

COUNTY COUNCIL
January 14th, 2016

- I. CALL TO ORDER:** The Parke County Council convened in a regular meeting on Thursday, January 14th, 2016 to consider additional requests in excess of the Budget allowed for 2016, and to conduct such other business as may be properly brought before the Council.
- II. ROLL CALL:** Council members present were John K. Pratt, President; Larry Gambaiani, Vice President; Rick Patton, Roy Wrightsman, Jack B. Butler, Jim Howard, Thomas E. Stambaugh, Pam Adams; Auditor and Rusty Ratcliff; 3rd Deputy Auditor. Also present were Diana Hazlett, Larry Bemis, Mike Strack, Mary Jo Harkrider, Justin Cole, Katie Potter and Jim Meece.
- III. READING OF THE MINUTES:** Minutes for the regular meeting held on December 10th, 2015 as well as the special meeting held on December 29th, 2015 were approved upon a motion made by Roy Wrightsman and seconded by Thomas E. Stambaugh.
- IV. ELECTION OF OFFICERS AND COUNCIL APPOINTMENTS FOR 2016:**

Jack B. Butler made a motion to retain John K. Pratt as County Council President and Larry Gambaiani as County Council Vice President for 2016. Jim Howard seconded the motion and it carried unanimously.

A listing of officers and appointments was presented for the Council's review. A motion to approve the appointments as listed was made by Larry Gambaiani. Rick Patton seconded the motion and it carried unanimously, thus the following appointments were made for 2016.

<u>POSITION</u>	<u>NAME</u>	<u>TERM</u>
Council President	John K. Pratt	2016
Council Vice President	Larry Gambaiani	2016
Plan Commission Representative	Jack B. Butler	2016
Economic Redevelopment Commission	John K. Pratt	2016
Rockville Economic Development Commission	Larry Gambaiani	2016
Economic Development Commission	Roy Wrightsman	2016
West Central Indiana Economic Development Advisory Board	Jim Howard	2016
Local Alcoholic Beverage Board	Jerry McMullen	2016
Parke County Park Board	Mike Baird	2014-2017
Parke County Park Board	Phil Weatherman	2015-2018
Board of Zoning Appeals	Brad Craycraft	2016
Property Tax Assessment Board of Appeals	Kim Shorter	2016
	J. Gene Jones	2016
Rockville Public Library Board	Connie Becker	2014-2017
Montezuma Public Library Board	Paul Ballantyne	2012-2015
911 Advisory and Communications Board	Larry Gambaiani	2016
Local Emergency Preparedness Commission and Emergency Management Agency Advisory Board	Thomas Stambaugh	2016
County Council Attorney	Robert Clutter	2016

- V. TRANSFER OF FUNDS:** The Council approved the request for the transfer of funds. The following resolution was adopted.

TRANSFERS

Be it resolved, the Parke County Council hereby approves the following request for transfer:

Jack B. Butler made a motion to adopt the following transfer; the motion was seconded by Rick Patton and carried unanimously.

Amount: \$885.99
From: 1170-00-03-5061
Public Safety – County Share / Other Services & Charges / Vehicle Maintenance
To: 1170-00-04-7010
Public Safety – County Share / Capital Outlays / Vehicles

Amount: \$762.50
 From: 1000-05-01-1501
 General / Recorder / Personal Services / Extra Clerical
 To: 1000-05-01-1000
 Amount: General / Recorder / Personal Services / Department Head
 From: \$214.82
 1000-05-02-3020
 To: General / Recorder / Supplies / Postage
 1000-05-01-1000
 General / Recorder / Personal Services / Department Head
 Amount: \$940.07
 From: 1000-05-02-3010
 General / Recorder / Supplies / Office Supplies
 To: 1000-05-01-1100
 General / Recorder / Personal Services / First Deputy
 Amount: \$987.35
 From: 1000-09-02-3010
 General / Assessor / Supplies / Office Supplies
 To: 1000-09-01-1000
 General / Assessor / Personal Services / Department Head
 Amount: \$281.71
 From: 1000-09-03-5020
 General / Assessor / Other Services & Charges/ Travel
 To: 1000-09-01-1100
 General / Assessor / Personal Services / First Deputy
 Amount: \$0.01
 From: 1000-16-01-1803
 General / Ambulance / Personal Services / Additional Salaries
 To: 1000-16-01-1802
 General / Ambulance / Personal Services / Part-time EMT's
 Amount: \$50,831.15
 From: 1112-00-03-5081
 CEDIT / Other Services and Charges / Professional Services – Courthouse
 To: 1112-00-04-7061
 CEDIT / Capital Outlays / Courthouse Tower – Principal
 Amount: \$13,716.25
 From: 1112-00-03-5081
 CEDIT / Other Services and Charges / Professional Services – Courthouse
 To: 1112-00-04-7065
 CEDIT / Capital Outlays / Courthouse Tower – Interest

VI. JURY PAY: The Auditor presented the Parke County Clerk's certification of jury fees collected for December 2015, and requested \$76.31 be transferred into the Jury Pay Fund, pursuant to IC 33-19-8-8. Rick Patton made the motion to direct the Auditor to transfer the jury fees collected in the amount of \$76.31 from the County Users Fund to the Jury Fee Fund. The motion was seconded by Thomas E. Stambaugh and unanimously carried.

