



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 REGULAR SESSION AGENDA

Tuesday, April 11, 2023 at 5:30 pm

Nat U. Hill Meeting Room and Zoom Connection

<https://monroecounty-in.zoom.us/j/86799913652?pwd=N3UxWkpKR295RmZad1ViY1pldmQyUT09>

Meeting ID: 867 9991 3652

Password: 131411

- The public’s video feed will be turned off by the Technical Services Department meeting administrator.
- The public will be able to listen and record.
- The public should raise their hand if they wish to speak during the public comment period.
- Below is the link for ZOOM Meeting Schedule of Monroe County Virtual Public Meetings for your convenience:

<https://www.co.monroe.in.us/egov/apps/document/center/egov?view=item;id=10017>

“Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County, should contact the Monroe County Title VI Coordinator, Angie Purdie, (812) 349-2550, apurdie@co.monroe.in.us, as soon as possible, but no later than forty-eight (48) hours before the scheduled event. Individuals requiring special language services should, if possible, contact the Monroe County Title VI Coordinator at last seventy-two (72) hours prior to the date on which the services will be needed. The meeting is open to the public.”

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ADOPTION OF AGENDA

4. PUBLIC COMMENT – items NOT on the agenda (limited to 3 minutes per speaker)
-Kirsten Terry – IU Health Bloomington (Tobacco Prevention)

5. DEPARTMENT UPDATES

6. COUNCIL LIAISON UPDATES

Page

The Department is requesting approval of the IYSA 1503 grant awarded to YSB for the year of 07/01/2023 through 06/30/2024 in the amount of \$41,280. This grant is used to fund half of the salary and benefits of the full time Education Case Manager and supplement the hourly direct care staff in the shelter.

10. SHERIFF’S OFFICE, Bri Gregory

Request Approval of Additional Appropriations

Operational Pull Over (Comprehensive Hoosier Highway Injury Reduction Program) Grant, 8103-0000

17101 Overtime \$18,873.17

18101 FICA \$ 1,729.58

TOTAL \$20,602.75

19

The Department is needing to appropriate and zero out the Overtime line and the FICA line in the CHIRP grant from 2022 that was missed. Funds are sent to the City of Bloomington and the Bloomington Police oversee this grant. The Department submits invoices for quarterly payments, however, at times, the city does not always get the funds sent to the Department in a timely manner. The Auditor’s Office is working with the Sheriff’s Office to set up a different way of paying out the overtime beginning in April.

11. EMERGENCY MANAGEMENT, Justin Baker

Request Approval of Additional Appropriations

Emergency Management Performance Grant, 8145-0000

41003 Computer Equipment/Other \$15,399.60

22

The Department has been awarded the 2022 Emergency Management Performance Competitive Grant. This grant will be utilized to help enhance the communication and collaboration capabilities within the Emergency Operations Center during emergency situations. This grant has been fully executed by the Indiana Department of Homeland Security. The Department would like to request the approval of an additional appropriation of \$15,399.60 to Fund number 8145.

12. AVIATION DEPARTMENT, Carlos Laverty

Request Approval of Additional Appropriations

Airport Construction Fund, 4801-0000

30006 Contractual \$54,949.16

28

In 2022, the Department changed Consulting firms from Hanson Professional Services to Woolpert, Inc. Before the change, the Department contracted with Hanson for a project design that the Department is required to pay. The Department, therefore, requests an additional appropriation of \$54,949.16 in the Construction Fund 4801.

13. LEGAL DEPARTMENT, Molly Turner-King

Request Approval of Resolution 2023-06: Update Clarifying Job Vacancy Procedures for Full-Time Positions and Temporary Transitional Training Needs

44

At the work session on March 28, 2023, Council voted to update Resolution 2021-18, a resolution that outlines the procedures for departments to fill vacancies in full time positions. After the work session, it was determined that Resolution 2021-46 was the most recently approved version of this procedure and that any amendment should have been made to Resolution 2021-46. Therefore, the Legal Department now recommends for Council consideration the addition of language to Resolution 2021-46 due to the increased number of vacancies. The

Council would like to clarify that when giving approval to fill a vacancy it is the Council's expectation that Elected Officials and/or Department Head do so in compliance with the Personnel Policy. Additional amendments to the Resolution are recommended to further clarify the procedure.

14. APPROVAL OF SUMMARY MINUTES AS PRESENTED

-September 13, 2022 – Regular Session & Budget Work Session #3

-September 14, 2022 – Budget Work Session #4

-March 14, 2023 – Regular Session

47

60

69

15. COUNCIL COMMENTS

16. ADJOURNMENT

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: MC Public Library MEETING DATE REQUESTED (Tentative): 04-11-2023
Request Presenter(s): Gary Lettelair - Grier Carson Phone: 812-349-3279

Was the Council Liaison notified prior to submitting this Agenda Request: Yes

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: Rainy Day and General

Transfer of Funds

Category

Fund Name:

Fund to Fund

Fund Name A:

Fund Name B:

Salary Ordinance Amendment Effective Date of Amendment:

De-Appropriation of Account Lines
Fund Name:

Other (Specify)

Narrative: Give a DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

Part of this request is to authorize using funds accumulated in the Rainy Day fund to complete the South West Branch construction project (4 million). The other part of the request is to increase the spending appropriation in the operating fund because the DLGF did not accept the 2023 budget submitted by the library.

The Department of Local Government Finance notified the library in November 2022 that there was a problem with the calculation of the 2023 total spending budget that was approved by the library board in October, 2022. The total spending budget for 2023 was allowed to increase by 5% over the previous year's budget. The 5% figure is the growth quotient. The spending total on the 2023 budget adoption form that was approved in October by the library board was calculated by starting with the previous year's adopted budget and increasing it by 5%. The DLGF said the problem is that there was an adjustment made by their office to last year's adopted budget and the final budget numbers were slightly lower. This adjustment created the \$1,832 discrepancy between the library spending total and the DLGF calculated budget spending total. The DLGF would not allow the library to make a final budget adjustment to comply with the 5% increase limit. The result is that the 2022 budget is in force unless the county council approves a budget increase of \$613,000 to bring the spending level up to the planned 2023 budget levels.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

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**Monroe County Public Library 2023 Additional Appropriation Request
County Council Update March 2023**

We are providing some additional information to go along with the additional appropriation request that will be on the agenda for the April 11 meeting. On the following pages we have a preliminary draft of the 2024 budget for the Library and the calculation for the 2024 Growth Quotient.

The projected operating revenue increase for 2024 is a little over \$1 million.

Revenue from investment income in 2023 should increase by about \$200,000 due to the increase in the Library earnings rate from .6% to 3.2%.

The S W Branch will begin operation in June but projected costs in some areas were based on a full year of operation. Cost projections for 2023 are lower and we are projecting an operating surplus for 2023 of about \$100,000.

The data for the Growth Quotient projection of 4.8% is from the Bureau of Economic Analysis web site. I used an estimate for the final quarter of 2022 Indiana non-farm personal income. The rest of the data is current.

If there are other questions or if we can provide additional information ahead of the April 11 meeting, please contact:

Gary Lettelleir

Finance Director

glettell@mcpl.info

Monroe County Public Library 2024 Budget Estimate

<i>Operating Fund Revenue</i>	<i>2024</i>	<i>2023</i>	<i>% Change</i>	<i>\$ Change</i>
2024 Based on estimated growth quotient of 4.8%	\$7,718,808	\$6,845,703	12.75%	\$873,105
Tax Cap adj	(\$121,810)	(\$121,810)	0.00%	\$0
Local Income Tax	\$2,888,000	\$2,800,000	3.14%	\$88,000
Commercial Vehicle Excise Tax	\$48,000	\$48,000	0.00%	\$0
Financial Institutions Tax	\$36,000	\$36,000	0.00%	\$0
License Excise Tax	\$421,000	\$421,000	0.00%	\$0
Lost and Damage Fees	\$20,000	\$20,000	0.00%	\$0
Other Fees - PLAC	\$5,000	\$5,000	0.00%	\$0
Copy - Print fees	\$7,500	\$7,500	0.00%	\$0
Rent	\$4,000	\$4,000	0.00%	\$0
Investment Earnings	\$75,000	\$15,000	400.00%	\$60,000
Total Operating Fund Revenue	\$11,101,498	\$10,080,393	10.13%	\$1,021,105
Debt Fund Revenue				
Debt Levy	\$901,738	\$877,907	2.71%	\$23,831
TOTAL REVENUE	\$12,003,236	\$10,958,300	9.54%	\$1,044,936

<i>Operating Fund Spending</i>	<i>2024</i>	<i>2023</i>	<i>% Change</i>	<i>\$ Change</i>
Personnel Services	7,534,594	7,606,961	-0.95%	(72,367)
Supplies	295,500	290,500	1.72%	5,000
Other Services/Charges	2,585,300	2,393,400	8.02%	191,900
Capital	935,000	805,000	16.15%	130,000
Total Operating Fund spending	11,350,394	11,095,861	2.2%	254,533
Debt Fund Spending				
Debt Service - G.O. Bond Payment	901,738	877,907	2.71%	23,831
Library Improvement Reserve Fund				
Contingency Appropriations	-	289,000	-100.00%	(289,000)
Rainy Day Fund				
Contingency Appropriations	660,000	310,000	112.90%	350,000
Total Spending Budget	12,912,132	12,572,768	2.70%	339,364

MCPL 2024 Growth Quotient Calc
 IN non-farm revenue In Thousands

	Q1	Q2	Q3	Q4	Average	Increase %	6 yr avg
2022	383,440.70	385,182.00	387,156.60	378,000.00	383,444.83	0.0069	0.0485
2021	401,332.60	370,623.00	373,063.60	378,296.00	380,828.80	0.0827	
2020	338,571.70	363,046.00	353,227.00	352,139.00	351,745.93	0.0706	
2019	325,580.10	327,838.80	329,183.60	331,549.70	328,538.05	0.0456	
2018	310,621.10	312,341.50	315,576.90	318,284.30	314,205.95	0.0493	
2017	294,289.00	297,987.00	300,949.80	304,588.90	299,453.68	0.0361	
2016	285,381.10	287,642.50	290,150.80	292,948.10	289,030.63	0.0266	
2015	277,948.30	281,075.50	282,357.70	284,742.00	281,530.88		

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Highway MEETING DATE REQUESTED (Tentative): April 11, 2023
Request Presenter(s): Lisa Ridge Phone: 812-349-2555

Was the Council Liaison notified prior to submitting this Agenda Request: No

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)
Fund Name: Cumulative Bridge

Transfer of Funds

Category
Fund Name:

Fund to Fund
Fund Name A:
Fund Name B:

Salary Ordinance Amendment Effective Date of Amendment:

De-Appropriation of Account Lines
Fund Name:

Other (Specify)

Narrative: Give a DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

The department use to have an appropriation line for "stone and gravel" with an annual appropriation of \$150,000.00. We eliminated the line in the 2023 budget to simplify the process and have the "backfill/pavement repair line that is used for pipe installations. We did not request the extra \$150,000.00 in the backfill/pavement repair line that was eliminated in the old stone line. We are requesting to add those funds into the line at this time.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

