

Tipton County Council Meeting

12-20-2022

Present: Jim Ashley, Jim Purvis, Kirk Retherford, Jan Smith, Mike Terry

Absent: Butch Harpel, Brad Nichols

Others Present: Kiana Gillam, Matthew D. Tebbe, Bob Edinger, Joe VanBibber, Mike Bollman

The Council meeting was opened by Jim Ashley with the Pledge of Allegiance.

Resolution CC2022-41 – Additional Appropriations – General & Statewide 911

ADDITIONAL APPROPRIATION RESOLUTION CC2022-41

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

Sec. 1. Be it resolved by the County Council of Tipton County, Tipton, Indiana; that for the expenses of the taxing units listed below; the following sums of money are hereby additionally appropriated out of the funds named and for the purposes specified, subject to laws governing the same:

| Fund Name: | Requested Amount | Approved Amount |
|--|-----------------------------|----------------------------|
| 1000 General , 008 Assessor | | |
| 22000 Garage & Motor | <u>\$455.70</u> | |
| 20000 Supplies | \$455.70 | \$455.70 |
| 1000 General , 068 Commissioners | | |
| 11042 Building Maintenance | <u>\$3,461.54</u> | |
| 10000 Personal Services | \$3,461.54 | \$3,461.54 |
| 1000 General , 079 Plan Commission | | |
| 11905 Part-Time Inspector | <u>\$1,260.00</u> | |
| 10000 Personal Services | \$1,260.00 | \$1,260.00 |
| 1000 General , 161 Courthouse | | |
| 11305 Custodian | <u>\$651.08</u> | |
| 10000 Personal Services | \$651.08 | \$651.08 |
| 1000 General , 232 Circuit Court | | |
| 31800 Judges Pro-Tempore | <u>\$1,606.25</u> | |
| 30000 Other Services & Charges | \$1,606.25 | \$1,606.25 |
| 1000 General , 361 Emergency Management | | |
| 22000 Garage & Motor | <u>\$445.97</u> | |
| 20000 Supplies | \$445.97 | \$445.97 |
| Total for Fund | \$7,880.54 | |
| 1222 Statewide 911 | | |
| 11003 Director/Training Officer | <u>\$3,198.93</u> | |
| 10000 Personal Services | \$3,198.93 | \$3,198.93 |
| Total for Fund | \$3,198.93 | |

Adopted and dated this 20th day of December, 2022

TIPTON COUNTY COUNCIL

James D. Ashley

Jim Purvis

Janice L. Smith

Michael Terry

Butch Harpel

Kirk Retherford
Attest:

Brad Nichols

Gregg A. Townsend, Secretary and County Auditor

Prepared by: Mark R. Regnier

Tipton County Attorney;

MARK R. REGNIER, ATTORNEY AT LAW.

120 S. West Street

Tipton, Indiana 46072

Jim Ashley opened the public hearing. There was no public comment.

Motion by Jim Purvis to close the public hearing. Second by Kirk Retherford. Motion carried.

Motion by Mike Terry to approve Additional Appropriation Resolution CC2022-41, with General at \$7,880.54 and Statewide 911 at \$3,198.93. Second by Jan Smith. Motion carried.

Salary Ordinance CC2022-09

For the 2023 year, the following guidelines will be following

Pay guidelines:

Highway: Current State minimum wage to a maximum of \$18.00/hour

Courthouse Staff: Current State minimum wage to a maximum of \$18.00/hour (Excludes Community Corrections & Judge Security)

911 Dispatch Center: Current State minimum wage to a maximum of \$22.05/hour

Jail Correctional Staff: Current State minimum wage to a maximum of \$18.00/hour

Sheriff Department: Sheriff salary determined July 1 of each year

Community Corrections: All wages determined January 1 of each year
by the State of Indiana

Personnel Committee

The County Council has established the Personnel Committee as their Advisory Board to hear any suggestion or request from Elected Officials and/or Department Heads on salaries.

