

Tipton County Council Meeting

11-16-2021

Present: Jim Ashley, Jim Purvis, Mike Terry, Brad Nichols, Jan Smith, Kirk Rutherford

Absent: Butch Harpel

Others Present: Dick Klein, Tracey Powell, Chuck Bell, Bryan Elston, Kyle Clouser, Mark Baird, Mike Bollman,

The meeting was opened with the Pledge of Allegiance.

Resolution CC2021-32 Transfer – Highway

RESOLUTION # CC2021-32

A RESOLUTION AUTHORIZING TRANSFER OF FUNDS.

WHEREAS, it has been determined that it is now necessary to transfer monies from one appropriation category to another or from one personal services line to another;

NOW THEREFORE, BE IT RESOLVED, by the Tipton County Council, Tipton, Indiana, the following transfers are allowed:

<u>FUND-DEPARTMENT</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
Highway	Janitor 1176.11317.000.0533	Outside Prof. Services 1176.31100.000.0530	\$5,000.00
TOTAL			\$5,000.00

Approved this 16th day of November, 2021

TIPTON COUNTY COUNCIL

James D. Ashley, President

Jim Purvis, Vice-President

Jan Smith, member

Michael Terry, member

Kirk Retherford, member

Butch Harpel, member
Attest:

Brad Nichols, member

Gregg A. Townsend, Tipton County Auditor

Prepared by: Mark R. Regnier

Tipton County Attorney

Bret Morris stated that they had gone from a janitor to a contracted service, each evening.

Motion by Brad Nichols to approve Resolution CC2021-32. Second by Kirk Retherford. Motion carries.

Motion by Jim Purvis to amend the agenda to place insurance after the Clerk's records. Second by Mike Terry. Motion carries.

Resolution CC 2021-33 – Transfer – Community Corrections

RESOLUTION # CC2021-33

A RESOLUTION AUTHORIZING TRANSFER OF FUNDS.

WHEREAS, it has been determined that it is now necessary to transfer monies from one appropriation category to another or from one personal services line to another;

NOW THEREFORE, BE IT RESOLVED, by the Tipton County Council, Tipton, Indiana, the following transfers are allowed:

<u>FUND-DEPARTMENT</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
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General-Community Corrections	Group Medical 1000.17300.000.0387	FICA 1000.17100.000.0387	\$10,000.00
TOTAL			\$10,000.00

Approved this 16th day of November, 2021
TIPTON COUNTY COUNCIL

James D. Ashley, President

Jim Purvis, Vice-President

Jan Smith, member

Michael Terry, member

Kirk Retherford, member

Butch Harpel, member
Attest:

Brad Nichols, member

Gregg A. Townsend, Tipton County Auditor

Prepared by: Mark R. Regnier

Tipton County Attorney

Motion by Jim Purvis to approve Resolution CC2021-33. Second by Jan Smith . Motion carries.

Resolution CC2021-34 –Transfer – General Fund – Auditor

RESOLUTION # CC2021-34

A RESOLUTION AUTHORIZING TRANSFER OF FUNDS.

WHEREAS, it has been determined that it is now necessary to transfer monies from one appropriation category to another or from one personal services line to another;

NOW THEREFORE, BE IT RESOLVED, by the Tipton County Council, Tipton, Indiana, the following transfers are allowed:

<u>FUND-DEPARTMENT</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
General-Auditor	Training 1000.32302.000.0002	Stationery & Printing 1000.21300.000.0002	\$99.28
	Training 1000.32302.000.0002	Repair & Maint. –Equipment 1000.36200.000.0002	\$124.03
TOTAL			\$223.31

Approved this 16th day of November, 2021
TIPTON COUNTY COUNCIL

James D. Ashley, President

Jim Purvis, Vice-President

Jan Smith, member

Michael Terry, member

Kirk Retherford, member

Butch Harpel, member
Attest:

Brad Nichols, member

Gregg A. Townsend, Tipton County Auditor

Prepared by: Mark R. Regnier

Tipton County Attorney

Motion by Mike Terry to approve Resolution CC2021-24, Second by Jan Smith. Motion carries.

Ordinance CC 2021-07 Amended Salary Ordinance

2022 SALARY ORDINANCE #CC2021-07

For the 2022 year, the following guidelines will be following

* **Pay guidelines:**

Highway: Current State minimum wage to a maximum of \$13.00/hour

Courthouse Staff: Current State minimum wage to a maximum of \$13.00/hour (Excludes Community Corrections & Judge Security)

911 Dispatch Center: Current State minimum wage to a maximum of \$21.00/hour

Jail Correctional Staff: Current State minimum wage to a maximum of \$13.00/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 Heads on salaries.