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AS of 03/21/23 CASH BALANCE \$2,619,600.02	Acct	Acct Desc	Forward Approp	Original Approp	dt'l Approp	Adj Approp	Total Approp	Expenditure	expend Balance	umbrance	expend Pct
- Fund : 1135											
- Fund Desc : Cumulative Bridge											
- Loc : 0000											
- Loc Desc : No Department											
1135	13308	Bridge Crew Supervisor	0.00	57,908.00	0.00	0.00	57,908.00	11,136.00	46,772.00	0.00	80.77%
1135	13314	Bridge Crew Foreman	0.00	50,420.00	0.00	0.00	50,420.00	9,388.80	41,031.20	0.00	81.38%
1135	13334	Truck Driver/Bridge Crew	0.00	46,842.00	0.00	0.00	46,842.00	9,008.00	37,834.00	0.00	80.77%
1135	13351	Equipment Operator/Bridge C	0.00	54,184.00	0.00	0.00	54,184.00	10,420.00	43,764.00	0.00	80.77%
1135	13352	Equipment Operator/Bridge C	0.00	46,364.00	0.00	0.00	46,364.00	8,916.00	37,448.00	0.00	80.77%
1135	17101	Overtime	0.00	15,000.00	0.00	0.00	15,000.00	1,568.41	13,431.59	0.00	89.54%
1135	17209	Clothing Allowance	0.00	6,250.00	0.00	0.00	6,250.00	3,125.00	3,125.00	0.00	50.00%
1135	17601	Longevity	0.00	800.00	0.00	0.00	800.00	800.00	0.00	0.00	0.00%
1135	17899	Retention Bonus Supplement	0.00	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	100.00%
1135	18001	FT Self Insurance	0.00	60,000.00	0.00	0.00	60,000.00	15,000.00	45,000.00	0.00	75.00%
1135	18101	FICA	0.00	22,015.00	0.00	0.00	22,015.00	4,002.06	18,012.94	0.00	81.82%
1135	18201	PERF	0.00	38,422.00	0.00	0.00	38,422.00	7,539.28	30,882.72	0.00	80.38%
1135	20002	Official Records	0.00	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	0.00	100.00%
1135	21170	Field Crew Supplies	0.00	15,000.00	0.00	0.00	15,000.00	768.92	14,231.08	0.00	94.87%
1135	23411	Fleet Maintenance Supplies	0.00	50,000.00	0.00	0.00	50,000.00	5,732.92	44,267.08	0.00	88.53%
1135	23940	Seed/Mulch /Compost/Planti	0.00	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	100.00%
1135	23950	Pipes	27,022.06	160,000.00	0.00	(60,404.23)	126,617.83	62,604.53	64,013.30	0.00	50.56%
1135	23960	Backfill/Pavement Repair Mtl	0.00	70,000.00	0.00	60,404.23	130,404.23	79,320.24	51,083.99	0.00	39.17%
1135	23970	Signs	2,325.00	10,000.00	0.00	0.00	12,325.00	2,325.00	10,000.00	0.00	81.14%
1135	30028	Training/Travel	0.00	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00	100.00%
1135	30041	Software	0.00	5,240.00	0.00	0.00	5,240.00	0.00	5,240.00	0.00	100.00%
1135	30061	On Call Construction Services	28,679.44	25,000.00	0.00	0.00	53,679.44	2,598.65	51,080.79	0.00	95.16%
1135	30200	GIS Aerials	0.00	30,127.00	0.00	0.00	30,127.00	0.00	30,127.00	0.00	100.00%
1135	30219	Disposal Fees	0.00	5,000.00	0.00	0.00	5,000.00	360.00	4,640.00	0.00	92.80%
1135	30321	Professional Fees	60,949.25	50,000.00	0.00	0.00	110,949.25	2,272.00	108,677.25	0.00	97.95%
1135	30500	Printing & Advertising	0.00	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00	100.00%
1135	30700	Gas, Oil & Lube	0.00	100,000.00	0.00	0.00	100,000.00	7,014.92	92,985.08	0.00	92.99%
1135	31313	Business 37N Bridge #913	0.00	15,000.00	0.00	0.00	15,000.00	1,209.00	13,791.00	0.00	91.94%
1135	31585	Communications	0.00	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00	100.00%
1135	32113	Drug Testing	0.00	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00	100.00%
1135	32301	Bridge Maintenance	0.00	50,000.00	0.00	0.00	50,000.00	0.00	50,000.00	0.00	100.00%
1135	32319	Rhorer Road #75	227,499.80	50,000.00	0.00	0.00	277,499.80	17,099.00	260,400.80	0.00	93.84%
1135	32332	Bavles Road Bridge 45	1,105,499.63	170,000.00	0.00	0.00	1,275,499.63	45,329.79	1,230,169.84	0.00	96.45%
1135	33008	Other Insurance (Non-Health)	0.00	15,314.00	0.00	2,915.77	18,229.77	18,229.77	0.00	0.00	0.00%
1135	38230	Rental Of Equipment	0.00	10,000.00	0.00	0.00	10,000.00	140.00	9,860.00	0.00	98.60%
1135	39236	Maple Grove Rd-Bridge #38	0.00	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	100.00%
1135	39270	Mt Tabor Rd Bridge #33	22,294.00	80,000.00	0.00	0.00	102,294.00	0.00	102,294.00	0.00	100.00%
1135	39342	That Road Bridge #79	24,341.30	100,000.00	0.00	0.00	124,341.30	24,818.30	99,523.00	0.00	80.04%
1135	39388	Vernal Pike Bridge #26	260,268.10	0.00	0.00	0.00	260,268.10	0.00	260,268.10	0.00	100.00%
1135	39391	Bridge Deck, App & Asphalt F	0.00	150,000.00	0.00	0.00	150,000.00	0.00	150,000.00	0.00	100.00%
1135	39404	Small Structure Inventory	44,251.61	250,000.00	0.00	(2,915.77)	291,335.84	0.00	291,335.84	0.00	100.00%
1135	40001	Equipment	300,087.58	0.00	20,000.00	0.00	320,087.58	295,526.27	24,561.31	0.00	7.67%
			2,103,217.77	1,851,386.00	20,000.00	0.00	3,974,603.77	646,252.86	3,328,350.91	0.00	83.74%
			2,103,217.77	1,851,386.00	20,000.00	0.00	3,974,603.77	646,252.86	3,328,350.91	0.00	83.74%
			2,103,217.77	1,851,386.00	20,000.00	0.00	3,974,603.77	646,252.86	3,328,350.91	0.00	83.74%
			2,103,217.77	1,851,386.00	20,000.00	0.00	3,974,603.77	646,252.86	3,328,350.91	0.00	83.74%

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: YSB MEETING DATE REQUESTED (Tentative): April 11, 2023
Request Presenter(s): Vanessa Schmidt Phone: 812-349-2539

Was the Council Liaison notified prior to submitting this Agenda Request: Yes

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: 1503 YSB Grant

Transfer of Funds

Category

Fund Name:

Fund to Fund

Fund Name A:

Fund Name B:

Salary Ordinance Amendment Effective Date of Amendment:

De-Appropriation of Account Lines
Fund Name:

Other (Specify)

Narrative: Give a DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

This request is for approval of the IYSA 1503 grant awarded to YSB for the year of 07/01/2023 through 06/30/2024 in the amount of \$41,280. This grant is used to fund half of the salary and benefits of our full time Education Case Manager and supplement our hourly direct care staff in the shelter.

Complete ALL corresponding agenda information on subsequent tabs.

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Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.



November 29, 2022

Youth Service Bureau of Monroe County
Viki Thevenow
615 South Adams Street
Bloomington, IN 47404

Dear Viki,

On behalf of the Indiana Department of Child Services (“DCS”), the Indiana Youth Services Association (“IYSA”) is pleased to inform you that DCS has approved your 1503 Youth Service Bureau (“YSB”) award for fiscal years 2024 and 2025 (July 1, 2023 – June 30, 2025). The award amounts may differ based on the number of funded YSBs. **Contingent upon the availability of continued funding, the anticipated award amount for fiscal year 2024 is \$41,282.00** and the award amount for fiscal year 2025 is \$38,443.00.

At no fee to your YSB, your YSB’s direct care and clinical staff can attend the annual IYSA Staff Development Retreat (valued at \$300.00 per person). Other resources include coverage of the Child and Youth Care credentialing costs for two staff members (valued at \$1,000.00 annually), and access to all Race Equity and Inclusion youth curricula and training developed and provided by subject matter experts at Favorite Part of My Day (valued at \$500.00 per person).

As a Safe Place agency, you also have access to the Safe Place 1504 funds and an additional \$5,000 FSSA dollars through June 30, 2023 to support your Safe Place program. Additionally, as a Safe Place pilot increase project agency, you have access to another \$6,000 annually through June 30, 2024.

Based on your submitted and approved proposal and past reimbursement rates, your agency award has been divided among your programs and will be reimbursed in the following way:

	Program	Funding	Cost	Difference	Units Served	Unit Price	Unit Measure
FY24	Shelter	\$41,282	\$41,280	\$2.00	#240	\$172	Youth/day
FY25	Shelter	\$38,443	\$38,442.20	\$.80	#230	\$167.14	Youth/day

The program totals and unit rates may have been adjusted to maximize the amount of the award available to you and revert the least amount possible at the end of the grant year. Furthermore, IYSA has DCS approval to negotiate the transfer of funds between programs should the need arise. If you have any questions, please contact Robin Donaldson at 812-369-5224 or rdonaldson@indysb.org.

Thank you for your service to Indiana youth and their families. We look forward to continued success in promoting healthy and successful young people in our state.

Sincerely,

Robin Donaldson
Chief Operating Officer

New Grant, No 2023 Report as of 03/08/2023

YOUTH SERVICE BUREAU

Fund Number	Name
9111-9624	1503 YSB Grant

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: SHERIFF MEETING DATE REQUESTED (Tentative):

Request Presenter(s): BRIANNE GREGORY / SARAH MALONE Phone:

Was the Council Liaison notified prior to submitting this Agenda Request: No

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name:

Transfer of Funds

Category

Fund Name:

Fund to Fund

Fund Name A:

Fund Name B:

Salary Ordinance Amendment Effective Date of Amendment:

De-Appropriation of Account Lines

Fund Name:

Other (Specify) APPROPRIATE ACCOUNT LINES 8103 CHIRP

Narrative: Give a DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

This is a housing keeping issue to appropriate and zero out the overtime line and the FICA line in the CHIRP grant from 2022 that was missed. Funds are sent to the City of Bloomington and the Bloomington Police are over this grant. We submit invoices for quarterly payments, however at times, the city does not always get the funds sent to us in a timely manner. We are working with the sheriff's office to setup a different way of paying out the overtime beginning in April.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

As of 03/21/23 CASH BALANCE (\$14,873.17)	Acct	Acct Desc	y Forward Approp	riginal Approp	Add'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Encumbrance	Unexpend Pct
- Fund : 8103											
- Fund Desc : Operation Pullover 20.600											
- Loc : 0000											
- Loc Desc : No Department											
8103	17101	Overtime	(7,628.95)	0.00	0.00	0.00	(7,628.95)	6,676.75	(14,305.70)	0.00	187.52%
8103	18101	FICA	(869.38)	0.00	0.00	0.00	(869.38)	510.77	(1,380.15)	0.00	158.75%
			(8,498.33)	0.00	0.00	0.00	(8,498.33)	7,187.52	(15,685.85)	0.00	184.58%
			(8,498.33)	0.00	0.00	0.00	(8,498.33)	7,187.52	(15,685.85)	0.00	184.58%
			(8,498.33)	0.00	0.00	0.00	(8,498.33)	7,187.52	(15,685.85)	0.00	184.58%
			(8,498.33)	0.00	0.00	0.00	(8,498.33)	7,187.52	(15,685.85)	0.00	184.58%
			(8,498.33)	0.00	0.00	0.00	(8,498.33)	7,187.52	(15,685.85)	0.00	184.58%

3/6/2023

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Emergency Management MEETING DATE REQUESTED (*Tentative*): 04/11/2023
Request Presenter(s): Justin Baker Phone: 812-325-4321

Was the Council Liaison notified prior to submitting this Agenda Request: No

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)
Fund Name: Emergency Management Performance Grant

Transfer of Funds

Category

Fund Name:

Fund to Fund

Fund Name A:

Fund Name B:

Salary Ordinance Amendment *Effective Date of Amendment:*

De-Appropriation of Account Lines

Fund Name:

Other (Specify)

Narrative: Give a DETAILED SUMMARY explanation for the request (*purpose, action needed, etc.*).