Sheriff's deputies are paid longevity as follows:

Years of Service - Longevity Pd

| | |
|----------|------|
| 0 to 3 | 0 |
| 4 to 9 | 2600 |
| 10 to 15 | 3400 |
| 16 to 20 | 4000 |

Jail Matron : Qualifies for Longevity Schedule

Sheriff's deputies are eligible to receive certification pay as follows:

Certifications approved by the County Council as of November 1 of each year

Amount paid per certification: \$250.00

Maximum number of certifications per deputy to receive pay: 3

Certification pay shall be in effect Jan 1 to December 15 to qualify for payment on the **last pay of the year.**

Dispatchers shall receive on call pay in the maximum amount of \$18.00 per day.

Pay Range for Salaried Personnel

The salary adopted for each employed person of the County in the 2023 Salary Ordinance is a maximum pay. It will be the decision of the Elected Official and/or Department Head whether they choose to compensate a new employee at the maximum salary or any amount under the maximum salary based on experience and/or education and within the budget appropriation.

The following positions are full-time salaried positions and will be classified as exempt from overtime:

- *Elected Official
- *Director and/or Department Head
- *Health Sanitarian
- *Investigator

As needed and necessary, positions will be evaluated on an individual basis. Additions and/or deletions can be made to the list of exempt positions.

All exempt personnel must meet the Fair Labor Standards salary basis test annually. Additionally: are the employee's job duties directly related to management or general business operations, and does the employee's primary duty include the exercise of discretion and independent judgement with respect to matters of significance?

Earned Employee Benefits

Eligible employees will be paid for earned sick days in excess of 30 for the 2022 year in February 2023 (See Handbook)

Vacation not taken by the end of the year is forfeited. If an employee is terminated during the year, he/she will be paid for earned vacation days.

Plan Commission: The City of Tipton shall reimburse Tipton County for joint services per the interlocal agreement specifications.

Approved this 20th day of December
2022

James Ashley, Prsident

James Purvis, Vice
Presdient

Brad Nichols, Member

Butch Harpel, Member

Kurt Retherford, Member

Mike Terry, Member

Janice Smith, Member

Gregg A. Townsend,
Auditor
& Secretary to Council

| | | | |
|----------------------------|------------------------|---------------------------|-----------------|
| | Ordinance CC2021-06 | | |
| 2021 Wage Ordinance | | | |
| Pay Group | Main Distribution | Account Desc/Position | 2021 Maximum |
| | | Clerk of Court | |
| Salaried | 1000.11000.000.001 | Elected Official | 43597.00 |
| Salaried | 1000.11101.000.001 | First Deputy | 33729.00 |
| Salaried | 1000.11102.000.001 | Second Deputy (1) | 31956.00 |
| Salaried | 1000.11103.000.001 | Second Deputy (2) | 31956.00 |
| Salaried | 1000.11105.000.001 | Second Deputy (3) | 31956.00 |
| Hourly | 1000.11900.000.001 | Part Time 7.25 - 13.00/hr | 10400.00 |
| | | | |
| | | Auditor | |
| Salaried | 1000.11000.000.002 | Elected Official | 43597.00 |
| Salaried | 1000.11101.000.002 | First Deputy | 34038.52 |
| Salaried | 1000.11102.000.002 | Second Deputy (1) | 31956.00 |
| Salaried | 1000.11103.000.002 | Second Deputy (2) | 31956.00 |
| Salaried | 1000.11105.000.002 | Second Deputy (3) | 31956.00 |
| Salaried | 1000.11114.000.002 | Mapping | 5000.00 |
| | | | |
| | | Treasurer | |
| Salaried | 1000.11000.000.003 | Elected Official | 43597.00 |
| Salaried | 1000.11101.000.003 | First Deputy | 33729.00 |
| Hourly | 1000.11900.000.003 | Part Time 7.25 - 13.00/hr | 25168.00 |
| | | | |
| | | Recorder | |
| Salaried | 1000.11000.000.004 | Elected Official | 43597.00 |
| Salaried | 1000.11101.000.004 | First Deputy | 33729.00 |
| Hourly | 1000.11900.000.004 | Part Time 7.25 - 13.00/hr | 10000.00 |