* **Sheriff's deputies are paid longevity as follows:**

Years of Service - Longevity Pd

0 to 3	0
4 to 9	800
10 to 15	1200
16 to 20	1500

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 2022 Salary Ordinance is a maximum pay. It will be the decision of the Elected Department Head whether they choose to compensate a new employee at the maximum salary or any amount under the maximum salary based on 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 the 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 2021 year in February 2022 (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 16th day of November, 2021

James Ashley, President

Brad Nichols, Member

Kurt Retherford, Member

Janice Smith, Member

James Purvis, Vice

Butch Harpel, Member

Mike Terry, Member

Gregg A. Townsen
& Secretary to

	Ordinance CC2021-07		
2022 Wage Ordinance			
Pay Group	Main Distribution	Account Desc/Position	2022 Maximum
		Clerk of Court	
Salaried	1000.11000.000.001	Elected Official	45341.00
Salaried	1000.11101.000.001	First Deputy	35078.00
Salaried	1000.11102.000.001	Second Deputy (1)	33234.00
Salaried	1000.11103.000.001	Second Deputy (2)	33234.00
Salaried	1000.11105.000.001	Second Deputy (3)	33234.00
Hourly	1000.11900.000.001	Part Time 7.25 - 13.00/hr	13000.00
		Auditor	
Salaried	1000.11000.000.002	Elected Official	50000.00
Salaried	1000.11101.000.002	First Deputy	35078.00
Salaried	1000.11102.000.002	Second Deputy (1)	33234.00
Salaried	1000.11103.000.002	Second Deputy (2)	33234.00
Salaried	1000.11105.000.002	Second Deputy (3)	33234.00
Salaried	1000.11114.000.002	Mapping	5000.00
		Treasurer	
Salaried	1000.11000.000.003	Elected Official	45341.00
Salaried	1000.11101.000.003	First Deputy	35078.00
Hourly	1000.11900.000.003	Part Time 7.25 - 13.00/hr	26000.00
		Recorder	
Salaried	1000.11000.000.004	Elected Official	45341.00
Salaried	1000.11101.000.004	First Deputy	35078.00
Hourly	1000.11900.000.004	Part Time 7.25 - 13.00/hr	10000.00
		Sheriff's Department	
Salaried	1000.11000.000.005	Elected Official	80000.00

Salaried	1000.11100.000.005	Deputy maximum base	51000.00
Salaried	1000.11100.000.005	Probationary Deputy minimum base	49892.00
Salaried	1000.18500.000.0005	Longevity per schedule added to the base pay	23400.00
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	25000.00
Salaried	1000.16200.000.005	Certifications per schedule	9000.00
		Surveyor	
Salaried	1000.11000.000.006	Elected Official-Licensed	50000.00
Salaried	1000.11000.000.0006	Elected Official- Non-Licensed	33333.00
Salaried	1000.11101.000.006	First Deputy	35078.00
Hourly	1000.11102.000.006	Second Deputy	31000.00
		Coroner	
Salaried	1000.11000.000.007	Elected Official	10956.00
Annual	1000.11108.000.007	Deputy Coroner (2) positions each	5478.00
Annual	1000.11308.000.007	Coroner Assistant	0.00
		Assessor	
Salaried	1000.11000.000.008	Elected Official/ Level III Assessor	45341.00
Salaried	1000.11101.000.008	First Deputy	35078.00
Salaried	1000.11102.000.008	Second Deputy (1)	33234.00
Salaried	1000.11103.000.008	Second Deputy (2)	33234.00
Annual	1000.11150.000.008	Level II Assessor (2) positions each	3000.00
	1000.1150.000.008	Level III Assessor	
		Prosecutor Title IV-D	
Salaried	1000.11022.000.853	IV-D Attorney	39896.00
Salaried	1000.11023.000.853	IV-D Administration	33234.00

		Prosecutor	
Salaried	1000.11031.000.009	Investigator	42175.00
Salaried	1000.11203.000.009	Clerical Assistants	33234.00
Salaried	1000.11212.000.009	Bad Check Coordinator IV-D	19656.00
		Extension	
Hourly	1000.11202.000.011	Secretary / Extension	17345.00
Salaried	1000.11204.000.011	Administration	33234.00
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	14251.00
		Veterans Service	
Salaried	1000.11005.000.012	Veterans' Service Officer	25602.00
		County Council	
Salaried	1000.11000.000.061	Elected Official (7 members per each member)	6057.00
	1000.11007.000.061	County Council Secretary	2897.00
	1000.11009.000.061	Budget/Settlement Assistant	2272.00
		Election	
Annual	1000.11035.000.062	Election Board Members	6000.00
Annual	1000.11037.000.062	Assistant Election Board Member (2)	600.00
Hourly	1000.11039.000.062	Absent Voter's Board. MAX HRLY RATE	9000.00
	1000.11044.000.062	Voter Registration Clerk	1600.00
Annual	1000.11306.000.062	Voting Machine Custodian	4600.00
Hourly	1000.11900.000.062	Part Time 7.25 - 13.00/hr	13000.00
		Drainage Board	
Annual	1000.11040.000.063	Drainage Board (3 members at 150.00 monthly meeting	7200.00
		in attendance with a maximum of 1800.00 annually	
		Information Technology	
Salaried	1000.11032.000.065	Information Tech	45341.00