The Monroe County Emergency Management Agency has been awarded the 2022 Emergency Management Performance Competitive Grant. This grant will be utilized to help enhance the communication and collaboration capabilities within the Emergency Operations Center during emergency situations. Our grant has been fully executed by the Indiana Department of Homeland Security. The Emergency Management office would like to request the approval of an additional appropriation of \$15,399.60 to Fund number 8145.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.



EMERGENCY MANAGEMENT PERFORMANCE GRANT COMPETITIVE AWARD LETTER

Date of Award: November 4, 2022

Subrecipient name: Monroe County EMA

Contact: Justin Baker

UEI: NR8WKTGZKCH7

Project Title: Efficient and Effective Technology in the Emergency Operations Center

Final Award Amount: \$15,399.60

Grant Type: FFY 2022 Emergency Management Performance Grant, CFDA # 97.042

Award Number: EMC-2022-EP-00005

Period of Performance: October 01, 2022 – September 30, 2023

The Indiana Department of Homeland Security (IDHS) is pleased to inform you that your application for Federal Fiscal Year 2022 (FFY22) Emergency Management Performance Grant (EMPG) funds has been approved in the amount shown above.

Please carefully review this award letter, as it contains important information regarding your grant award, including certain steps that each subrecipient must complete in order to properly process your sub-grant agreement and administer your funds. If you have any questions regarding the steps listed below, please submit a support ticket to the IDHS Grants Management staff via:

<http://dhs.in.gov/grants.htm>.

SPECIAL CONDITIONS

1. Certification of telecommunications and video surveillance products, prior to purchase, that components can be certified to not be from any of the entities listed or any other entities owned, controlled, or connected to the People's Republic of China.

STEP 1: REVISE PROJECT BUDGET TO REFLECT THE AWARD AMOUNT

Your budget must reflect the amount shown above. If the above amount is not the same as the amount for which you originally applied, you must log in to IntelliGrants and revise your budget to reflect this change.

No changes are required.

Your budget must also be updated to match the current [authorized equipment list](#) (AEL) coding for any equipment you intend to purchase with your grant funds.

Note: Federal funds shall not be used to purchase any of the following: food, beverages or equipment sustainment (i.e., routine maintenance, oil changes, etc.).

STEP 2: SUBMIT ENVIRONMENTAL PLANNING AND HISTORICAL PRESERVATION (EHP) DOCUMENTATION

The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that U.S. DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. **Subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process.**

Any project that may impact the environment or a historic property must be reviewed by U.S. DHS/FEMA to ensure compliance with its EHP Policy Guidance. The EHP screening form is located at <https://www.fema.gov/media-library/assets/documents/90195>. Additionally, all preparedness grants subrecipients are required to comply with the FEMA GPD EHP Policy Guidance, FEMA Policy #108-023-1, available at <https://www.fema.gov/media-library/assets/documents/85376>. (If you requested funding for a project that involves construction of communication towers, modification or renovation of existing buildings, structures and facilities or new construction, including replacement of facilities or any other project that may impact the environment, you must comply with these policies by submitting the required EHP documentation to grants@dhs.in.gov no later than **January 15, 2023**.)

EHP is not required for your project.

STEP 3: SIGN THE SUB-GRANT AGREEMENT

This grant award is being made subject to general and special terms and conditions, which will be set out in the sub-grant agreement and are also included as State of Indiana Terms and Conditions and Federal Terms and Conditions. **Your grant agreement MUST be signed through the state of Indiana's Supplier Contract Management system (SCM) within five (5) business days of receipt of the notification email that your agreement is ready for eSignature in DocuSign.**

The following link provides instructions for the DocuSign process for signing an agreement:

DocuSign Process for Signing a State Agreement: <https://www.in.gov/idoa/2977.htm>

STEP 4: REGISTER WITH SAM

All subrecipients should be registered with the System for Awards Management (SAM), if they are not already, prior to submitting any requests for reimbursement. Registration can be completed through the following link <https://www.sam.gov/SAM/>.

ADDITIONAL AWARD INFORMATION:

Grant funds must be obligated and the project completed (ordered, accepted delivery, installed equipment and full completion of performance of any service agreements or contracts) during the performance period of the sub-grant award, which is October 1, 2022, through September 30, 2023. Obligations incurred during the performance period must be paid within 45 days following the end of the performance period. If this sub-grant award is not closed out by the subrecipient within 45 days following the end of the performance period of the sub-grant award, all unexpended grant funds paid to the subrecipient must be returned to the Indiana Department of Homeland Security by **November 15, 2023**. However, if you determine you will be unable to expend all funds by the end of the grant period, it is imperative the funds are returned to IDHS as soon as possible.

PAYMENT OF GRANT FUNDS

Subrecipients will not receive a disbursement of funds for any project expenditures until the grant agreement is fully executed in SCM. Grant funds will be disbursed to subrecipients (according to the approved project budget) once IDHS receives the invoice/receipt indicating the project deliverable has been completed and the proof of payment for that invoice/receipt via IntelliGrants. Proof of payment must take the form of either a cancelled check or an auditor or treasurer report. All funds will be paid in arrears after the submission of required documentation.

PROCUREMENT AND RECORDS

The subrecipient shall comply with all state, local and federal procurement standards, including those set out in 2 CFR 200, Subpart D, 2 CFR 200.318 through 200.326. Subrecipients are required to maintain and retain the following:

1. Backup documentation, such as bids and quotes.
2. Cost/price analyses on file for review by federal personnel, if applicable.
3. Other documents required by federal regulations applicable at the time a grant is awarded.

Subrecipients who fail to fully document all purchases will find their expenditures questioned and subsequently disallowed.

REPORTING

Program reports are a requirement of the EMPG program and should be submitted in a timely fashion. Incomplete, incorrect or late reports could impact an subrecipient's ability to receive future grant funding with IDHS.

GRANT ADJUSTMENT NOTICES

All grant adjustment notices (GANs) must be submitted in IntelliGrants at least 30 days prior to the project's end date in order to ensure IDHS's consideration of the request. GANs will not be considered or approved if they are received by IDHS after the grant end date. GANs may be requested to move funds from one authorized category to another, but a new spending category may not be added that would change the original purpose of the grant.

EQUIPMENT

The state of Indiana identifies equipment or property as “tangible, non-expendable property having a useful life of more than one year and an acquisition cost of \$500 or more per unit acquired in whole or in part with grant funds.” All subrecipients will use the tracking tool in IntelliGrants to track equipment purchased with federal preparedness funding, the person to whom equipment was assigned and reconciled items. Subrecipients must enter the required data in the IntelliGrants equipment inventory module. Failure to do so will increase the subrecipient’s risk assessment score and may result in disqualification for future grant funding. The EMPG grant guidance requires any equipment purchased with federal grant funding to be marked prominently with the following phrase “Purchased with funds provided by the U.S. Department of Homeland Security.”

Pursuant to the terms and conditions outlined in this award letter, the Indiana Department of Homeland Security hereby obligates \$15,399.60 in FFY22 Emergency Management Performance Grant funds to the subrecipient, Monroe County EMA, in accordance with the pass-through requirements set out in the FFY22 Emergency Management Performance Grant Notice of Funding Opportunity. The subrecipient may begin expending these funds in accordance with the terms and conditions contained herein, the subrecipient’s approved grant application, and the subrecipient’s updated budget.



Joel Thacker, Executive Director

Indiana Department of Homeland Security

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Aviation MEETING DATE REQUESTED (Tentative): 4/11/2023
Request Presenter(s): Carlos Laverty Phone: 812-825-5406

Was the Council Liaison notified prior to submitting this Agenda Request: No

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)
Fund Name: Construction Fund 4801

Transfer of Funds

Category

Fund Name:

Fund to Fund

Fund Name A:

Fund Name B:

Salary Ordinance Amendment Effective Date of Amendment:

De-Appropriation of Account Lines

Fund Name:

Other (Specify)

Narrative: Give a DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

In 2022, the airport changed Consulting firms from Hanson Professional Services to Woolpert, Inc. Before the change, we were contracted with Hanson for a project design that we are required to pay. We therefore request to an additional appropriation for the amount of \$54,949.16 in the Construction Fund 4801.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.



MONROE COUNTY, IN BOARD OF AVIATION COMM
 MONROE COUNTY AIRPORT
 CARLOS LAVERTY
 972 SOUTH KIRBY ROAD
 BLOOMINGTON, IN 47403

February 6, 2023
 Project No: 22A0066
 Invoice No: 1100234

PM: Joseph Worley

Project 22A0066 BMG - REPLACE TAXIWAY A EDGE LIGHTING SY

BMG - Replace Taxiway A Edge Lighting System

Professional Services through January 28, 2023

Professional Personnel

	Hours	Rate	Amount	
Principal				
Hollahan, Dennis	.30	97.40	29.22	
Engineer/Architect/Scientist VII				
Lightfoot, Kevin	4.40	68.71	302.32	
Lightfoot, Kevin	42.20	70.08	2,957.38	
Nation, Ryan	2.00	70.73	141.46	
Worley, Joseph	23.50	73.20	1,720.20	
Worley, Joseph	70.00	75.58	5,290.60	
Engineer/Architect/Scientist V				
Kertzman, Randal	7.00	48.60	340.20	
Yates, Keith	63.00	51.88	3,268.44	
Engineer/Architect/Scientist III				
Dorf, Kyle	56.00	36.10	2,021.60	
Engineer/Architect/Scientist II				
Haas, Nathan	73.50	35.10	2,579.85	
Administrative VI				
Lynch, Julie	.50	39.23	19.62	
Administrative V				
Menghini, Sadie	1.50	29.33	44.00	
Administrative IV				
Walter, Jean	.30	25.14	7.54	
Administrative III				
Stahly, Julie	1.00	23.00	23.00	
Totals	345.20		18,745.43	
Total Labor		2.9 times	18,745.43	54,361.75

Reimbursable Expenses

TRAVEL-PERS VEHICLE/GAS/TAXI/PARK.			125.24	
TRAVEL - PERSONAL VEHICLE MILEAGE			84.83	
TRAVEL-RENTAL CAR			232.86	
SUBSISTENCE-MOTEL			144.48	
Total Reimbursables		1.0 times	587.41	587.41

Hanson Professional Services Inc.

1525 S. Sixth St. • Springfield, IL 62703 • (217) 788-2450 • Fax (217) 788-2503

Project	22A0066	BMG - REPLACE TAXIWAY A EDGE LIGHTING SY	Invoice	1100234
Billing Limits		Current	Prior	To-Date
Total Billings		54,949.16	0.00	54,949.16
Limit				56,754.00
Remaining				1,804.84
			Total this Invoice	<u>\$54,949.16</u>

Hanson Professional Services Inc.

