Stump and seconded by Riegsecker, the Council unanimously carried and approved this request.**

5. General Fund (1000-130-41140): Request 3% individual rate increase for Clerk III (Letherman), PG2/JF1, \$17.48/hr. Effective 8-18-19.

On motion made by Stump seconded by Lucchese and unanimously carried, the CCPC recommended approval, 4-0.

**On motion made by Stump and seconded by Riegsecker, the Council unanimously carried and approved this request.**

#### H. Human Resources

1. General Fund (1000-142): Request 6% individual rate increase for HR staff, as outlined in attached; and request formal elimination of Compensation Specialist position. Effective 8-18-19.

On motion made by Lucchese seconded by Stump and unanimously carried, the CCPC recommended approval, 4-0.

**On motion made by Hess and seconded by Riegsecker, the Council unanimously carried and approved this request.**

#### I. Director of Court Services

1. General Fund (1000-168): Request to hire above the top of the hiring range for Director of Court Services. PG10/JF6, &79,000/year (3038.46 bi-weekly). Effective 8/18/19.

**This was added after the CCPC meeting and was heard at the Council meeting. On Motion made by Yohn and seconded Riegsecker, the Council unanimously carried and approved the request.**

#### II. Miscellaneous Items

**None.**

#### III. Adjournment

On motion made by Yohn seconded by Lucchese and unanimously carried, the CCPC adjourned the meeting at 11:20 a.m.

## **ADDITIONAL APPROPRIATION EXPLANATIONS:**

### A. EDIT (#1112)

1. Highway (980) requests \$250,000.00 for funds to manage the fiber installation and construction to the South Bend data centers. Funds will also be utilized to manage the current fiber network through professional service contracts for such activities as rate determinations, service connections, data management and other related services for the dark fiber network.

Jeff Taylor presenting this request to the Council.

On motion made by Graham and seconded by Wenger, the Council unanimously carried and approved this request.

### B. CLERK'S RECORD PERPETUATION (#1119)

1. Clerk (980) requests \$145,000.00 for the purchase of new computers for the Clerk, Archive, Voter Registration and Election Board staff.

Chris Anderson explained to the Council that the purchase is required as a result Of computer and software requirements of the various software programs utilized in the offices. The additional appropriation is also needed for the design, implementation and roll out of a new Clerk, Archive, Voter Registration and Election Board website allowing public access to documents maintained by the various offices.

On motion made by Riegsecker and seconded by Stump, the Council unanimously carried and approved the request.

### C. CUMULATIVE CAPITAL DEVELOPMENT (#1138)

1. Commissioners (980) requests \$250,000.00 for funds to be used for Critical Technological Upgrades.

Matt Dietz presented this request to the Council. Letherman asked Dietz to outline his plan for the budget hearings.

On motion made by Riegsecker and seconded by Wenger, the Council unanimously carried and approved this request.

### D. CUMULATIVE CAPITAL DEVELOPMENT (#1138)

1. Commissioners (980) requests \$65,400.00 for funds needed to pay the ESI Team for Information Technology assistance in transitioning, updating IT software\hardware, personnel and future planning.

Jeff Taylor explained this request to the Council.

On motion made by Riegsecker and seconded by Stump, the Council unanimously carried and approved this request.

E. CUMULATIVE VOTING SYSTEM (#1143)

1. Election Board (190) requests \$115,000.00 for the amount of reimbursement that the Election Board from 3 of the political jurisdictions that held elections this Spring. The appropriation is necessary to supplement the Election Board budget for additional expenses related to running the election with new equipment and additional workers. Reimbursement receipted into 1143-190-34135. (Elkhart City, Goshen City and Elkhart Schools).

Christopher Anderson presented this request to the Council.

On motion made by Riegsecker and seconded by Stump, the Council unanimously carried and approved this request.

F. ECONOMIC DEVELOPMENT FEE (#1149)

1. Highway (980) requests \$230,000.00 funds to install fiber connections, laterals to businesses and homes.

Jeff Taylor presented this request to the Council. Graham request that the Highway Department give a report to the Council of where the money that the Council has already appropriated for fiber has been used.

On motion made by Graham and seconded by Hess, the Council unanimously carried and approved this request.

G. EMERGENCY TELEPHONE SYSTEM (#1153)

1. Public Safety Communication 911 (323) requests \$157,337.00 to cover Tri-Tech Software invoice.

Auditor Patricia Pickens explains that items G and K have been appropriated prior and they were not put in the correct funds so these appropriations are actual the same money and not asking for more money.

On motion made by Wenger and seconded by Stump, the Council unanimously carried and approved both requests G & K.