		Board of Commissioners	
Salaried	1000.11000.000.068	Elected Official (3 members per each member)	16536.00
Salaried	1000.11104.000.0068	Auditor	2897.00
	1000.11904.000.0068	Courthouse Security	39370.00
	1000.12501.000.0068	Courthouse Security Overtime	5000.00
	1000.11042.000.0068	Building Maintenance	43264.00
		Planning Commission	
Salaried	1000.11302.000.0079	Plan Commission Director	50619.00
Salaried	1000.11204.000.0079	Administration	33234.00
Hourly	1000.11900.000.0079	Part Time 7.25 - 13.00/hr	17716.00
Hourly	1000.11906.000.0079	Building Inspector	30000.00
		Courthouse	
Salaried	1000.11305.000.161	Custodian	33856.00
Hourly	1000.11900.000.161	Part Time 7.25 - 13.00/hr	11299.00
		Circuit Court	
Salaried	1000.11109.000.232	Deputy Court Reporter	35078.00
Salaried	1000.11110.000.232	2nd Deputy Court Reporter	33234.00
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	46160.00
		Probation	
Salaried	1000.11001.000.235	Chief Probation Officer	72835.00
Salaried	1000.11002.000.235	Probation Officer	67835.00
Salaried	1000.11203.000.235	Clerical Assist (FT split Prob/Adult Prob total \$28600) County General Distribution	17716.00
		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)	51000.00
Salaried	1000.11201.000.380	Administrative Support Assistant	36531.00
Salaried	1000.11208.000.380	Turnkey/Jailer maximum	40300.00
Salaried	1000.11208.000.380	Turnkey/Jailer minimum	37500.00
Annually	1000.11011.000.380	Jail Commander	6000.00
Annually	1000.11034.000.380	Sergeant	2500.00
	1000.11304.000.380	Full Time Cook Jail	35078.00
Hourly	1000.11309.000.380	Cooks- Full/Part Time 7.25-13.00/hr	33746.00
	1000.12500.000.380	Overtime	25000.00
	1000.18500.000.380	Longevity	4000.00
	1000.11041.000.0380	Part Time Receptionist	0.00
		Landfill	
Salaried	1000.11311.000.0503	Driver/Operator	13000.00
		Soil & Water	
Salaried	1000.11025.000.750	Soil & Water Administrator (1st deputy pay)	35078.00
		Reassessment	
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	42000.00
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	60760.00
	9120.11026.000.000	Assistant Director	41078.00
	9109.11113.000.000	Data Analyst	0.00
	9109.11029.000.000	Administrative Assistant	32705.00
	1122.11015.000.000	Director	0.00
	1122.11026.000.000	Assistant Director	0.00
	1122.11029.000.000	Administrative Assistant	0.00
	9115.11026.000.000	Assistant Director	7000.00
	1000.11015.000.0387	Director	1700.00
	1000.11026.000.0387	Assistant Director	1296.00
	1000.11029.000.0387	Administrative Assistant	980.00
		Adult Probation	
Salaried	2001.11001.000.000	Chief Probation Officer	3600.00
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	56268.00
Salaried	1176.11030.000.530	Foreman	46437.00
Salaried	1176.11214.000.530	Eng Assistant/Inspector (1st deputy wage)	35078.00