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|----------|--------------------|--|----------|
| | | Sheriff's Department | |
| Salaried | 1000.11000.000.005 | Elected Official | 78063.00 |
| Salaried | 1000.11100.000.005 | Deputy maximum base | 45968.00 |
| Salaried | 1000.11100.000.005 | Probationary Deputy minimum base | 44968.00 |
| Salaried | | Longevity per schedule added to the base pay | 16000.00 |
| Salaried | 1000.11033.000.005 | Major | 3500.00 |
| Salaried | 1000.11012.000.005 | Captain | 1750.00 |
| | 1000.11034.000.005 | Sergeant (2) positions each | 3000.00 |
| Salaried | 1000.12500.000.005 | Overtime | 20000.00 |
| Salaried | 1000.16200.000.005 | Certifications per schedule | 8250.00 |
| | | | |
| | | Surveyor | |
| Salaried | 1000.11000.000.006 | Elected Official-Licensed | 43597.00 |
| Salaried | | Elected Official- Non-Licensed | 29066.00 |
| Salaried | 1000.11101.000.006 | First Deputy | 33729.00 |
| Hourly | 1000.11102.000.006 | Second Deputy | 24000.00 |
| | | Coroner | |
| Salaried | 1000.11000.000.007 | Elected Official | 10535.00 |
| Annual | 1000.11108.000.007 | Deputy Coroner (2) positions each | 5268.00 |
| Annual | 1000.11308.000.007 | Coroner Assistant | 0.00 |
| | | | |
| | | Assessor | |
| Salaried | 1000.11000.000.008 | Elected Official/ Level III Assessor | 43597.00 |
| Salaried | 1000.11101.000.008 | First Deputy | 33729.00 |
| Salaried | 1000.11102.000.008 | Second Deputy (1) | 31956.00 |
| Salaried | 1000.11103.000.008 | Second Deputy (2) | 31956.00 |
| Annual | 1000.11150.000.008 | Level II Assessor (2) positions each | 3000.00 |
| | 1000.1150.000.008 | Level III Assessor | 0.00 |
| | | | |

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|----------|--------------------|--|----------|
| | | Prosecutor Title IV-D | |
| Salaried | 1000.11022.000.853 | IV-D Attorney | 38362.00 |
| Salaried | 1000.11023.000.853 | IV-D Administration | 31956.00 |
| | | | |
| | | | |
| | | Prosecutor | |
| Salaried | 1000.11031.000.009 | Investigator | 40553.00 |
| Salaried | 1000.11203.000.009 | Clerical Assistants | 31956.00 |
| Salaried | 1000.11212.000.009 | Bad Check Coordinator IV-D | 18900.00 |
| | | | |
| | | Extension | |
| Hourly | 1000.11202.000.011 | Secretary / Extension | 16678.00 |
| Salaried | 1000.11204.000.011 | Administration | 31956.00 |
| Hourly | 1000.11900.000.011 | Part Time 7.25 - 13.00/hr | 0.00 |
| hourly | 1000.11203.000.011 | Clerical Assistants Hourly 7.25 -13.00/hr | 13703.00 |
| | | | |
| | | | |
| | | Veterans Service | |
| Salaried | 1000.11005.000.012 | Veterans' Service Officer | 24617.00 |
| | | | |
| | | County Council | |
| Salaried | 1000.11000.000.061 | Elected Official (7 members per each member) | 5824.00 |
| | 1000.11007.000.061 | County Council Secretary | 2785.00 |
| | 1000.11009.000.061 | Budget/Settlement Assistant | 2184.00 |
| | | Election | |
| Annual | 1000.11035.000.062 | Election Board Members | 5616.00 |
| Annual | 1000.11037.000.062 | Assistant Election Board Member (2) | 1.00 |
| Hourly | 1000.11039.000.062 | Absent Voter's Board. MAX HRLY RATE | 1.00 |
| | 1000.11044.000.062 | Voter Registration Clerk | 1600.00 |
| Annual | 1000.11306.000.062 | Voting Machine Custodian | 1.00 |
| Hourly | 1000.11900.000.062 | Part Time 7.25 - 13.00/hr | 10400.00 |

