

15. UPDATE ON DLZ CONTRACT, Jeff Cockerill

This item covered by Mr. Cockerill under Item 4, Department Updates.

16. COUNCIL COMMENTS

- Hawk gave an update on Flatwood Park, new playground.
- Deckard provided additional information on the ribbon cutting ceremony to take place on Friday, July 28, 2023, at approximately 7:30 pm.
- Iversen gave an update regarding the Department of Corrections PONI training.

17. ADJOURNMENT 9:09 pm

The County Council Regular Summary Minutes for July 25, 2023 were presented and approved on September 26, 2023.

MONROE COUNTY COUNCIL, INDIANA

"Aye"



Kate Wiltz, President



Trent Deckard, President Pro Tempore



Jennifer Crossley, Member

NOT PRESENT

Marty Hawk, Member



Peter Iversen, Member



Geoff McKim, Member



Cheryl Munson, Member

"Nay"

Kate Wiltz, President

Trent Deckard, President Pro Tempore

Jennifer Crossley, Member

Marty Hawk, Member

Peter Iversen, Member

Geoff McKim, Member

Cheryl Munson, Member

ATTEST:



Catherine Smith, Auditor
Monroe County, Indiana

Date



MONROE COUNTY COUNCIL

Monroe County Courthouse, Room 306
100 W Kirkwood Avenue
Bloomington, Indiana 47404
Office: 812-349-7312
CouncilOffice@co.monroe.in.us

Kate Wiltz, President
Trent Deckard, President Pro Tempore
Jennifer Crossley
Marty Hawk
Peter Iversen
Geoff McKim
Cheryl Munson

COUNCIL WORK SESSION SUMMARY MINUTES Tuesday, July 25, 2023 at 5:30 pm Nat U. Hill Meeting Room and Zoom Connection

Members

Present – **In Person** – Kate Wiltz, President
Present – **In Person** – Trent Deckard, President Pro Tempore
Present – **In Person** – Jennifer Crossley
Present – **In Person** – Marty Hawk
Present – **In Person** – Peter Iversen
Not Present – Geoff McKim
Present – **Virtual** – Cheryl Munson

Staff

Present – **In Person** – Courtney Moser, Administrative Assistant
Present – **In Person** – Jeff Cockerill, Legal Counsel
Present – **In Person** – Brianne Gregory, County Financial Director
Present – **In Person** – Catherine Smith, Auditor

1. CALL TO ORDER

Wiltz called the meeting to order at 5:38 pm and noted that there were five (5) Council members present in the Nat U Hill Room (Wiltz, Deckard, Crossley, Hawk, and Iversen), Munson attended virtually, and McKim was not present.

2. ADOPTION OF AGENDA

3. PUBLIC COMMENT – *items NOT on the agenda (limited to 3 minutes per speaker)*

None

4. DEPARTMENT UPDATES

-Jeff Cockerill, County Legal, gave an update on the DLZ contract.
-Catherine Smith, Auditor, gave an update on property tax schematic.
-Brianne Gregory, County Financial Director, gave an update on Baker-Tilly and the ARPA Project.

5. COUNCIL LIAISON UPDATES

- Munson stated that applicant presentations for the Sophia Travis Community Services Grant will be July 26th at 4:30 pm. There were thirty-nine (39) applicants.
 - Crossley stated the next JFAC meeting will be Monday, July 31st in the Nat U Hill Room at 4:30 pm.
 - Hawk discussed ways to bring in dollars for law enforcement and the jail.
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6. BOARDS AND COMMISSIONS APPOINTMENT

Request Approval of an Appointment to the Capital Improvement Board (CIB)

Eric Spoonmore Capital Improvement Board Term Expires: 2025

Deckard moved to approve the appointment of Eric Spoonmore to the Capital Improvement Board which will be responsible for leading the Convention Center Expansion Project. Iversen seconded.

Council discussion on this appointment. No public comment.

Wiltz asked for a roll call vote.

Moser called the roll:

Hawk	Yes
Deckard	Yes
Crossley	Yes
Wiltz	Yes
Munson	Yes
Iversen	Yes

Motion passed; 6-0; Unanimous

7. CLERK'S OFFICE, Nicole Browne

Request the Creation of a New Account Line and Simultaneously Approve a Category Transfer

**New Account Line*

40301

Election Fund, 1215-0062

FROM:

22002 Machine Precinct Etc. \$1,000.00

TO:

40301 Equipment-Election Equipment \$1,000.00

The Clerk's office is requesting to create an Equipment account line in the election budget to purchase equipment that is not under contract and not repairable. The Election Department needs to replace a Letter Folder as soon as possible. This device is used to fold letters that are sent out to voters for various reasons including information concerning voting by mail when the ballot is requested by mail. They would like to transfer \$1,000 from their existing line.