1525 S. Sixth St. • Springfield, IL 62703 • (217) 788-2450 • Fax (217) 788-2503

Billing Backup

Monday, February 6, 2023

Hanson Professional Services Inc

Invoice 1100234 Dated 2/6/2023

4:29:52 PM

Project 22A0066 BMG - REPLACE TAXIWAY A EDGE LIGHTING SY

Professional Personnel

			Hours	Rate	Amount
Principal					
001375	Hollahan, Dennis	5/26/2022	.30	97.40	29.22
	contract review				
Engineer/Architect/Scientist VII					
000696	Lightfoot, Kevin	2/22/2021	1.20	68.71	82.45
	Review and discussions regarding proposed engineering fees.				
000696	Lightfoot, Kevin	2/23/2021	.80	68.71	54.97
	Review of manhour estimate and engineering fees				
000696	Lightfoot, Kevin	2/24/2021	.30	68.71	20.61
	Corr with Project mgr regarding review of proposed engineering fees and manhour estimates				
000696	Lightfoot, Kevin	2/25/2021	.80	68.71	54.97
	Preparing list of questions for pre-design meeting and researching field data records				
000696	Lightfoot, Kevin	2/26/2021	1.00	68.71	68.71
	Review of Scope of Work. Review with Project Mgr				
000696	Lightfoot, Kevin	2/28/2021	.30	68.71	20.61
	Reseaching field data for existing vault.				
000696	Lightfoot, Kevin	5/20/2022	1.20	70.08	84.11
	Reviews and discussions regarding plans for vault work. Review with RPR, Project Mgr, and Task Mgr. Review and markups to Plans.				
000696	Lightfoot, Kevin	5/21/2022	3.30	70.08	231.26
	Sketches for vault work associated with Taxiway A-North and Taxiway A-South lighting systems.				
000696	Lightfoot, Kevin	5/23/2022	5.90	70.08	413.47
	Markups to Plans for vault work. Prepared electrical technical specs. Coordination with Task Mgr. Updated OPCC.				
000696	Lightfoot, Kevin	5/24/2022	4.00	70.08	280.32
	Review and discussion with Task Mgr regarding Plans, Specs, OPCC, and estimate of calendar days for Taxiway A lighting work. Coordination with drafting personnel. checking plans after drafting updates. Additional markups to Vault Plans.				
000696	Lightfoot, Kevin	6/1/2022	6.20	70.08	434.50
	Review and markups to plan set. Review and discussion with Task Mgr.				
000696	Lightfoot, Kevin	6/2/2022	6.50	70.08	455.52
	Review of plan set and markups. Coordination and discussions with project team				
000696	Lightfoot, Kevin	6/3/2022	4.80	70.08	336.38
	Review and comments on Plan set. Corr. coordination, and discussions with project team.				
000696	Lightfoot, Kevin	6/4/2022	5.20	70.08	364.42
	Review and markups to plan set. Coordination and corr with project team regarding updates to Plans.				
000696	Lightfoot, Kevin	6/7/2022	4.50	70.08	315.36
	Preparing bid package submittal, coordination with Airport and project team, and sending submittal package to IDA.				
000696	Lightfoot, Kevin	6/20/2022	.30	70.08	21.02
	Corr regarding bidder's list				
000696	Lightfoot, Kevin	6/23/2022	.30	70.08	21.02
	Corr regarding addendum.				
000604	Nation, Ryan	2/23/2021	1.00	70.73	70.73
	Review Fee and SOW				

Hanson Professional Services Inc.

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Project	22A0066	BMG - REPLACE TAXIWAY A EDGE LIGHTING SY			Invoice	1100234
000604	Nation, Ryan	5/27/2021	1.00	70.73	70.73	
	Generator Sizing					
000425	Worley, Joseph	2/12/2021	3.00	73.20	219.60	
	fee proposal					
000425	Worley, Joseph	2/15/2021	2.00	73.20	146.40	
	fee proposal					
000425	Worley, Joseph	2/16/2021	3.00	73.20	219.60	
	fee proposal					
000425	Worley, Joseph	2/17/2021	2.00	73.20	146.40	
	fee proposal					
000425	Worley, Joseph	2/22/2021	2.00	73.20	146.40	
	fee					
000425	Worley, Joseph	2/26/2021	2.00	73.20	146.40	
	assistance with IFE					
000425	Worley, Joseph	3/2/2021	1.00	73.20	73.20	
	IFE coordination					
000425	Worley, Joseph	3/5/2021	1.00	73.20	73.20	
	IFE coordination					
000425	Worley, Joseph	3/11/2021	1.00	73.20	73.20	
	agreement					
000425	Worley, Joseph	7/28/2021	3.00	73.20	219.60	
	FAA discussions/ funding/ award					
000425	Worley, Joseph	8/5/2021	3.00	73.20	219.60	
	grant coordination					
000425	Worley, Joseph	8/16/2021	.50	73.20	36.60	
	project management/coordination					
000425	Worley, Joseph	5/16/2022	1.00	75.58	75.58	
	SOW-Fee-Agreement-GC					
000425	Worley, Joseph	5/20/2022	4.00	75.58	302.32	
	SOW-Fee-Agreement-GC					
000425	Worley, Joseph	5/24/2022	2.00	75.58	151.16	
	project management/ coordination					
000425	Worley, Joseph	5/26/2022	3.00	75.58	226.74	
	project management/ coordination					
000425	Worley, Joseph	6/2/2022	2.00	75.58	151.16	
	project management/ coordination					
000425	Worley, Joseph	6/3/2022	1.00	75.58	75.58	
	project management/ coordination					
000425	Worley, Joseph	6/6/2022	2.00	75.58	151.16	
	project management/ design coordination					
000425	Worley, Joseph	6/7/2022	2.00	75.58	151.16	
	project management/ design coordination					
000425	Worley, Joseph	6/8/2022	1.00	75.58	75.58	
	project management/ design coordination					
000425	Worley, Joseph	6/9/2022	3.00	75.58	226.74	
	project management/ design coordination					
000425	Worley, Joseph	6/10/2022	1.00	75.58	75.58	
	project management/ design coordination					
000425	Worley, Joseph	6/13/2022	3.00	75.58	226.74	
	prebid prep					
000425	Worley, Joseph	6/14/2022	5.00	75.58	377.90	
	pre-bid meeting, travel					
000425	Worley, Joseph	6/15/2022	2.00	75.58	151.16	
	construction admin/coordinationr					
000425	Worley, Joseph	6/17/2022	2.00	75.58	151.16	
	project management/ design coordination					
000425	Worley, Joseph	6/20/2022	1.00	75.58	75.58	

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Project	22A0066	BMG - REPLACE TAXIWAY A EDGE LIGHTING SY	Invoice	1100234
000425	project management/ design coordination			
000425	Worley, Joseph	6/21/2022	2.00	75.58
	project management/ admin			151.16
000425	Worley, Joseph	6/23/2022	2.00	75.58
	project management/ design coordination			151.16
000425	Worley, Joseph	6/27/2022	1.00	75.58
	project management/ coordination			75.58
000425	Worley, Joseph	6/28/2022	6.00	75.58
	bid opening/ bid eval			453.48
000425	Worley, Joseph	7/1/2022	1.00	75.58
	project management/ coordination			75.58
000425	Worley, Joseph	7/1/2022	1.00	75.58
	project management/ coordination			75.58
000425	Worley, Joseph	7/6/2022	1.00	75.58
	project management/ coordination			75.58
000425	Worley, Joseph	7/7/2022	3.00	75.58
	project management/ coordination			226.74
000425	Worley, Joseph	7/14/2022	1.00	75.58
	project management/ coordination			75.58
000425	Worley, Joseph	7/21/2022	2.00	75.58
	project management/coordination			151.16
000425	Worley, Joseph	7/27/2022	1.00	75.58
	project management/coordination			75.58
000425	Worley, Joseph	8/3/2022	1.00	75.58
	project management/coordination			75.58
000425	Worley, Joseph	8/26/2022	2.00	75.58
	no award letter			151.16
000425	Worley, Joseph	8/29/2022	.50	75.58
	rejection letter			37.79
000425	Worley, Joseph	9/1/2022	1.00	75.58
	project management/coordination			75.58
000425	Worley, Joseph	9/9/2022	1.00	75.58
	project management/coordination			75.58
000425	Worley, Joseph	9/13/2022	1.00	75.58
	project management/coordination			75.58
000425	Worley, Joseph	10/13/2022	1.00	75.58
	project management/coordination			75.58
000425	Worley, Joseph	10/14/2022	1.00	75.58
	project management/coordination			75.58
000425	Worley, Joseph	10/25/2022	1.00	75.58
	project management/ coordination			75.58
000425	Worley, Joseph	10/26/2022	1.00	75.58
	project management/ coordination			75.58
000425	Worley, Joseph	11/10/2022	1.00	75.58
	Project management/ coordination			75.58
000425	Worley, Joseph	11/17/2022	1.00	75.58
	Project management/coordination			75.58
000425	Worley, Joseph	11/21/2022	.50	75.58
	managment/coordination			37.79
000425	Worley, Joseph	12/9/2022	1.00	75.58
	project management/coordination/admin			75.58
	Engineer/Architect/Scientist V			
001856	Kertzman, Randal	5/20/2022	1.50	48.60
	Delineate items removed from first package to be included in repackaged project			72.90
001856	Kertzman, Randal	5/25/2022	1.50	48.60
	Safety & Phasing Plan review comments			72.90

Hanson Professional Services Inc.

1525 S. Sixth St. • Springfield, IL 62703 • (217) 788-2450 • Fax (217) 788-2503

Project	22A0066	BMG - REPLACE TAXIWAY A EDGE LIGHTING SY			Invoice	1100234
001856	Kertzman, Randal	6/2/2022	1.00	48.60	48.60	
	Field reconnoiter of possible haul routes					
001856	Kertzman, Randal	6/3/2022	1.50	48.60	72.90	
	Phasing plan durations					
001856	Kertzman, Randal	6/4/2022	1.00	48.60	48.60	
	Review Draft IFB CSPP Sheets					
001856	Kertzman, Randal	6/14/2022	.50	48.60	24.30	
	Contractor Outreach, Pre-Bid Meeting					
001863	Yates, Keith	1/12/2022	1.00	51.88	51.88	
	Double Lights / Techncl Review					
001863	Yates, Keith	5/4/2022	2.00	51.88	103.76	
	Rebid Package					
001863	Yates, Keith	5/5/2022	2.50	51.88	129.70	
	Rebid Package / Construction Exhibit					
001863	Yates, Keith	5/6/2022	1.00	51.88	51.88	
	Rebid Package					
001863	Yates, Keith	5/9/2022	1.00	51.88	51.88	
	Plan Updates					
001863	Yates, Keith	5/10/2022	1.00	51.88	51.88	
	Plan Updates					
001863	Yates, Keith	5/12/2022	1.00	51.88	51.88	
	Plan Updates					
001863	Yates, Keith	5/17/2022	1.00	51.88	51.88	
	Repackage					
001863	Yates, Keith	5/18/2022	2.00	51.88	103.76	
	Repackage					
001863	Yates, Keith	5/19/2022	3.00	51.88	155.64	
	Repackage					
001863	Yates, Keith	5/20/2022	3.00	51.88	155.64	
	Repackage					
001863	Yates, Keith	5/23/2022	4.00	51.88	207.52	
	Repackage					
001863	Yates, Keith	5/24/2022	4.00	51.88	207.52	
	Repackage					
001863	Yates, Keith	6/1/2022	2.00	51.88	103.76	
	Memorial Day					
001863	Yates, Keith	6/2/2022	7.50	51.88	389.10	
	Repackage					
001863	Yates, Keith	6/3/2022	4.00	51.88	207.52	
	Repackage					
001863	Yates, Keith	6/6/2022	6.00	51.88	311.28	
	Publish Plans					
001863	Yates, Keith	6/8/2022	1.00	51.88	51.88	
	7460 / CSPP Review					
001863	Yates, Keith	6/10/2022	.50	51.88	25.94	
	CSPP Review					
001863	Yates, Keith	6/13/2022	4.00	51.88	207.52	
	Bid Opening travel					
001863	Yates, Keith	6/14/2022	8.00	51.88	415.04	
	Site Visit / Bid Opening					
001863	Yates, Keith	6/21/2022	2.00	51.88	103.76	
	Addendum #1					
001863	Yates, Keith	6/29/2022	1.00	51.88	51.88	
	Bid Review					
001863	Yates, Keith	7/6/2022	.50	51.88	25.94	
	Bid Tab					

Hanson Professional Services Inc.