VII. ADDITIONAL APPROPRIATION REQUESTS: No additional appropriations were presented to the council for consideration.

VIII. OTHER BUSINESS:

- Reviewed the December 2015 Auditor's Monthly Financial Statement.
- Reviewed the 2015 Clerk of the Circuit Court Annual Report
- Reviewed Wabash River Heritage Corridor Commission meeting agenda and minutes.

IX. NEW BUSINESS:

- Assessor Katie Potter presented the Council with information from the Department of Local Government Finance (DLGF) regarding changes to assessments to personal property and personal property tax exemptions. According to Potter anyone assessed for less than \$20,000.00 would be exempt. The exemption must be filed on an annual basis. Potter also informed the Council of County's prerogative to adopt an ordinance to charge a fee for the filing for the exemption. Six (6) other counties have adopted an ordinance charging between \$25.00 and \$50.00. Potter was unsure of

the exact date for passing the ordinance but there is a deadline. Roy Wrightsman made a motion to decline passing an ordinance for a filing fee for the personal property tax exemption. Jim Howard seconded it and the motion passed unanimously.

- Potter also reminded the Council that the annual assessment date has been changed from March 1st to January 2nd beginning with the 2015 pay 2016 tax year.
- Recorder Mary Jo Harkrider informed the Council that software vendor CSI, Inc. will scan her records and convert the images to microfilm. Harkrider stated the cost for the conversion will come from the Recorder's Perpetuation Fund.
- Sheriff Justin Cole informed the Council that \$208,579.00 was billed to the Department of Corrections and other Counties for housing of inmates in 2015; of that amount, approximately \$144,000.00 was billed to Vigo County.
- The Council was presented with the 2016 Compensation Agreement in Lieu of Statutory Fees between Justin W. Cole and the County of Parke. Larry Gambaiani made a motion to pass the agreement, Jack B. Butler seconded it and the motion passed unanimously.
- Auditor Pam Adams presented the Council with the 2016 Parke County Council Meeting Schedule. Jack B. Butler made a motion to adopt the schedule as presented, Larry Gambaiani seconded the motion and it passed unanimously.
- Auditor Pam Adams advised the Council there were errors in the 2016 Parke County Salary Ordinance, Adams made the following recommendations for corrections:
 - Reduce 1000-13-01-1000 General Fund/ Veterans / Personal Services / Department Head, in the amount of \$250.00.
 - Reduce 1000-16-01-1800 General Fund/ Ambulance/ Personal Services/ Field Supervisors, in the amount of \$1,500.00.
 - Increase 1000-19-01-1119 General Fund/ Sheriff/ Personal Services/ Jail Officer Supervisors, in the amount of \$500.00.
 - Increase 1000-15-01-2300 General Fund/ Commissioners/ Personal Services/ Insurance, in the amount of 1,250.00.
 - Reduce 1159-00-01-1122 Health Fund/ Personal Services/ Sanitarian-Food Inspector, in the amount of \$1,000.00 and increase 1159-00-01-1501 Health Fund/ Personal Services/ Extra Clerical.

Roy Wrightsman made a motion to make the corrections as recommended by the Auditor. Larry Gambaiani seconded the motion and it carried unanimously.

- A State Board of Accounts (SBOA) memo on "Considerations for Materiality Policies" was presented to the Council for their review. The memo requests the political subdivisions to develop a policy on materiality. If a policy is not developed the materiality threshold will be set to \$0.00 and all irregular variances, losses, shortages, and thefts must be reported to the SBOA. Adams stated copies of the memo will be presented to the Commissioners at their January 19th, 2016 meeting. The Council agreed a materiality policy and threshold should be established. It was determined that since it is ultimately a policy issue, this should fall to the Board of Commissioners. President John Pratt requested Adams notify the Commissioners of the Council's recommendation.
- The Council reviewed a letter from the Indiana Historical Society naming Randall Wright as the official Parke County Historian for 2016.
- Commissioner Jim Meece discussed the finalization of the Courthouse Clock Tower renovations. Meece outlined how the contractor will make repairs to some areas in the tower which are leaking; that some of the water discovered in the bell tower was caused by wind blowing rain in through the louvres; and patch work that will be done to a section of the roof which sags. The patch work should hold until additional roof work can be done in Phase 2 of the project.
- Meece also informed the Council 10% holding dropping to 5%
- Meece advised the Council that some of the Courthouse windows are leaking; during the Courthouse renovation in 2001 only the windows were replaced, not the window casings. Now some offices are experiencing water leaking around the windows as well as drafts.

X. OLD BUSINESS:

- Auditor Pam Adams presented the Council with information regarding 2015 health insurance expenditures. Adams voiced concerns about funding the insurance for 2016.

AYE

NAY

John K. Pratt, President

Larry Gambaiani, Vice President

Jack B. Butler

Jim Howard

Rick Patton

Thomas E. Stambaugh

Roy Wrightsman

ADJOURNMENT: Having no further business to come before the Council, the motion to adjourn was made by Larry Gambaiani and seconded by Jack B. Butler, the meeting adjourned at 10:08 a.m.

John K. Pratt, President

ATTEST:

Pam Adams, Auditor