Deckard moved to approve the Clerk's request for a new account line in Fund 1215-0062, Election Fund-Election Board, account line 40301, Election Equipment and to simultaneously approve a category transfer of \$1,000 from the Supplies Category to the Capital Category. Iversen seconded.

Nicole Browne, Clerk, presented on this item. No Council comment. No public comment.

Wiltz asked for a roll call vote.

Moser called the roll:

Wiltz Yes

Crossley Yes

Munson Yes

Deckard Yes

Hawk Yes

Iversen Yes

Motion passed; 6-0; Unanimous

8. PROSECUTOR'S OFFICE, Beth Hamlin

A. Request Approval for the Creation of New Account Lines and to Simultaneously Approve Additional Appropriations

**New Account Lines*

17601 17801 18001 20011 20100 30028 30021 30058 30042 30003
30800 30007 33049

Adult Protective Services, 9112-9624

15115	APS Director	\$ 55,210.00
13016	APS Investigator	\$ 51,988.00
13017	APS Investigator	\$ 48,184.00
13031	APS Case Monitor	\$ 46,273.00
17601	Longevity	\$ 200.00
17801	Part- Time	\$ 812.10
18001	FT Self Insurance	\$ 11,408.00
18101	FICA	\$ 15,580.00
18201	PERF	\$ 28,919.00
20011	Supplies	\$ 200.00
20100	Fuel	\$ 1,000.00
30028	Travel/ Training	\$ 500.00
30021	Phones and Pagers	\$ 750.00
30058	Outreach	\$ 200.00
30042	Technical Hardware/ Services	\$ 200.00
30003	Printing and Subscriptions	\$ 300.00
30800	Postage	\$ 350.00
30007	Official Bond	\$ 300.00
33049	Emergency Housing and Services	\$ 13,492.69

TOTAL \$275,866.79

The Department provides Adult Protective Services (APS) for Unit 10 covering Monroe, Owen, and Morgan Counties by way of a contract with the State of Indiana. Adult Protective Services investigates reports of endangered adults and may take legal action to protect incapacitated adults harmed or threatened with harm as a result of neglect (including self-neglect), battery or exploitation. The APS budget is funded by a fiscal year grant awarded by the State of Indiana Family Social Services Administration, Division on Aging. This is a request to appropriate the contractual funding from FSSA to the APS Program. This is a two-year contract term 7/1/23 - 6/30/25 in the amount of \$551,733.58, however this request is to appropriate only the first year of funding in the amount of \$275,866.10 for dates 7/1/23 - 6/30/24.

Beth Hamlin, Prosecutor's Executive Assistant, presented on this item. Council discussion ensued. No public comment.

Iversen	Yes
Hawk	Yes
Deckard	Yes
Crossley	Yes
Wiltz	Yes
Munson	Yes

[illegible]

30028	Training/Travel	\$20,000.00
30037	Trial Prep	<u>\$20,000.00</u>
	TOTAL	\$40,000.00

Deckard moved to approve the Prosecutor's request for a category transfer in Fund 1000-0009, General Fund-Prosecutor from the Personnel Category to the Services Category of \$40,000. Iversen seconded.

Munson	Yes
Iversen	Yes
Hawk	Yes
Deckard	Yes
Crossley	Yes
Wiltz	Yes

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9. **EMERGENCY MANAGEMENT, Justin Baker**
Request Approval of a Category Transfer
Emergency Management Walmart Grant, 4931-0000
FROM:
30006 Contractual \$1,000.00
TO:
20011 Other Supplies \$1,000.00

The Emergency Management Office is requesting a category transfer from the Contractual account line to the Other Supplies account line for Fund 4931. This is due to the contractual line being determined to be the incorrect category for the items being purchased by the grant amount of \$1,000.00.

As a reminder, the Department partnered up with a local Fire Department and Police Department to help them find funding for much-needed on-scene safety equipment for their responders. Earlier this year, the Emergency Management Agency applied for a grant through the Walmart Community Grant Foundation and was recently notified that we were awarded a grant in the amount of \$1,000.00 to go towards this project. This project has the purpose of purchasing accountability tags for first responders within Monroe County to help keep our responders safe and secure while on the scene of an incident.

Deckard moved to approve the Emergency Management Department's request for a new account line, 20011 Other Supplies, in Fund 4931-0000, Emergency Management Walmart Grant, and to simultaneously approve a transfer from the Contractual Category to the Supplies Category of \$1,000. Iversen seconded.

Justin Baker, Assistant Director, presented on this item. No Council comment. No public comment.