1525 S. Sixth St. • Springfield, IL 62703 • (217) 788-2450 • Fax (217) 788-2503

Project	22A0066	BMG - REPLACE TAXIWAY A EDGE LIGHTING SY	Invoice	1100234	
Engineer/Architect/Scientist III					
002274	Dorf, Kyle	5/23/2022	8.00	36.10	288.80
	Mark-up Revisions				
002274	Dorf, Kyle	5/24/2022	9.00	36.10	324.90
	Mark-up Revisions				
002274	Dorf, Kyle	5/31/2022	1.00	36.10	36.10
	CSPP and Mark-ups				
002274	Dorf, Kyle	6/1/2022	8.00	36.10	288.80
	CSPP and Mark-ups				
002274	Dorf, Kyle	6/2/2022	8.00	36.10	288.80
	CSPP and Mark-ups				
002274	Dorf, Kyle	6/3/2022	8.00	36.10	288.80
	CSPP and Mark-ups				
002274	Dorf, Kyle	6/6/2022	6.00	36.10	216.60
	Mark-up Revisions				
002274	Dorf, Kyle	6/7/2022	5.00	36.10	180.50
	CSPP sheets and Airspace Submittal				
002274	Dorf, Kyle	6/8/2022	2.00	36.10	72.20
	Finished Airspace submittal				
002274	Dorf, Kyle	6/17/2022	1.00	36.10	36.10
	OE/AAA Airspace Submittal with Nate Haas				
Engineer/Architect/Scientist II					
002084	Haas, Nathan	5/3/2022	3.00	35.10	105.30
	BMG Plans				
002084	Haas, Nathan	5/4/2022	8.00	35.10	280.80
	Plan Sheets				
002084	Haas, Nathan	5/5/2022	3.00	35.10	105.30
	BMG Plans				
002084	Haas, Nathan	5/6/2022	8.00	35.10	280.80
	BMG Plans / community exhibit				
002084	Haas, Nathan	5/10/2022	8.00	35.10	280.80
	Update Sheets				
002084	Haas, Nathan	5/11/2022	8.00	35.10	280.80
	Update Sheets				
002084	Haas, Nathan	5/12/2022	4.00	35.10	140.40
	Update Sheets				
002084	Haas, Nathan	5/20/2022	4.00	35.10	140.40
	Markups				
002084	Haas, Nathan	6/2/2022	8.00	35.10	280.80
	Plan Updates				
002084	Haas, Nathan	6/3/2022	8.00	35.10	280.80
	Plan Updates				
002084	Haas, Nathan	6/6/2022	8.00	35.10	280.80
	IFB Plans				
002084	Haas, Nathan	6/17/2022	2.00	35.10	70.20
	FAA OE/AAA uploads for CSPP				
002084	Haas, Nathan	7/21/2022	1.50	35.10	52.65
	Day Run Exhibits				
Administrative VI					
002070	Lynch, Julie	5/26/2022	.50	39.23	19.62
	Reviewed Monroe County Airport request to change limitation of liability				
Administrative V					
002245	Menghini, Sadie	5/9/2022	.40	29.33	11.73
	drafting agreement				
002245	Menghini, Sadie	5/16/2022	.10	29.33	2.94
	Revenue NOT active follow up				

Hanson Professional Services Inc.

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Project	22A0066	BMG - REPLACE TAXIWAY A EDGE LIGHTING SY			Invoice	1100234
002245	Menghini, Sadie	5/17/2022	.40	29.33	11.73	
	sub agreement folder cleanup in idrive project folder					
002245	Menghini, Sadie	6/1/2022	.60	29.33	17.60	
	contract tracker updated in Deltek, AEC CE project entry, budget updates via registry					
	Administrative IV					
001898	Walter, Jean	9/8/2021	.30	25.14	7.54	
	Scan folder to Kevin L.					
	Administrative III					
002242	Stahly, Julie	6/29/2022	1.00	23.00	23.00	
	Project Administration for Joe Worley					
	Totals		345.20		18,745.43	
	Total Labor			2.9 times	18,745.43	54,361.75
Reimbursable Expenses						
TRAVEL-PERS VEHICLE/GAS/TAXI/PARK.						
EX 0077205	6/15/2022	☐ Yates, Keith / Various			125.24	
TRAVEL - PERSONAL VEHICLE MILEAGE						
EX 0076717	6/14/2022	Worley, Joseph / personal vehicle			84.83	
TRAVEL-RENTAL CAR						
EX 0077205	6/15/2022	☐ Yates, Keith / Enterprise			232.86	
SUBSISTENCE-MOTEL						
EX 0077205	6/14/2022	☐ Yates, Keith / Hilton Garden Inn Columbus			144.48	
	Total Reimbursables			1.0 times	587.41	587.41
				Total this Project		\$54,949.16
				Total this Report		\$54,949.16

Hanson Professional Services Inc.

1525 S. Sixth St. • Springfield, IL 62703 • (217) 788-2450 • Fax (217) 788-2503

Detailed Expense Report

Monday, February 6, 2023

5:01:34 PM

Hanson Professional Services Inc

Employee 001863 Yates, Keith E

Signed Electronically by: Yates,Keith E 6/24/2022 12:32:15 PM

Posted

Approved Electronically by: Geist, Faye 6/27/2022 11:36:27 AM

Profit Center 40:A0

Expense Report: BMG June 22

Report Date: 6/24/2022

Line	Date	Category	Description	Project	Task	Bill	Company Paid	Credit Card	Account	Amount
1	6/15/2022	Rental Car	Enterprise	22A0066	2000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ENTERP RISE	5100-15	232.86
			BMG - REPLACE TAXIWAY A EDGE LIGHTING SY							
2	6/14/2022	Hotel	Hilton Garden Inn Columbus	22A0066	2000	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5100-20	144.48
			BMG - REPLACE TAXIWAY A EDGE LIGHTING SY							
3	6/15/2022	Rental Car Fuel	Various	22A0066	2000	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5100-05	125.24
			BMG - REPLACE TAXIWAY A EDGE LIGHTING SY							

3 Receipts

Total Expenses	502.58
Company Paid	(232.86)
Total Due	269.72



By _____ Date _____
Checked by _____ Date _____

Sheet No. _____
Project No. _____

TOTAL \$125.24

000146338007
SAL ERMAD DR
NASHVILLE TN
37214
8

Bm6

DATE 6/15/22 10:28
TRAM# 0773302
PUMP# 0773302
PRODUCT: LEVEL: SELF
REGUL: LREG
GALLONS: 1.25
PRICE/GAL: \$8.97
FUEL CREDIT \$8.97

CHIP CODE APPROVED
AUTH TIME: 102644
AUTH NUMBER: 0654
AUTH: 00
Cf #: 98000420426
APPROVAL#: 016762

Bm6

GetGo #7520
Edinburgh
11940 N US HWY 31
Edinburgh, IN 46124
812 703-2290

Date 06/14/2022
Time 10:48 AM
Pump 9
Tram# 14

Fuel Details

Base Price: \$5.239/gal
Your Price: \$5.239/gal
Gallons: 13.379
Subtotal: \$70.09

70.09 REGULAR UNLEAD
0.00 TAX

70.09 BALANCE DUE
-70.09 PAID

US DEBIT
VERIFIED BY PIN
*****0654

Bm6

Pilot #049 Rd. 049
8190 Pembroke 42262
Oak Grove KY 17:38
06/14/22 42859
Transaction # 484087
Auth #
DBT Card #
#####0654

Pump Gallons Price
09 10.042 \$ 4.599

Product Amount
Unleaded \$ 46.18

Total Sale \$ 46.18

Sale - Card Inserted

Hanson Professional Services Inc.



Renter Information

Renter Name

KEITH YATES

Renter Address

OLD HICKORY, TN 37138
USA

Vehicle Information

OUTL

License #: FP102957

State/Province: IL

Unit #: 7T7CN6

Vehicle #: LZ043815

Vehicle Class Driven

Midsized SUV AWD 4 door/Automatic/
Air

Vehicle Class Charged

Full Size 4 door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 42455 Ending: 43467

Total: 1,012

Fuel

Starting: 15/16 Ending: FULL

Trip Information

Pickup

Friday, June 10, 2022 4:11 PM

DONELSON

515 DONELSON PIKE
NASHVILLE, TN 37214-3714
USA

Return

Wednesday, June 15, 2022 11:08 AM

DONELSON

515 DONELSON PIKE
NASHVILLE, TN 37214-3714
USA

Bill-To: HANSON PROFESSIONAL SERVICES

Rental Rate Time & Distance 5 Day at \$41.00 / Day \$205.00

Coverages DW INCLUDED (\$0.00 / Day) Included

Taxes and Fees Davidson Convention Center Tax (1.00%) \$2.06

Sales Tax (9.25%) \$19.02

Business Tax (0.30%) \$0.61

Tn Rental Tax (3.00%) \$6.17

Subtotal (\$232.86)

Renter Charges

Total \$232.86

(Subject to audit)

Amount charged to HANSON PROFESSIONAL SERVICES (\$232.86)

Amount Due \$0.00

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with Enterprise Rent-A-
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HILTON GARDEN INN COLUMBUS
 12210 N EXECUTIVE DR
 EDINBURGH, IN 46124
 United States of America
 TELEPHONE 812-526-8600 • FAX 812-526-9337
 Reservations
 www.hilton.com or 1 800 HILTONS

YATES, KEITH
 1970 DUNEDIN DR
 OLD HICKORY TN 37138
 UNITED STATES OF AMERICA

Room No: 410/K1RZ
 Arrival Date: 6/13/2022 9:53:00 PM
 Departure Date: 6/14/2022 11:22:00 AM
 Adult/Child: 1/0
 Cashier ID: JHUNSICKER
 Room Rate: 129.00
 AL:
 HH # 334445434 SILVER
 VAT #
 Folio No/Che 314999 A

Confirmation Number: 3271563486

HILTON GARDEN INN COLUMBUS 6/14/2022 11:22:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
6/13/2022	GUEST ROOM	BLANDRU M	1321710	\$129.00		
6/13/2022	RM-STATE TAX	BLANDRU M	1321710	\$9.03		
6/13/2022	RM-COUNTY TAX	BLANDRU M	1321710	\$6.45		
6/14/2022	VS *9999	JHUNSICK ER	1321828		(\$144.48)	
BALANCE						\$0.00

