WARREN COUNTY COUNCIL AND COMMISSIONER SPECIAL BUDGET MEETING MINUTES
TUESDAY JULY 21, 2020

The Warren County Council met for their second meeting of July 2020 and Warren County Commissioners met for their third meeting of July 2020.

Present for the meeting were: John Comer, Matt Commons, Sharon Hutchison, Ethan Foxworthy, George Taylor, Neil Ellis and Lee Kay – Council and Brian Jordan, Clay Andrews - Commissioners. Robin Weston-Hubner, Auditor.

Public: Derek Puterbaugh and Craig Greenwood

1. The meeting was called to order by John Comer, Council President and Brian Jordan, Commissioner President.

2. Pledge of Allegiance was led by John Comer.

3. New Business:

    a. 2021 Budget – Robin Weston-Hubner, Auditor, explained the 2021 budget and revenue information. The Net Assessed Values were explained in regards to the budget process. The LIT and MVH revenues are lower this year due to the COVID-19.
    b. Clerk, Michelle Hetrick – Clerk Budget Request increases $3,000 salary per employee, $800 postage and decrease $700 other office supplies. Election Budget $500 increase postage. Hetrick explained the State is mandating new machines which will be approximately $200,000 as well as explained the changes to both budgets. Fund balance in the election budget is $391,273.40. Council discussed the Election fund and decided to use the fund balance as 2021 is a non-election year. The new election machines can be purchased from the fund balance if the State does not provide help with the purchase. Salaries will be discussed later in the meeting.
    c. Auditor, Robin Weston-Hubner – Budget Request increase $1,500 salary per employee, $250 furniture & fixtures and decrease of $1,000 equipment maintenance, $400 postage. Weston-Hubner explained the budget request. Salaries will be discussed later in the meeting.
    d. Treasurer, Lori Heidenreich – Budget request increase $1,500 per employee, $200 salary. Salaries will be discussed later in the meeting. Heidenreich presented investment details and explained the budget request.
    e. Recorder – Budget Request increase of $2,000 salary per employee, $200 office technology and decrease of $200 microfilming records. Budget was discussed and salaries will be discussed later in the meeting.
    f. Sheriff, Rusty Hart – Hart presented the County Sheriff Report of Receipts and Disbursements of the commissary fund for first half of 2020. Sheriff Budget Request increase $1,200 salary per employee, court security office salary $39,200 added. Jail Budget Request increase $1,200 salary per employee and removed $800 trash removal. Public Safety Budget Request increase sheriff pension, $1,200 salary increase, vehicles. Hart explained this is year for the purchase of 3 sheriff vehicles. Hart presented the actuarial study for the sheriff pension. The sheriff pension was discussed as previously presented to the Council. The council decided to increase to $135,358 per year which reflects an increase in years of service from 28 to 32 as well as addition showing from added deputy previous years. Hart explained last year he did not use approximately $78,000 of his budgets which went back into the county general and public safety funds. Discussed the vehicle replacement schedule which saves the County money. Salaries will be discussed later in the meeting.
    g. Surveyor, Randy Haddock – Budget Request increases $2,000 salary per employee, $1,500 services of engineer, $50 stakes and markers. Haddock explained the cornerstone work that continues. Jordan Creek Wind Farm saved the County over $505,000 by completing the cornerstones in that area. Salaries will be discussed later in the meeting.
    h. EMS/Coroner, Bryan Lanham, Coroner and EMS; Mitch Donis, St Vincent - Lanham explained the coroner budget with no increases. There have been 17 coroner calls this year. Donis and Lanham explained the EMS budget with no changes and presented EMS stats/financial statement. The average is 3-5 runs per day. Discussed the purchase of a new ambulance in 2021. The last purchase was $189,471. Council discussed funding with Riverboat Revenue Funds.
    i. Purdue/Warren County Extension, John Charlesworth and board member Mindy Hunter – Budget Request decrease Systems Coordinator salary and increase in Summer Assistant 1 and 2, Data Manager salaries. Charlesworth explained the budget requests. Hunter and Charlesworth explained several programs that they are working on. Council requested decrease in the mileage due to the small amount of travel and leave the Summer Assistant lines with no increase. Salaries will be discussed later in the meeting.
    j. Veteran Service Officer, Jim Blinn – Budget Request over all stayed the same other than small salary increase. Blinn explained the services he provides the veterans in the County. Weston-Hubner discussed the soldier burial line item. Currently working on an ordinance for this line but may need to increase the line.
    k. Area Plan/Animal Control, John Kuiper – Budget Request increase $2,000 salary per employee, $1,600 Extra Help, $8,000 Legal Fees, $500 Legal Notice Publication, $100 Postage, $500 Consultant Fees. Kuiper explained the budget request. Most of the budget increases are due to the increase in zoning requests. Council discussed the possibility of using one of the sheriff vehicles that will be traded in to replace the 2009 Ford used by Kuiper. Salaries will be discussed later in the meeting.
    l. Custodial Care, Russ Haddock – Budget Request increase $2,000 salary, $2,000 Extension Supplies, $137 Elevator Maintenance, $200 Furniture and Fixture, $200 Office Technology and decreased $150 Hand tools & Power Equip, $250 janitor's Equipment. Haddock explained the budget request. Council discussed the separation of Courthouse supplies with other departments. Decided to combine the Extension Supplied and Janitor & Misc. Supplies lines. Salary will be discussed later in the meeting.
    m. EMA, Phil Astell – Budget Request in EMA Budget increase $100 Advertising & Printing, $1,100 Small Equip and decrease $100 Office Supplies, $100 Fees, Material & Training, $250 Equipment Rental. Public Safety Budget increase $500 salary per employee, $500 Equipment Repair, $600 Towner Generator/sirens, $500 Radios. Astell explained the budget requests. Salaries will be discussed later in the meeting.
    n. Highway Department, Jenny Hobaugh, Office Manager and Matt Herndon, Highway Supervisor – Budget Request County General Highway Salaries moved Superintendent salary from Highway Budget, salary increases approx. 3%. Cumulative Bridge Fund no changes, Local Road & Street no changes. MVH Restricted moved and increased salaries and decreased $340,000 stone, culvers $15,000. Highway MVH budget salary increase, decreased equipment $140,000, leased Equipment $15,000, Repairs $50,000. Discussed adding Stone budget to the Local Road and Street of $340,000 that was cut from Highway Budget. Solid Waste Budget Request only salary increases which is reimbursed