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| | | | |
| | | Drainage Board | |
| Annual | 1000.11040.000.063 | Drainage Board (3 members at 150.00 monthly meeting | 5400.00 |
| | | in attendance with a maximum of 1800.00 annually | |
| | | Information Technology | |
| Salaried | 1000.11032.000.065 | Information Tech | 43597.00 |
| | | | |
| | | Board of Commissioners | |
| Salaried | 1000.11000.000.068 | Elected Official (3 members per each member) | 15900.00 |
| Salaried | 1000.11104.000.0068 | Auditor | 2785.00 |
| | 1000.11904.000.0068 | Courthouse Security | 37856.00 |
| | 1000.12501.000.0068 | Courthouse Security Overtime | 5000.00 |
| | 1000.11042.000.0068 | Building Maintenance | 41600.00 |
| | | | |
| | | Planning Commission | |
| Salaried | 1000.11302.000.079 | Plan Commission Director | 48672.00 |
| Salaried | 1000.11204.000.079 | Administration | 31956.00 |
| Hourly | 1000.11900.000.079 | Part Time 7.25 - 13.00/hr | 17035.00 |
| Hourly | 1000.11905.000.079 | Part Time Inspector | 28000.00 |
| | | Courthouse | |
| Salaried | 1000.11305.000.161 | Custodian | 32554.00 |
| Hourly | 1000.11900.000.161 | Part Time 7.25 - 13.00/hr | 10865.00 |
| | | | |
| | | Circuit Court | |
| Salaried | 1000.11109.000.232 | Deputy Court Reporter | 33729.00 |
| Salaried | 1000.11110.000.232 | 2nd Deputy Court Reporter | 31956.00 |
| Hourly | 1000.11112.000.232 | Jury Bailiff Max hourly | 10000.00 |
| Salaried | 1000.11206.000.232 | Small Claims Referee | 0.00 |
| Salaried | 1000.11210.000.232 | Court Reporter | 44160.00 |
| | | | |
| | | Probation | |

| | | | |
|-----------|---------------------|--|----------|
| Salaried | 1000.11001.000.235 | Chief Probation Officer | 71833.00 |
| Salaried | 1000.11002.000.235 | Probation Officer | 66833.00 |
| Salaried | 1000.11203.000.235 | Clerical Assist (FT split Prob/Adult Prob total \$28600) County General Distribution | 17035.00 |
| | | | |
| | | Public Safety | |
| Quarterly | 1170.11014.000.000 | Director-Emerg. Mgmt.- Grant Reimbursement | 15000.00 |
| Hourly | 1170.11211.000.000 | Dispatcher Min hourly wage FT (avg 1872) | 13.77 |
| Hourly | 1170.11211.000.000 | Dispatcher Max hourly wage FT (avg 1872) | 21.00 |
| Hourly | 1000.11900.000.361 | Part Time 7.25 - 13.00/hr | 0.00 |
| | | | |
| | | Jail - | |
| Salaried | 1000.11200.000.380 | Jail Matron/Administration (plus longevity per schedule) | 45968.00 |
| Salaried | 1000.11201.000.380 | Administrative Support Assistant | 35126.00 |
| Salaried | 1000.11208.000.380 | Turnkey/Jailer maximum | 38113.00 |
| Salaried | 1000.11208.000.380 | Turnkey/Jailer minimum | 35287.00 |
| Annually | 1000.11011.000.380 | Jail Commander | 4000.00 |
| Annually | 1000.11034.000.380 | Sergeant | 2000.00 |
| | 1000.11304.000.380 | Full Time Cook Jail | 29120.00 |
| Hourly | 1000.11309.000.380 | Cooks- Full/Part Time 7.25-13.00/hr | 32448.00 |
| | 1000.12500.000.380 | Overtime | 10000.00 |
| | 1000.18500.000.380 | Longevity | 2000.00 |
| | 1000.11041.000.0380 | Part Time Receptionist | 0.00 |
| | | | |
| | | | |
| | | Landfill | |
| Salaried | 1000.11311.000.0503 | Driver/Operator | 12500.00 |
| | | | |
| | | Soil & Water | |
| Salaried | 1000.11025.000.750 | Soil & Water Administrator (1st deputy pay) | 33729.00 |
| | | | |
| | | | |
| | | Reassessment | |