Wiltz asked for a roll call vote.

Moser called the roll:

Crossley	Yes
Wiltz	Yes
Deckard	Yes
Munson	Yes
Hawk	Yes
Iversen	Yes

Motion passed; 6-0; Unanimous

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10. **LEGAL DEPARTMENT, Jeff Cockerill**
A. **Request Approval of Ordinance 2023-19 the Extension of the Interlocal Agreement with the Monroe County Trustee Corporation**

This agreement extends the interlocal agreement with the Township Trustees Corporation for COVID- 19 support.

Deckard moved to approve Ordinance 2023-19 an extension of the Interlocal Agreement with the Monroe County Trustee Corporation. Iversen seconded.

Cockerill presented on this item. Council discussion ensued. No public comment.

Deckard moved to approve the Employee Services' request of a new job description/position an ESD Assistant and to simultaneously amend the 2023 Salary Ordinance in Fund 1000-0309, General Fund-HR, adding account line 10089, ESD Assistant, COMOT C, 40 Hours, Non-Exempt. Iversen seconded.

E Sensenstein, Personnel Administrator, presented on this item. Council discussion ensued. No public comment.

Wiltz asked for a roll call vote.

Moser called the roll:

Crossley Yes

Munson Yes

Deckard Yes

Iversen Yes

Hawk	No
Yes	Yes
Yes	No
No	Yes
No	No

Wiltz Yes

Motion passed; 5-1 [Hawk]; Majority

12. AVIATION DEPARTMENT, Amy Gharst

A. Request Approval of a New Job Description/Position and Simultaneously Amend the 2023 Salary Ordinance

Aviation Fund, 1107-000

ADD:

13509	Airport Operations Team Lead	LTC D	35 Hours	Non-Exempt
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Deckard moved to approve the Aviation Department's request of a new job description/position an Airport Operations Team Lead and to simultaneously amend the 2023 Salary Ordinance in Fund 1107-0000, Aviation Fund, adding account line 13509, Airport Operations Team Lead, LTC D, 35 Hours, Non-Exempt with an effective date of July 16, 2023. Iversen seconded.

Amy Gharst, Financial Manager, and Jeff Cockerill, County Legal, presented on this item. Council discussion ensued. No public comment.

Wiltz asked for a roll call vote.

Moser called the roll:

Iversen Yes

Wiltz Yes

Crossley Yes

Munson Yes

Deckard	Yes
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Hawk	Yes
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Motion passed; 6-0; Unanimous

[illegible]

B. Request Approval to Update Job Descriptions

- Financial Manager
- Airport Secretary
- Airport Operation Specialist

At the June 6th PAC Meeting the Airport Director requested to create an Airport Operations Team Lead position. This position will oversee daily operations, aid in administrative tasks, and coordinate maintenance and repair duties. The Director is requesting to reduce the Airport Operation Specialists from five (5) employees to four (4) and promote a Specialist to the Team Lead position. After reviewing the Airport's Organization Chart, it was discovered that the reporting structure of the Financial Manager, Airport Secretary, and Operational Specialists needed to be updated as well. The job descriptions have been updated to reflect these changes. The reviews were received and reviewed at the July 11th PAC Meeting. PAC Members approved forwarding to the Council with a positive recommended. *Salary Ordinance Amendments effective July 16, 2023.*

Deckard moved to approve the Aviation Department's request to update the job descriptions of the Financial Manager, Airport Secretary and Airport Operation Specialist and to simultaneously eliminate the Airport Operations Manager description as the position is now obsolete. Iversen seconded.

Gharst and Cockerill presented on this item. Council discussion ensued. No public comment.

Wiltz asked for a roll call vote.

Moser called the roll:

Deckard Yes
Hawk Yes
Crossley Yes
Wiltz Yes
Munson Yes
Iversen Yes

Motion passed; 6-0; Unanimous

13. AUDITOR'S OFFICE, Brianne Gregory

A. Request Approval to Update a Job Description and Simultaneously Amend the 2023 Salary Ordinance

General Fund-Auditor, 1000-0002

FROM:

10020 General Ledger Manager

PAT B 40 Hours Non-Exempt

TO:

15116 General Ledger & Grants Manager

PAT C 40 Hours Exempt

Deckard moved to approve the Auditor's request to update the job description of the General Ledger & Grants Manager and to simultaneously amend the 2023 Salary Ordinance in Fund 1000-0002, General Fund-Auditor, account line 10020 General Ledger & Grants Manager to a PAT C, 40 Hours, Exempt with an effective date of July 16, 2023 which is the beginning of the current pay period. Iversen seconded.

Brianne Gregory, County Financial Director, presented on this item.

Council discussion ensued. No public comment.