back to the Highway Fund. Hobaugh explained the Solid Waste and Highway Budgets. Salaries will be discussed later in the meeting.

o. Assessor – Budget Request increase $2,000 salary per employee in Assessor Budget. Reassessment Budget Request showed numerous increases as 2020 budget was cut considerably. Most were as requested for the 2020 budget. Council discussed the fund balance of 314,908.64. It was decided to not place a rate and use the fund balance again this year, but leave the 2021 budget request as requested. Salaries will be discussed later in the meeting.
p. Prosecuting Attorney/Title IV-D/Prosecutor IV-D Incentive, John Larson – Prosecuting Attorney Budget Request increase $1,500 salary per employee, $1,200 Copier Lease, $200 Telephone and decrease $750 Postage, $600 Internet Connection, $750 Computer Line, $500 Fax Line. Larson explained the added budget lines for the Clerical Assistant with 50% Prosecutor Budget, 25% Title IV-D and 25% Title IV-D Incentive and several lines were combined/better account descriptions. Salaries will be discussed later in the meeting.
q. Circuit Court/Probation, Hunter Reece – Budget Request increase $1,500 salaries for all employees with no other changes. Hunter explained Chief Probation Officer is retiring at the end of 2020. Also, cases for 2019 were slightly down from 2018. Salaries will be discussed later in the meeting.
r. Drainage, Council and Commissioner – Drainage Board Budget Request increase $368 per Commissioner. Discussed giving $168 per Commissioner increase. Council Budget Request increase $200 per Council Member. Commissioner Budget Request increase $750 per Commissioner, $1,500 Soil/Water Clerk, $500 Official Bonds, $235 Secretary Council/Commissioners, $1,000 Awards/Retirement, $500 Office Supplies, $5,000 Telephones, $1,000 Meeting Per Diem, $1,000 Publish Legal, $15,000 Yearly Software Contracts, $10,000 Exam of Records, $500 Tax Sale Costs and decreased $1,850 Maximus, $5,000 Utilities. Discussed the requested budget change WC Park Maintenance (adding new park) to $15,000 and decreasing Exam of Records (Reimbursed) to $15,000. Discussed adding a County Human Resource position with a salary of $40,000. This position will be under the Commissioners. This was agreed to by all.
s. Community Service, County Farm – Budget Request unchanged.
t. Statewide 911- Fountain County budget request discussed in depth. Weston-Hubner explained the fund cannot support both E911 and Dispatch. Hart explained the budget in more detail. Further discussion concerning the 2020 budget was tabled until a later meeting.
u. Health Department – Budget Request was reviewed. Discussion concerning the fund balance of $320,953.22. Council decided to not use tax dollars to support rather use the fund balance for the 2021 budget.
v. Cumulative Capital Development, Economic Development, Public Safety, Rainy Day – No budget change for Cumulative Capital Development or Rainy Day. Economic Development Budget change only LEDO increase to $160,000 per year. Public Safety Budget discussed increased E911/Dispatch Misc. Expenses to $2,000. Weston-Hubner explained these are items that cannot be paid with the E911 fund.
w. Unsafe Building Code, County Health Insurance, Personnel – No change for Unsafe Building Code budget. The Personnel Budget Request increased $130,000 Health Insurance, $8,000 Wellness Program and $12,000 HSA Account. Weston-Hubner explained the increases were due to the insurance increase as well as number of employee increase. The Health Savings Account increase is due to more employees moving from the PPO to the HDHP. Public Safety Health Insurance line increased $50,000, Highway increased $5,000 and Solid Waste increased $9,000.
x. Salaries – Discussed the Salary Study that was approved.

It was decided to table the final decisions until Monday July 27th at 8:00 a.m.

The next County Commissioner/Council meeting will be Monday July 27, 2020 at 8:00 a.m. in the Warren County Learning Center.

There being no further business, George Taylor made a motion to adjourn with a second from Matt Commons.

ATTEST: _____
Robin Weston-Hubner, Auditor

WARREN COUNTY COUNCIL

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John Comer, President

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Sharon Hutchison, Vice President

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Ethan Foxworthy

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Laurie "Lee" Kay

_____
Neil Ellis

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Matt Commons

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George Taylor

WARREN COUNTY COMMISSIONERS

ATTEST: _____
Robin Weston-Hubner, Auditor

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W. Brian Jordan, President

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Adam Hanthorne, Vice President

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Clay Andrews