EXPENSE REPORT
SUMMARY

	6/13/2022	STAY TOTAL
ROOM AND TAX	\$144.48	\$144.48
DAILY TOTAL	\$144.48	\$144.48

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 6,500+ hotels and resorts in 119 countries, please visit Honors.com

CREDIT CARD DETAIL

APPR CODE	09223C	MERCHANT ID	3392795
CARD NUMBER	VS *9999	EXP DATE	03/23
TRANSACTION ID	1321828	TRANS TYPE	Sale

Detailed Expense Report

Monday, February 6, 2023

5:08:49 PM

Hanson Professional Services Inc

Employee 000425 Worley, Joseph D

Signed Electronically by: Worley, Joseph D 6/17/2022 1:52:23 PM

Posted

Approved Electronically by: Geist, Faye 6/21/2022 7:50:47 AM

Profit Center 24:A0

Expense Report: Meetings week of 6/13/2022

Report Date: 6/17/2022

Line	Date	Category	Description	Project	Task	Bill	Company Paid	Credit Card	Account	Amount
1	6/14/2022	Mileage 2022 pre 7/1	personal vehicle	22A0066	2000	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5100-07	84.83
			BMG - REPLACE TAXIWAY A EDGE LIGHTING SY							
Business Reason:			site visit & prebid meeting		Travel From/To: Indy/ BMG		Travel: 145.00 mi @ 0.585			
2	6/16/2022	Meal with client - business discussed	Lunch w/ potential candidate	GCR AIRPT	2400	<input type="checkbox"/>	<input type="checkbox"/>		7470-12	29.01
			General Client Relations - Airports							
Business Reason:			Introduction discussion with potential hire		Each Person: Worley Graham Bethel					
3	6/17/2022	Mileage (2022 pre 7/1) - GCR	personal vehicle	21A0067	NONB	<input type="checkbox"/>	<input type="checkbox"/>		6100-07	17.55
			MQJ - TERMINAL APRON TAXILANES RECONSTR							
Business Reason:			60% review meeting		Travel From/To: Office/ IND		Travel: 30.00 mi @ 0.585			
						Total Expenses				131.39
						Company Paid				
						Total Due				131.39

As of 03/21/23 CASH BALANCE \$434,300.81	Acct	Acct Desc	ward Approp	il Approp	ddt'l Approp	Approp	Total Approp	enditure	pend Balance	umbrance	expend Pct
- Fund : 4801											
- Fund Desc : Aviation Construction											
- Loc : 0000											
- Loc Desc : No Department											
4801	30006	Contractual	0.00	0.00	11,984.69	0.00	11,984.69	0.00	11,984.69	0.00	100.00%
			0.00	0.00	11,984.69	0.00	11,984.69	0.00	11,984.69	0.00	100.00%
			0.00	0.00	11,984.69	0.00	11,984.69	0.00	11,984.69	0.00	100.00%
			0.00	0.00	11,984.69	0.00	11,984.69	0.00	11,984.69	0.00	100.00%
			0.00	0.00	11,984.69	0.00	11,984.69	0.00	11,984.69	0.00	100.00%

RESOLUTION 2023-06
Update to Clarifying Vacancy Procedures for Full-Time Positions and
Temporary Transitional Training Needs

~~**RESOLUTION 2021-46**~~
~~**A Resolution to Clarify Procedures for Filling Vacancies in Full-Time Positions and**~~
~~**Address Temporary Training Needs**~~

WHEREAS, The Monroe County Council (“Council”) is the sole body statutorily authorized, pursuant to IC 36-2-5-3, to fix the compensation for and number of all officers, deputies, and other employees payable from county funds and to describe and classify all positions of employment in Monroe County; and

WHEREAS, the Council utilizes a subcommittee, the Personnel Administration Committee (PAC), to assist with some of the duties the Council is required by law to fulfill; and

WHEREAS, when job openings and vacancies occur within the County, ~~opportunities may arise for changes to a department’s organization or the number or classification of employees, and the Council wishes to operate in a proactive manner to seize opportunities for efficiency and to engage in dialogue amongst Council Members, the PAC Members, and departments; and~~ **opportunities may arise for Elected Officials/Department Heads to request changes to their department’s organization, the classification of employees, and/or the number of employees; and,**

Whereas, when such requests are made, the Council will act efficiently by engaging in dialogue with Council Members, Elected Officials and Department Heads; and,

WHEREAS, the Council wishes to be informed of vacancies in departments ~~as soon as possible and definitely prior~~ to advertising and hiring of replacements, so that ~~they~~ **the Council** may proactively discuss turnover, departmental needs, and opportunities for organizational updates or changes; ~~therefore, they approved Resolution 2021-18 on April 27, 2021.~~ **and,**

WHEREAS, ~~since the approval of Resolution 2021-18,~~ **Elected Officials/ Department Heads have presented the need to occasionally have new employees trained by the employee’s predecessor to allow for a transition without a disruption of services. The Council recognizes this need and will may consider the addition of a** ~~has heard that departments have an occasional need to hire and train employees prior to the departure of the employee currently filling a position. Because two employees may not be paid from the same funding account line, a need may exist to add an additional Temporary Transitional Training funding account line to a department’s budget to simultaneously accommodate this need address and to prevent two employees from being paid from the same account line.~~ **and the Council wishes to address that departmental need.**

NOW, THEREFORE, BE IT RESOLVED, that:

1. All prior resolutions on this topic are repealed and this Resolution shall be the one followed in regards to the matters contained herein.
2. In the event of a job opening or *anticipated* job opening ~~or vacancy~~ in a full-time position in a department, each responsible Elected Official/Department Head shall inform the Council Administrator in writing that they either wish to fill the full-time position as currently written or that they would like to make changes to the position description. Departments shall provide as much notice as possible and

contact the Council Administrator as soon as they are aware there may be a vacancy, so that unnecessary delays do not occur. The Council Administrator will immediately forward that written communication to the entire Council and Personnel Administrator. Elected Officials/Department Heads, in their discretion, discuss with their appointed Council liaison(s).

3. If a Council Member requests a review of the job opening or vacancy, the Council Member shall notify the Council Administrator, who shall place the item on the Council's next regular or work session agenda (whichever is earlier) for discussion. If no Council Member requests a review of the job opening or vacancy within forty-eight (48) hours (Monday-Friday hours only, excluding weekends and holidays) after the notice is sent by the Council Administrator, the department may proceed with filling the position as currently written. If a Council Member requests a review, the department may not proceed with hiring a new person for the position, even if hiring from within the department, until the Council review, including any review by PAC, is complete.
4. ~~No position may be filled unless it can be filled out of a department's budget without an additional appropriation.~~ **Positions should be funded within a department's current budget, when possible. Council may consider additional appropriations when a hiring decision is requested by the Elected Official/Department Head pursuant to the KSA policy, when a hiring decision would result in a step increase previously not budgeted for, and/or when a hiring decision requires the creation of a temporary transitional training account line.**
5. The Council understands that it may be beneficial to the County to train new employees prior to the departure or termination of the person currently filling a position. To the extent that a department wishes to hire a replacement for a position prior to the departure or termination of the prior employee in that position, the Elected Official/Department Head shall submit a formal request to the Council, in advance, so that a Temporary **Transitional Training funding account** line may be created by the Council. The formal request may be placed on either a regular or work ~~meeting~~ **session** agenda, by the Council Administrator. Departments shall not use or transfer funds into any **Personnel Category One funding account** line to accommodate Temporary **Transitional Training** needs ~~unless and~~ until the Council has had an opportunity to discuss with the Elected Official/Department Head and approved the Temporary **Transitional Training funding account** line.
6. No formal or informal changes to the job duties of any employee or to the reporting structure are to be made without first requesting that the PAC adjust the job description. The Council is the sole body allowed to describe and classify positions and services; therefore, all job descriptions must be adhered to strictly until changed by the Council.
7. **All vacancies filled pursuant to this policy must be done so in accordance with the Monroe County Personnel Policy, specifically Section 3: "Recruitment, Selection and Hiring."**

(Remainder of page intentionally left blank)

Reviewed and approved on this **11th** day of **April, 2023**, by the Monroe County Council, Monroe County, Indiana.

MONROE COUNTY COUNCIL

“Aye”

“Nay”

Kate Wiltz, President

Kate Wiltz, President

Trent Deckard, President Pro Tempore

Trent Deckard, President Pro Tempore

Jennifer Crossley, Member

Jennifer Crossley, Member

Marty Hawk, Member

Marty Hawk, Member

Peter Iversen, Member

Peter Iversen, Member

Geoff McKim, Member

Geoff McKim, Member

Cheryl Munson, 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

COUNTY COUNCIL REGULAR SESSION AND 2023 BUDGET WORK SESSION #3 SUMMARY MINUTES

Tuesday, September 13, 2022 at 5:00 pm

In Person: Nat U Hill Meeting Room – Courthouse & Zoom Connection

Members

Present – **In Person** – Kate Wiltz, President
Present – **In Person** – Trent Deckard, President Pro Tempore
Present – **In Person** – Jennifer Crossley
*Present – **In Present** – Marty Hawk
Present – **In Person** – Peter Iversen
Present – **In Person** – Geoff McKim
Present – **In Person** – Cheryl Munson

Staff

Present – **In Person** – Kimberly Shell, Council Administrator
Present – **In Person** – Molly Turner-King, Legal Counsel
Present – **In Person** – Catherine Smith, Auditor

1. CALL TO ORDER COUNTY COUNCIL REGULAR SESSION MEETING

Meeting called to order at 5:05 p.m. by President Wiltz. Roll taken. All Councilors Wiltz, Deckard, Crossley, Iversen, McKim, and Munson present. Hawk not present.

2. ADOPTION OF AGENDA

No changes

***Hawk arrived at 5:08 pm**

3. LEGAL DEPARTMENT, Jeff Cockerill

Second Reading and Approval of Ordinance 2022-24: Terms and Conditions for the Purchase of Land

*This item was tabled from the August 23, 2022, Work Session.
First Reading and Discussion of Ordinance was August 9, 2022 Regular Session.*

The County is interested in purchasing some land located at the Corner of I-69 and Fullerton Pike. The long term goal is for this to be utilized for a County Jail and other Justice related buildings. This property is just over 87 acres.

Deckard moved to approve Ordinance 2022-24: An Ordinance to approve and fix terms and conditions for the purchase of land. McKim seconded.

Jeff Cockerill, Legal Counsel, presented on this item. Council discussion ensued. No public comment.

Wiltz asked for a Roll Call Vote:

Shell called the roll:

Deckard Yes

Iversen Yes

Crossley Yes

Munson Yes

McKim Yes

Wiltz Yes

Hawk Yes

Motion passed; 7-0; Unanimous

**4. TECHNICAL SERVICES DEPARTMENT, Greg Crohn
Request Approval of Additional Appropriations**

Cable Franchise User Fees, 2502-0000

30072 Telephone Maintenance \$166,000.00

35003 Reprographics \$ 42,000.00

TOTAL \$208,000.00

This item was tabled from the August 23, 2022, Work Session.

The Department is requesting additional appropriation in Fund 2502, Cable Franchise due to: 1) Increased implementation of data plan devices (i.e. Cell phones, Wi-Fi devices), increased number of desk phones, and increased carrier costs have increased the monthly billing average. \$230,000 was budgeted for 2022, and based on the average, an additional \$166,000 will be required to cover costs through Dec 31st. 2) Increased printing demand, contract costs, and increased repair costs under non-contractual services have driven costs higher than anticipated. \$50,000 was budgeted for 2022, and based on the average with increases anticipated for the 4th quarter, an additional \$42,000 will be required to cover costs through Dec 31st.