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|----------|---|------------------------------|----------|
| Hourly | 1224.11900.000.000 | Part Time 7.25 - 13.00/hr | 5000.00 |
| | | | |
| | | Recorder Perpetuation | |
| Hourly | 1189.11900.000.000 | Part Time 7.25 - 13.00/hr | |
| | Fund does not require appropriation; salary for part-time staff | | |
| | | Dispatch - | |
| | | | |
| Salaried | 1222.11003.000.000 | Director/Training Officer | 42640.00 |
| Hourly | 1222.11900.000.000 | Part Time 11.34 - 13.00/hr | 40000.00 |
| | 1222.11213.000.000 | IDACS Coordinator | 1500.00 |
| | 1222.11027.000.000 | Supervisor | 1000.00 |
| | 1222.11215.000.000 | Trainer | 1000.00 |
| Hourly | 1222.11211.000.000 | On Call | 0.00 |
| | 1222.12500.000.000 | Overtime | 25000.00 |
| | | | |
| | | Community Corrections | |
| Salaried | 9109.11015.000.000 | Director | 51040.00 |
| | 9109.11026.000.000 | Assistant Director | 30576.00 |
| | 9109.11113.000.000 | Data Analyst | 28750.00 |
| | 9109.11029.000.000 | Administrative Assistant | 27056.00 |
| | 1122.11015.000.000 | Director | 5600.00 |
| | 1122.11026.000.000 | Assistant Director | 5600.00 |
| | 1122.11029.000.000 | Administrative Assistant | 5600.00 |
| | 9115.11026.000.000 | Assistant Director | 7000.00 |
| | 1000.11015.000.0387 | Director | 1650.00 |
| | 1000.11026.000.0387 | Assistant Director | 1258.00 |
| | 1000.11029.000.0387 | Administrative Assistant | 951.00 |
| | | | |
| | | Adult Probation | |
| Salaried | 2001.11001.000.000 | Chief Probation Officer | 3600.00 |

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|----------|---------------------|--|----------|
| Hourly | 2001.11203.000.000 | Clerical Assist (FT split Gen Prob/Adult Prob) | 15000.00 |
| | 2001.11900.000.000 | Part Time 7.25 - 13.00/hr | 5000.00 |
| | | | |
| | | Pre-Trial Diversion | |
| Hourly | 2501.11900.000.000 | Part Time 7.25 - 13.00/hr | 3000.00 |
| | | | |
| | | Highway / Administration | |
| Salaried | 1176.11010.000.530 | Hwy Superintendent | 51268.00 |
| Salaried | 1176.11030.000.530 | Foreman | 44651.00 |
| Salaried | 1176.11214.000.530 | Eng Assistant/Inspector (1st deputy wage) | 33729.00 |
| | 1176.11216.000.530 | ADA/Title Coordinator | 3000.00 |
| Salaried | 1176.11203.000.530 | Clerical Full Time | 31956.00 |
| | | Operation Pull-Over | |
| Hourly | 8102.12500.000.000 | Overtime | 5000.00 |
| | | | |
| | | Highway / Maint & Repair | |
| Salaried | 1176.11311.000.531 | Driver/Operator Minimum | 33783.00 |
| Salaried | 1176.11311.000.531 | Driver/Operator Maximum | 41624.00 |
| Hourly | 1176.11900.000.531 | Part Time 7.25 - 13.00/hr | 20000.00 |
| | 1176.12500.000.531 | Overtime | 30000.00 |
| | | | |
| | | Highway / General | |
| Salaried | 1176.11300.000.533 | Mechanic | 42251.00 |
| Hourly | 1176.11317.000.533 | Janitor Part Time 7.25 - 13.00/hr | 11336.00 |
| Salaried | 1135.11311.000.0000 | Driver/Operator (Cum. Bridge) | 12500.00 |
| | | | |
| | | Health | |
| | 1159.11004.000.000 | New Hire -County Health Nurse | N/A |
| Salaried | 1159.11004.000.000 | County Health Nurse- After Evaluations | 46956.00 |
| QTR | 1159.11006.000.000 | Health Officer | 7500.00 |