	1176.11216.000.530	ADA/Title Coordinator	3000.00
Salaried	1176.11203.000.530	Clerical Full Time	35078.00
		Operation Pull-Over	
Hourly	8102.12500.000.000	Overtime	5000.00
		Highway / Maint & Repair	
Salaried	1176.11311.000.531	Driver/Operator Minimum	35134.00
Salaried	1176.11311.000.531	Driver/Operator Maximum	43289.00
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	43941.00
Hourly	1176.11317.000.533	Janitor Part Time 7.25 - 13.00/hr	11336.00
Salaried	1135.11311.000.0790	Driver/Operator (Cum. Bridge)	30000.00
		Health	
	1159.11004.000.000	New Hire -County Health Nurse	N/A
Salaried	1159.11004.000.000	County Health Nurse- After Evaluations	48834.00
QTR	1159.11006.000.000	Health Officer	7750.00
Salaried	1159.11008.000.000	Office Manager	40906.00
Salaried	1159.11205.000.0000	Health Educator	1259.00
Salaried	4910.11205.000.000	Health Educator	33139.00
Salaried	1159.11314.000.000	Sanitarian	38036.00
Hourly	1159.11900.000.000	Part Time 7.25-13.00/hr	18000.00
		Emergency Preparedness	
QTR	9101.11043.000.000	Emergency Preparedness	0.00
	9101.11315.000.000	Emergency Preparedness Supervisor	0.00
		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	

Motion by Kirk Retherford to approve Ordinance CC2021-07. Second by Jan Smith. Motion carries.

Closure of the Tipton County Landfill Post-Closure Trust Account.

County Auditor Gregg Townsend explained that the Landfill Post-Closure Trust account had been established in 1994, though the State did not recognize the Closure until 2000. There is a 30 year closure period, monitored by the Indiana Department of Environmental Management. The trust was to ensure that costs of maintaining the landfill site would be covered throughout the closure period. Since 2017, the Auditor, with the assistance of the County Engineer, Phil Beer III, has been providing IDEM with a detailed Financial Assurance report. Based on that, IDEM has offered to allow Tipton County to close the trust account. Mr. Townsend also stated that it was in the county's best interest to close the account, as bank fees were slowly eroding the balance in the account. The funds will be deposited into the General Fund and could be appropriated into the Landfill Department to assist with the cost of needed fencing at the landfill site.

Clerk's Records – Bid Process for Digitization – County Attorney Mark Regnier

County Attorney Regnier will work with Clerk Crawford to advertise an RFP for digitization of Clerk's records. Jim Ashley stated that one of the provisions would have to be that the records remain in the State of Indiana. Brad Nichols suggested asking if payments could be spread out.

Record Storage – Tracey Powell

Tracey Powell stated that the Board of Commissioners will decide whether to authorize a schematic drawing of the previous jail that would include storage space for old records.

Mike Terry asked if ARPA money could be used to scan documents. Brad Nichols suggested a group meeting to discuss use of the ARPA funds.

Christy Crawford asked for clarification on how she should proceed. Jim Ashley stated that the Council did not approve the Board of Commissioners approval to go before the Council for funding. She will have to take bids, go before the Commissioners to approve the winning bid and approach the Council for funding.

Walker Hughes Insurance- Update – Bryan Elston

Walker Hughes became the agent of record in July, 2021. The Commissioners had lowered the employees' contribution for insurance in January of 2021. The County remains on the self-funded plan with IU Health for 2022. Employee contributions for 2022 are reduced, with an embedded deductible. Riverview will be treated the same as IU Health. Truescripts will be the pharmacy manager to manage prescription costs. Dental and vision care will be made available, with the County covering the majority of the cost. Life insurance is increased from \$15,000 to \$50,000. Some of the Reserve being held by IU Health will be transferred to the County and may be invested to produce interest income to the county. Springbok will provide claims data analysis.

Salary Corrections – Dispatch – Chuck Bell

Chuck Bell erroneously submitted the 2021 budget, instead of the 2022 budget. He will need to do transfers next year to cover wages. He will monitor full-time and transfer when needed. The part-time pay needs to be increased to a maximum of \$15.00/hour. Chuck Bell's salary needs to be adjusted to \$44,345.60. All will be incorporated into an amended salary ordinance.

Minutes for County Council Minutes for October 19, 2021.

Motion by Jim Purvis to approve County Council Minutes for October 19, 2021 as presented. Second by Kirk Retherford. Motion carries.

Minutes for County Council Minutes for October 26, 2021.

Motion by Jim Purvis to approve County Council Minutes for October 26, 2021 as presented. Second by Jan Smith. Motion carries.

Public Comments - None

Committee Reports

The Goodwill Committee will meet Friday at the City Chamber at 8am. Jan Smith will attend in Butch Harpel's place.

County Redevelopment will meet tomorrow at 6:30pm.

Motion by Mike Terry to adjourn the meeting. Second by Jan Smith. Motion carries.

Approved this 21st day of December, 2021

James D. Ashley, President

Jim Purvis, Vice President

Kirk Retherford, member

Brad Nichols, member

Jan Smith, member

Butch Harpel, member

Michael Terry, member

Attest:

Gregg A. Townsend, Tipton County Auditor
Secretary to the Tipton County Council