## 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"	"Nay"
L'atolitets	
Kate Wiltz, President	Kate Wiltz, President
Trent Deckard, President Pro Tempore	Trent Deckard, President Pro Tempore
Junger Cursly	
Jennifer Crossley, Member	Jennifer Crossley, Member
NOT PRESENT	
Marty Hawk, Member	Marty Hawk, Member
Tele X	
Peter Iversen, Member	Peter Iversen, Member
×MI M	
Geoff McKim, Member	Geoff McKim, Member
x Joen John Miles	
Ćheryl Munson, Member	Cheryl Munson, Member
ATTEST:	
Calterine Sunth	
Catherine Smith, Auditor	Date
Monroe County, Indiana	



# 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.

#### 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.

#### 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.

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	<b>Emergency Housing and Services</b>	\$	13,492.69	
	TOTAL	. \$2	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.

Deckard moved to approve the Prosecutor's request for new account lines in Fund 9112-9624, Adult Protective Services, account lines as set out on the agenda and to simultaneously approve additional appropriations of \$258,574.10 in the Personnel Category, \$1,200.00 in the Supplies Category, and \$16,092.69 in the Services Category for a total of \$275,866.79. Iversen seconded.

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

Wiltz asked for a roll call vote.

Moser called the roll:

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

Motion passed; 6-0; Unanimous

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#### В. Request Approval of a Category Transfer

General Fund-Prosecutor, 1000-0009

FROM:

13002 Deputy Prosecutor-Felony \$20,000.00 13009 Deputy Prosecutor-Misdemeanor \$20,000.00 TOTAL \$40,000.00 TO:

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

Due to an increase in the number of jury trials in 2023, the Department anticipates running short in Trial Preparation and Travel lines by the end of 2023. Additionally, due to difficulty in filling attorney positions, the Department has funds remaining in several salary lines. This is a request to transfer some of the remaining funds in the Personnel Category to our Travel and Trial Prep lines in the Services Category.

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.

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

Wiltz asked for a roll call vote.

Moser called the roll:

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

Motion passed; 6-0; Unanimous

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

# 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.

Moser called the roll:

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

Motion passed; 6-0; Unanimous

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B. Request Approval of Ordinance 2023-26 the Transfer of a Parcel to the Town of Stinesville

The Commissioners obtained a Tax Sale Deed for a Parcel Number 53-03-17-403-046.000-002 in the Town of Stinesville. The Town of Stinesville has requested the County to transfer the parcel to the Town.

Deckard moved to table Item 10.B indefinitely. Iversen seconded.

No Council discussion.

Wiltz asked for a roll call vote.

Moser called the roll:

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

Motion passed; 6-0; Unanimous

- 11. EMPLOYEE SERVICES DEPARTMENT/COMMISSIONERS' OFFICE, Angie Purdie and E Sensenstein
  - A. Request Approval to Update a Job Description Commissioners' Administrator Job Description.

Deckard moved to approve the request to update the job description for the Commissioners' Administrator. Iversen seconded.

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

Wiltz asked for a roll call vote.

Moser called the roll:

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

Motion passed; 6-0; Unanimous

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

General Fund-HR, 1000-0309

FROM:

15116 Personnel Administrator PAT C 40 Hours Exempt

TO:

15116 Personnel Administrator PAT D 40 Hours Exempt

Deckard moved to approve the Employee Services Department's request to update the job description of the Personnel Administrator and to simultaneously amend the 2023 Salary Ordinance in Fund 1000-0309, General Fund-HR, account line 15116, Personnel Administrator to a PAT D, 40 Hours, Exempt with an effective date of July 16, 2023 which is the beginning of the current pay period. 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:

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

Motion passed; 6-0; Unanimous

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

General Fund-HR, 1000-0309

ADD:

10089 ESD Assistant COMOT C 40 Hours Non-Exempt

At the April 4th PAC meeting, the Commissioners' Administrator and Personnel Administrator requested the job descriptions for the Personnel Administrator and Payroll Administrator be updated to better reflect the duties of these positions due to a personnel change within the Department. PAC Members approved the descriptions to be forwarded to Waggoner, Irwin, and Scheele (WIS) for review. The WIS reviews were received and scheduled to be reviewed at the May 2nd PAC meeting. The Commissioners' Administrator asked for a postponement of the ESD review as there was some confusion regarding the duties of the Personnel Administrator and the Commissioner's Administrator. At the June 6th PAC Meeting, the Commissioners' Administrator requested to have the Personnel Administrator position re-reviewed. A request was also made for a new position to assist the Department in daily operations and to serve as backup to the Payroll Administrator. PAC Members approved forwarding the Personnel Administrator, Commissioners' Administrator and new position descriptions to WIS for a review. The reviews were received and reviewed at the July 11th PAC Meeting. PAC Members approved forwarding to the Council with a positive recommended. *Classification/Salary Ordinance Amendments effective July 16, 2023*.

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
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

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
Hawk Yes

Motion passed; 6-0; Unanimous

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#### 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.

Moser called the roll:

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

Motion passed; 6-0; Unanimous

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#### B. Request Approval to Update Job Descriptions

- -GIS Customer Service Representative
- -Internal Auditor

At the June 6th PAC Meeting, the Auditor expressed a need for a Grants Manager. The General Ledger Manager job description lists some of the duties performed in a grant manager role and has amended the duties to include the tasks necessary. After reviewing the Auditor's Organization Chart, it was discovered that the reporting structure of the GIS Customer Service Representative and Internal Auditor 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 Auditor's request to update the job descriptions of the GIS Customer Service Representative and Internal Auditor. Iversen seconded.

Gregory presented on this item. Council discussion. No public comment.

Wiltz asked for a roll call vote.

Moser called the roll:

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

Motion passed; 6-0; Unanimous

#### 14. AMERICAN RESCUE PLAN ACT FUND

#### A. Indiana Institute on Disability Survey Program

This project is designed to identify the weaknesses and strengths within our system and recommend improvements. Council Members: Peter Iversen, Jennifer Crossley, and Kate Wiltz approved this project during a meeting of the Community Justice Response Committee in 2022.

Angie Purdie, Commissioners' Administrator, presented on this item. Council discussion ensued. No public comment.

Moser called the roll:

Wiltz Abstain Deckard Yes Hawk No Crossley Yes lversen Yes Munson Yes

Motion passed; 4-1 [Hawk]-1 [Wiltz]; Majority

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#### В. **Other Projects**

Cockerill, presented on the Community Foundation Grant Funding project. Council discussion ensued.

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#### C. Request Approval of Additional Appropriations

American Rescue Plan Act Fund, 8950-0000 Personnel Category \$ 26,000,000.00 Supplies Category \$ 26,000,000.00 Services Category \$ 26,000,000.00 Capital Category \$ 26,000,000.00 TOTAL \$104,000,000.00

The Board of Commissioners and County Council are reviewing American Rescue Plan Act (ARPA) Projects. The amount of available ARPA funds of \$26,000,000 was advertised across all categories to give Commissioners and Council flexibility in their project appropriation decision. Disbursements of appropriated funds for ARPA Projects are contingent on the inclusion of the projects within the Ordinance establishing Monroe County's ARPA plan and passage of the plan by the Board of Commissioners.

Deckard moved to table Items 14.B and 14.C to the next Regular Session of the County Council on Tuesday, August 8, 2023, at 5:30 pm, in the Nat U Hill Room. Iversen seconded.

No further Council discussion. No public comment.

Wiltz asked for a roll call vote.

Moser called the roll:

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

Motion passed; 6-0; Unanimous