| | | | |
|----------------|---------------------|--|----------|
| Salaried | 1159.11008.000.000 | Office Manager | 34525.00 |
| | 4910.11205.000.000 | Health Educator | 33075.00 |
| Salaried | 1159.11314.000.000 | Sanitarian | 32760.00 |
| Hourly | 1159.11900.000.000 | Part Time 7.25-13.00/hr | 20000.00 |
| | | | |
| | | Emergency Preparedness | |
| QTR | 9101.11043.000.000 | Emergency Preparedness | 8000.00 |
| | 9101.11315.000.000 | Emergency Preparedness Supervisor | 5000.00 |
| | | | |
| | | Board Member Compensation | |
| | | Sheriff | |
| 12 mtg/year | 1000.38100.000.0005 | Merit Board - 5 Members @ \$40 per meeting | |
| | | Clerk | |
| 2x/year | 1000.11035.000.0062 | Election Board - 3 Members @ \$900 per meeting, 1 Member - Tipton County Clerk | |
| 2x/year | 1000.11044.000.0062 | Voter Registration Clerk - Elected Clerk @ \$800 per election- Tipton County Clerk | |
| 2x/year | 1000.31600.000.0062 | Poll Workers - 15 voting locations (2 locations- 2x people) | |
| | | Each location: 1 Inspector @ \$80+ \$20 | |
| | | 2 Clerks @ \$60 +\$20 and 2 Judges @ \$60 + \$20 | |
| 2x/year | 1000.11306.000.0062 | Voting Machine Custodian - \$1700.00 | |
| 2x/year | 1000.31401.000.0062 | Traveling Board - Paid per Mile/ \$10 per hour | |
| 2x/year | 1000.11037.000.0062 | Assistant Election Board - \$100 per person per election | |
| 2x/year | 1000.11039.000.0062 | Absentee Voter Board - \$10 per hour | |
| | | Drainage Board | |
| 12mtg/year | 1000.11040.000.0063 | Drainag Board-3 members @ \$150 per meeting | |
| | | PTABOA | |
| As Needed | 1000.31700.000.0068 | PTABOA- 5 Members @ \$60 for half day, \$120 for full day | |
| | | Health Board | |
| 4x/year | 1159.38100.000.0000 | Healh Board- 7 Members @ \$35 per meeting | |

| | | | |
|----------------|---------------------|--|--|
| | | Big Cicero Board | |
| 12 mtg/year | 2700.00000.000.0000 | Big Cicero- 10 Members @ \$150 per meeting | |

INSER

Motion by Kirk Retherford to approve Ordinance CC2022-09. Second by Jan Smith. Motion carried.

Part-Time Hourly Rate

Motion by Jim Purvis to adjust the part-time hourly rate up to a maximum of \$22.05. Second by Kirk Retherford. Motion carried.

Plan Commission

Motion by Jim Purvis to advertise for an additional appropriation for Plan Commission Legal, in the amount of \$25,000. Second by Jan Smith. Motion carried.

Auditor Townsend stated that there may be a need for a special meeting to clear end of year issues.

Jim Ashley stated that there is a possible need to advertise, in January, for \$300,000 in EDIT to purchase the Stroup property, when available.

Minutes for November 15, 2022

Motion by Jim Purvis to approve the November 15, 2022 minutes. Second by Jan Smith. Motion carried.

Committee Reports

Jim Purvis stated that the trail committee is fund raising. He stated that the Comprehensive Plan update for the County and City is about half-way finished. He stated that the Goodwill meeting would be tomorrow at 8am. Jim Purvis, Jan Smith, and Jim Ashley will attend. Mike Terry reported that the Redevelopment Commission will not meet this month.

Public Comment - There was no public comment.

Jim Ashley introduced Adam DeWitt, the new 911 Director. He also mentioned those leaving office: Auditor Gregg Townsend, Treasurer Suzanne Alexander, Sheriff Tony Frawley, and Councilman Butch Harpel.

Jim Purvis stated that he does not want to be considered for the Vice-President position in 2023.

Jan Smith invited all present to enjoy cookies and punch in Auditor Gregg Townsend’s honor.

Motion by Jan Smith to adjourn. Second by Mike Terry. Motion carried.