Deckard moved to approve the Technical Services Department's request for additional appropriations in Fund 2502-0000, Cable Franchise User Fees, in the amount of \$208,000 in the Services Category. McKim seconded.

Greg Crohn, TSD Director, presented on this item. Council comments. No public comment.

Wiltz asked for a Roll Call vote:

Shell called the roll:

Wiltz Yes

Iversen Yes

Crossley Yes

Munson Yes

Hawk Yes

McKim Yes

Deckard **Yes**
Motion passed; 7-0; Unanimous

5. CLERK'S OFFICE
Clerk's Perpetuation Fund, 1119-0000
17101 Overtime

The Department is recreating to create a new account line in the Clerk's Perpetuation Fund. An additional appropriation is not needed at this time.

Deckard moved to approve the Clerk's request to add account line 17101, Overtime, to Fund 1119-0000, Clerk's Perpetuation Fund. McKim seconded.

The County Clerk and her Chief Deputy were unable to attend the Council meeting, Kim Shell, Council Administrator, presented on this item from an email that she received from the Clerk. Council questions and concerns were discussed.

Deckard moved to table the Clerk's request to another meeting indefinitely. Hawk seconded.

Wiltz called for a Voice Vote to table.
Motion passed; Unanimously

6. LEGAL DEPARTMENT, Molly Turner-King
Request to Amend the 2022 Salary Ordinance
ADD:
CLERK'S OFFICE – ELECTED OFFICIAL SECTION
Election Fund-Voter Registration, 1215-0010
17796 Voter Registration Per Diem Rate: \$6.50 per day for 246 work days/per year

This item was tabled from the September 7, 2022 Session.

This is a request to amend the Salary Ordinance to include a per diem for the Clerk as the Voter Registration Officer. The per diem would be in the amount of \$6.50/ per day for an estimated for 246 day/per year. Claims for the per diem are to be submitted to the Auditor either bi-weekly, monthly or quarterly. Claims will be paid

as compensation for days during which the Clerk served as the Voter Registration Officer in accordance with Indiana Code § 3-7-12-22 that states "in a county where the circuit court clerk serves as voter registration officer, the clerk is entitled to a per diem compensation. The per diem shall be paid out of the general fund of the county in the same manner as election expenses are paid." Claims cannot be paid in advance of service.

Deckard moved to approve the request to amend the 2022 Salary Ordinance in the Elected Officials Compensation Section and add account line 17796, Voter Registration Per Diem, to Fund 1215-0010, Election Fund-Voter Registration, with a rate of \$6.50 per day for 246 work days/per year along with the detail information as set out on the agenda. Iversen seconded.

Wiltz stated that the Clerk is not in attendance at this meeting and sent a communication through the Clerk's attorney asking to retable this.

Wiltz moved to table this agenda item to the September 27, 2023, Work Session meeting. McKim seconded.

No further discussion or Public Comment.

Wiltz asked for a Roll Call vote to table.

Shell called the roll:

<i>Hawk</i>	<i>Yes</i>
<i>McKim</i>	<i>Yes</i>
<i>Crossley</i>	<i>Yes</i>
<i>Iversen</i>	<i>Yes</i>
<i>Wiltz</i>	<i>Yes</i>
<i>Munson</i>	<i>Yes</i>
<i>Deckard</i>	<i>Yes</i>

Motion passed; 7-0; Unanimous

7. Regular Session Meeting Adjournment 5:35 p.m.

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2023 BUDGET WORK SESSION #3 AGENDA

1. CALL TO ORDER BUDGET SESSION #3

Wiltz called to order the third session of the 2023 Budget Work Session Reviews at 5:36 p.m.

2. WELCOME AND 2023 BUDGET WORK SESSION PROCEDURES

Wiltz welcomed everyone to day three (3) of the Budget Work Sessions. She reminded everyone that this is **not** the final approval of the 2023 Monroe County Annual Budget, nor is it the formal Budget Hearing. The Public Hearing is scheduled for Tuesday, October 4th at 5:30 p.m. and the Budget Final Adoption will occur on Tuesday, October 18th at 5:30 p.m. The public is invited to make public comment regarding a budget during those meetings.

3. OVERVIEW OF REVENUES AND EXPENDITURES

Wiltz asked for any updates to budget numbers based on any changes from the September 8th session.

McKim stated that he and Ms. Shell have continuously updated the draft in the dropbox, so it’s current with everything they know.

- 4. PUBLIC DEFENDER, Michael Hunt *15-minute time allotment***
- 1000-0271 General
- 1200-0000 Public Defender Supplemental

These budget reviews were tabled from the September 8th Budget Session Review Meeting.

Deckard moved to reopen for discussion and review Fund 1000-0271, General Fund-Public Defender, category requests of:

Personnel	\$1,557,514
Supplies	9,000
Services	<u>138,051</u>
TOTAL	\$1,704,565

McKim seconded.

Michael Hunt, Chief Public Defender, and Heather Stuffle, Executive Assistant, presented on this item.

McKim moved to reset line 18001, Full-time Self Insurance, to \$192,000. Iversen seconded.

Wiltz called for a Voice Vote on the amendment.

Motion passed; Unanimously.

Deckard amended category totals to:

Personnel	\$1,545,514	
Supplies	9,000	
Services	<u>138,051</u>	
Total	\$1,692,565	(new bottom line)

Wiltz called for a Voice Vote.

Motion passed; Unanimously.

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Deckard moved to open for discussion and review Fund 1200-0000, Public Defender Supplemental, category requests of:

Personnel	<u>\$1,123,840</u>
Total	\$1,123,840

McKim seconded.

McKim moved to set line 18001, Full-time Self Insurance, to \$120,000. Deckard seconded.

Wiltz called for a Voice Vote.

Motion passed; Unanimously.

Deckard amended category totals to:

Personnel	<u>\$1,135,840</u>
Total	\$1,135,840

Wiltz called for a Voice Vote.

Motion passed; Unanimously.

5. **PLANNING DEPARTMENT, Jackie Nester-Jelen**
-1000-0079 General

15-minute time allotment

Deckard moved to open for discussion and review Fund 1000-0079, General Fund-Planning, category requests of:

Personnel	\$733,472
Supplies	6,606
Services	<u>35,100</u>
Total	\$775,178

McKim seconded.

Jackie Nester-Jelen, Director, presented on this budget. Council questions and comments ensued.

Wiltz called for a Voice Vote.
Motion passed; Unanimously.

6. **AVIATION DEPARTMENT, Carlos Laverty**
-1107-0000 Aviation Fund

15-minute time allotment

Deckard moved to open for discussion and review Fund 1107-0000, Aviation, category requests of:

Personnel	\$ 782,748
Supplies	83,250
Services	412,800
Capital	<u>143,000</u>
Total	\$1,421,798

McKim seconded.

Carlos Laverty, Airport Director, presented on this budget. Council questions and discussion ensued.

McKim moved to reduce line 40100, Seed and Fertilizer, from \$68,000 to Zero, and set line 23940, Seed and Compost, Mulch and Planting, to \$68,000. Deckard seconded.

Wiltz called for a Voice Vote on the amendment.
Motion passed; Unanimously.

Deckard moved to amend line 41104, Vehicle Purchase, be amended down to Zero dollars. McKim seconded.

Wiltz called for a Voice Vote on the amendment.
Motion passed; Unanimously.

McKim moved that Council set line 13514, Airport Operations Manager, back to the grid amount of \$55,141. Iversen seconded. Council discussion ensued.

Wiltz called for a Voice Vote on the amendment.
Motion passed; Unanimously.

Deckard restated the Aviation Department's budget for Fund 1107-0000, Aviation, with amendments:

Personnel	\$ 748,067
Supplies	151,250
Services	412,800
Capital	<u>30,000</u>
Total	\$1,342,117

Wiltz called for a Voice Vote.

Motion passed; Unanimously.

7. **YOUTH SERVICES BUREAU, Judge Galvin & Victoria Thevenow** *20-minute time allotment*
-1114-0166 LIT-Special Purpose

Deckard moved to open for discussion and review Fund 1114-0166, LIT-Special Purpose-YSB, category requests of:

Personnel	\$2,012,714
Supplies	65,000
Services	156,055
Capital	<u>34,750</u>
Total	\$2,269,119

McKim seconded.

Judge Galvin and Victoria Thevenow, YSB Director, presented on this budget. Council questions and discussion ensued.

Wiltz called for a Voice Vote.

Motion passed; Unanimously.

8. **COURT SERVICES, Judge Diekhoff & Lisa Abraham** *45-minute time allotment*
-1000-0225 General
-1114-0225 LIT-Special Purpose
-1170-0225 Public Safety LIT
-2200-0000 Alternative Dispute Resolution
-2511-0000 Jury Pay
-8895-0000 Title IV-D Incentive

Deckard moved to open for discussion and review Fund 1000-0225, General Fund-Courts, category requests of:

Personnel	\$3,409,837
Supplies	29,051
Services	<u>743,332</u>
Total	\$4,182,210

McKim seconded.

Judge Diekhoff and Lisa Abraham, Court Administrator, presented this budget.

McKim moved that Council reduce line 32710, Special Services, to \$10,000, but create a new line in the Services Category, Mental Health Evaluations, with a line to be determined and set that amount at \$75,000. Crossley seconded.

No Council discussion.

**Wiltz called for a Voice Vote on the amendment.
Motion passed; Unanimously.**

**Wiltz called for a Voice Vote of the budget.
Motion passed; Unanimously.**

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Deckard moved to open for discussion and review Fund 1114-0225, LIT-Special Purpose-Courts, category requests of:

Personnel	\$163,473
Supplies	2,625
Services	<u>256,046</u>
Total	<u>\$422,144</u>

McKim seconded.

Abraham presented on this budget.

**Wiltz called for a Voice Vote.
Motion passed; Unanimously.**

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Deckard moved to open for discussion and review Fund 1170-0225, Public Safety LIT-Courts, category requests of:

Services	<u>\$261,557</u>
Total	<u>\$261,557</u>

McKim seconded.

Abraham presented on this budget. Council discussion ensued.

**Wiltz called for a Voice Vote.
Motion passed; Unanimously.**

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Deckard moved to open for discussion and review Fund 2200-0000, Alternative Dispute Resolution Fund, category requests of:

Supplies	\$ 500
Services	13,200
Capital	<u>1,000</u>
Total	<u>\$14,700</u>

McKim seconded.

Abraham presented on this budget.

**Wiltz called for a Voice Vote.
Motion passed; Unanimously.**

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Deckard moved to open for discussion and review Fund 2511-0000, Jury Pay, category requests of:

Services	<u>\$24,500</u>
Total	\$24,500

McKim seconded.

Abraham presented on this budget. Council discussion ensued.

**Wiltz called for a Voice Vote.
Motion passed; Unanimously.**

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Deckard moved to open for discussion and review Fund 8895-0000, Title IV-D Incentive, category request of:

Personnel	\$43,084
Services	<u>9,500</u>
Total	\$52,584

McKim seconded.

Abraham presented on this budget.