H. COUNTY MISDEMEANANT (#1175)

1. Sheriff (980) requests \$26,700.00 for the purchase of vests for officers and to purchase trays for feeding inmates.

Sheriff Jeff Siegel presented this request to the Council.

On motion made by Yohn and seconded by Stump, the Council unanimously carried and approved this request.



I. MOTOR VEHICLE HIGHWAY (#1176)

1. Highway (980) requests \$200,000.00 for funds to meet payroll for the remainder of the year.

Charlie McKenzie presented this request to the Council.

On motion made by Graham and seconded by Stump, the Council unanimously carried and approved this request.

J. STORM WATER MANAGEMENT OPERATING (#1197)

1. Highway (980) requests \$5,000.00 for funds to meet payroll for the remainder of the year.

Charlie McKenzie presented this request to the Council.

On motion made by Yohn and seconded by Stump, the Council unanimously carried and approved this request.

K. STATEWIDE 911 (#1222)

1. Emergency Communication 911 (980) requests \$43,920.00 to cover Tri-Tech Software invoice.

(Voted on together with Item G.)

L. ADULT PROBATION ADMINISTRATIVE (#2000)

1. Court Services (980) requests \$7,813.00 for repayment of grant funds transferred incorrectly from IDOC Jail Grant to Probation Grant.

Bob Gerard of Court Services presented this request to the Council.

On motion made by Stump and seconded by Stump, the Council unanimously carried and approved this request.

M. PUBLIC HEALTH PREPAREDNESS & EMERGENCY (#8119)

1. Health Department (980) requests \$25,000.00 for the Base Budget for the Public Health Preparedness and Emergency grant 7/01/2019 through 6/30/2020.

Lydia Mertz presented this request to the Council.

On motion made by Yohn and seconded by Stump, the Council unanimously carried and approved this request.

N. PHB BLOCK GRANT (#8159)

1. Health Department (980) requests \$550.00 to set the budget for PHB Block Grant.

Lydia Mertz presented this request to the Council.

On motion made by Stump and seconded by Riegsecker, the Council, unanimously carried and approved this request.

**REDUCTIONS:**

O. LOCAL ROAD & STREET (#1169)

1. Local Road & Street Maintenance & Repair (980) requests a reduction in the amount of -\$13,195.00 as the project is completed.

P. PROSECUTING ATTORNEY SPECIAL PROJECTS FEES (#2525)

1. Prosecuting Attorney Infraction Deferral (155) requests a reduction in then amount of -\$81,400.00 due to reductions in budget.

On motion made by Wenger and Seconded by Graham, the Council unanimously carried and approves both Reductions O&P together.

**TRANSFER REQUESTS REQUIRING COUNCIL ACTION**

A. GENERAL FUND (#1000)

1. Human Resources (142)

From:	42320	Training Supplies	\$1,200.00
	42030	Copy Machine Supplies	\$660.00
To:	44510	Capital Supplies over 300	\$1,860.00

B. GENERAL FUND (#1000)

1. Elkhart Superior Court No. 4

From:	42070	Data Processing Supplies	\$1,000.00
To:	43020	Medical Services	\$1,000.00

C. PUBLIC HEALTH PREPAREDNESS (#8119)

1. Health (981)

From:	43110	Sustenance	172
	43130	Travel	384
To:	42110	Gasoline	31
	42380	Capital Supply	141
	42195	Other Office Supply	384
		Total	556

D.	BABY AND ME TOBACCO FREE (#8127)	
	1. Health (615)	
	From: 42195 Operating Supplies	1558
	To: 44510 Other Equipment	558
	44535 Data Processing Hardware	1000

On motion made by Riegsecker and seconded by Stump, the Council unanimously carried and approved these transfers.

**OTHER BUSINESS:**

- (a) Charlie McKenzie Highway Department/ Jeff Taylor County Administrator discussed the Chip n Seal Program.

**AUDIENCE ITEMS**

Delbert Schrock Bristol Town Council discussed briefly the Bristol Bypass, Stump, Riegsecker and other Council members expressed their concerns about when it would be open, backed up traffic concerns.

Judge Steven Bowers states his attendance at the meeting was in support of the request for the new Probation Officer position voted on with the Salary Ordinances. He also expresses appreciation for the Council.

**ADJOURN**

There being no further business to come before the Council the meeting was adjourned at 10:00 am on motion made by Hess seconded by Graham, and unanimously approved by the Council.

Cindy Chadwell  
Recording Secretary

A complete recording of this meeting is available in the Auditor's Office. The recording of this meeting will be available for one year and then erased.