**Wiltz called for a Voice Vote.
Motion passed; Unanimously.**

9. PROBATION, Linda Brady and Troy Hatfield *50-minute time allotment*

- 1000-0226 General
- 1114-0273 LIT-Special Purpose
- 1170-0226 Public Safety LIT
- 2504-0000 Court Alcohol Drug User Fees
- 2506-0000 Problem Solving Court User Fees
- 2508-0000 Adult Probation User Fees
- 2509-0000 Juvenile Probation User Fees
- 2510-0000 Project Income User Fees
- 4916-0000 Offender Transportation

Deckard moved to open for discussion and review Fund 1000-0226, General Fund-Probation Department, category requests of:

Personnel	\$2,720,899
Services	<u>1,000</u>
Total	\$2,721,899

McKim seconded.

Linda Brady, Chief Probation Officer, presented this budget. Council questions and discussion ensued.

Wiltz called for a Voice Vote.
Motion passed; 6-1 [Hawk]; Majority

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Deckard moved to open for discussion and review Fund 1114-0273, LIT-Special Purpose-Probation, category requests of:

Personnel	\$853,867
Supplies	4,000
Services	92,500
Capital	<u>2,000</u>
Total	\$952,367

McKim seconded.

Brady presented on this budget.

Wiltz called for a Voice Vote.
Motion passed; Unanimously.

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Deckard moved to open for discussion and review Fund 1170-0226, Public Safety LIT-Probation, category requests of:

Personnel	\$188,052
Services	<u>295,560</u>
Total	\$483,612

McKim seconded.

Brady presented on this budget.

Wiltz called for a Voice Vote.
Motion passed; Unanimously.

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Deckard moved to open for discussion and review Fund 2504-0000, Court Alcohol Drug User Fee Fund, category requests of:

Personnel	\$126,488
Supplies	10,000
Services	41,600
Capital	<u>2,000</u>
Total	\$180,088

McKim seconded.

Linda Brady presented this budget. Council discussion ensued.

Wiltz called for a Voice Vote.
Motion passed; Unanimously.

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Deckard moved to open for discussion and review Fund 2506-0000, Problem Solving Court User Fee Fund, category requests of:

Personnel	\$13,457
Supplies	2,000
Services	33,050
Capital	<u>2,000</u>
Total	\$50,507

McKim seconded.

Brady presented this budget. Council discussion ensued.

**Wiltz called for a Voice Vote.
Motion passed; Unanimously.**

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Deckard moved to open for discussion and review Fund 2508-0000, Adult Probation User Fee Fund, category requests of:

Personnel	\$210,339
Supplies	5,000
Services	21,000
Capital	<u>2,000</u>
Total	\$238,339

McKim seconded.

Brady presented on this budget.

**Wiltz called for a Voice Vote.
Motion passed; Unanimously.**

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Deckard moved to open for discussion and review Fund 2509-0000, Juvenile Probation User Fee Fund, category requests of:

Personnel	\$ 5,383
Supplies	3,000
Services	9,000
Capital	<u>1,500</u>
Total	\$18,883

McKim seconded.

Brady presented this budget. Council discussion ensued.

**Wiltz called for a Voice Vote.
Motion passed; Unanimously.**

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Deckard moved to open for discussion and review Fund 2510-0000, Project Income User Fee Fund, category requests of:

Personnel	\$441,246
Supplies	56,750
Services	45,100
Capital	<u>2,500</u>
Total	\$545,596

McKim seconded.

Brady presented this budget. Council discussion ensued.

Wiltz called for a Voice Vote.

Motion passed; Unanimously.

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Deckard moved to open for discussion and review Fund 4916-0000, Probation Offender Transportation Fund, category requests of:

Services	<u>\$3,000</u>
Total	\$3,000

McKim seconded.

Brady presented this budget. Council discussion ensued.

Wiltz called for a Voice Vote.

Motion passed; Unanimously.

10. Meeting Recessed to Wednesday, September 14, 2022 at 5:00 pm

The Regular Session and 2023 Budget Session #3 Summary Minutes for **September 13, 2022** were presented and approved on **April 11, 2023**.

MONROE COUNTY COUNCIL, INDIANA

“Aye”

“Nay”

Kate Wiltz, President

Kate Wiltz, President

Trent Deckard, President Pro Tempore

Trent Deckard, President Pro Tempore

Jennifer Crossley, Member

Jennifer Crossley, Member

Marty Hawk, Member

Marty Hawk, Member

Peter Iversen, Member

Peter Iversen, Member

Geoff McKim, Member

Geoff McKim, Member

Cheryl Munson, 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

COUNTY COUNCIL 2023 BUDGET WORK SESSION #4 SUMMARY MINUTES

Wednesday, September 14, 2022 at 5:00 pm
In Person: Nat U Hill Meeting Room - Courthouse

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
Present – **In Person** – Geoff McKim
Present – **In Person** – Cheryl Munson

Staff

Present – **In Person** – Kimberly Shell, Council Administrator
Present – **In Person** – Molly Turner-King, Legal Counsel
Present – **In Person** – Catherine Smith, Auditor

1. CALL TO ORDER

President Wiltz called the meeting to order at 5 p.m. All Council members present.

2. ADOPTION OF AGENDA

No changes to the Agenda as presented.

3. WELCOME AND 2023 BUDGET WORK SESSION PROCEDURES

Wiltz presented procedures.

4. OVERVIEW OF REVENUES AND EXPENDITURES

Kim Shell updated changes made on Wednesday, September 13, 2022.

5. CORONER'S OFFICE, Joani Stalcup

Deckard moved to open for discussion and review Fund 1000-0007, General Fund Coroner, category requests of:

Personnel	\$159,062
Supplies	9,500
Services	<u>294,800</u>
TOTAL	\$463,362

McKim seconded.

Joani Stalcup, Coroner, presented on this budget. Council discussion ensued. No public comment.

Wiltz called for a Voice Vote.

Motion passed; Unanimously

6. PARKS DEPARTMENT, Kelli Witmer

-1000-0803	General
-1178-0000	Parks Non-Reverting Capital

Deckard moved to open for discussion and review Fund 1000-0803, General Fund-Parks, category requests of:

Personnel	\$1,206,320
Supplies	167,800
Services	216,500
Capital	<u>19,000</u>
TOTAL	\$1,609,620

McKim seconded.

Kelli Witmer, Director, presented on this budget. Council discussion ensued.

McKim moved that line 40001, Equipment, be set at Zero (-0-). Deckard seconded.

Wiltz called for a Voice Vote on the amendment.

Motion passed; Unanimously

Deckard restated the totals for Fund 1000-0803, General Fund-Parks, category requests of:

Personnel	\$1,206,320
Supplies	167,800
Services	216,500
Capital	<u>-0-</u>
TOTAL	\$1,590,620

Wiltz called for a Voice Vote.

Motion passed; Unanimously

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Deckard moved to open for discussion and review Fund 1178-0000 Parks Non-Reverting Capital Fund, category requests of:

Supplies	\$10,000
Services	17,000
Capital	<u>33,000</u>
TOTAL	\$60,000

McKim seconded.

Kelli Witmer presented on this item. Council discussion ensued. No public comment.

Wiltz called for a Voice Vote.

Motion passed; Unanimously

7. EXTENSION SERVICES, Ody Ekwonwa
-1000-0011 General

Deckard moved to open for discussion and review Fund 1000-0011 General Fund-Extension, category requests of:

Personnel	\$141,553
Supplies	7,736
Services	<u>143,670</u>
TOTAL	\$292,959

McKim seconded.

Ody Ekwonwa, Director, presented on this item. Council discussion ensued. No public comment.

Wiltz called for a Voice Vote.

Motion passed; Unanimously

8. HEALTH DEPARTMENT, Lori Kelley
-1159-0000 Health Fund
-1168-0000 Local Health Maintenance
-1206-0000 IN Health Trust Fund
-4906-0000 Public Health Emergency Fund

Deckard moved to open for discussion and review Fund 1159-0000 Health Department Fund, category requests of:

Personnel	\$1,451,767
Supplies	27,500
Services	<u>518,447</u>
TOTAL	\$1,997,764

McKim seconded.

Lori Kelley, Health Administrator, presented on this item. Council discussion ensued. No public comment.

Wiltz called for a Voice Vote.

Motion passed; Unanimously

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Deckard moved to open for discussion and review Fund 1168-0000 Local Health Maintenance Fund, category requests of:

Personnel	\$ 37,678
Supplies	700
Services	45,500
Capital	<u>60,000</u>
TOTAL	\$143,878

McKim seconded.

Lori Kelley presented on this item. Council discussion ensued.

Wiltz called for a Voice Vote.
 Motion passed; Unanimously

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Deckard moved to open for discussion and review Fund 1206-0000 Indiana Health Trust Fund, category requests of:

Personnel	\$70,639
Supplies	350
Services	<u>2,080</u>
TOTAL	\$73,069

McKim seconded.

Lori Kelley presented on this item. No Council discussion.

Wiltz called for a Voice Vote.
 Motion passed; Unanimously

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Deckard moved to open for discussion and review Fund 4906-0000 Public Health Emergency Fund, category requests of:

Supplies	\$10,000
Services	<u>10,000</u>
TOTAL	\$20,000

McKim seconded.

Lori Kelley presented on this item. Council discussion ensued.

Wiltz called for a Voice Vote.
 Motion passed; Unanimously

- 9. **PROSECUTOR, Erika Oliphant and Beth Hamlin**
- 1000-0009 General - Prosecutor
- 1000-0660 General - Child Support
- 1155-0000 Extradition
- 1170-0009 Public Safety LIT
- 2503-0000 Diversion User Fees

Deckard moved to open for discussion and review Fund 1000-0009 General Fund Prosecutor, category requests of:

Personnel	\$2,481,049
Supplies	\$ 11,500
Services	\$ <u>120,550</u>
TOTAL	\$2,613,099

McKim seconded.

Erika Oliphant, Prosecutor, and Beth Hamlin, Executive Assistant, presented on this budget. Council discussion ensued.

Wiltz called for a Voice Vote.
Motion passed; Unanimously

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Deckard moved to open for discussion and review Fund 1000-0660 General Fund-Prosecutor-Child Support, category requests of:

Personnel	\$1,293,781
Supplies	\$ 4,000
Services	\$ <u>45,938</u>
TOTAL	\$1,343,719

McKim seconded.

Oliphant and Hamlin presented on this budget. No discussion.

Wiltz called for a Voice Vote.
Motion passed; Unanimously

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Deckard moved to open for discussion and review Fund 1155-0000 Extradition, category requests of:

Personnel	\$609
TOTAL	\$609

McKim seconded.

Oliphant and Hamlin presented on this budget. No discussion.

Wiltz called for a Voice Vote.
Motion passed; Unanimously

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Deckard moved to open for discussion and review Fund 1170-0009, Public Safety LIT-Prosecutor, category requests of:

Personnel	\$ <u>116,946</u>
TOTAL	\$116,946

McKim seconded.

Oliphant and Hamlin presented on this budget. No discussion.

**Wiltz called for a Voice Vote.
Motion passed; Unanimously**

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Deckard moved to open for discussion and review Fund 2503-0000, Diversion User Fee, category requests of:

Personnel	\$133,465
Supplies	\$ 100
Services	\$ 650
Capital	\$ 500
TOTAL	\$134,715

McKim seconded.

Erika Oliphant, Prosecutor, and Beth Hamlin, Executive Assistant, presented on this budget.
Council discussion ensued.

**Wiltz called for a Voice Vote.
Motion passed; Unanimously**

10. AUDITOR, Catherine Smith & Brianne Gregory

-1000-0002	General
-1181-0000	Plat Book
-1216-0000	Auditor's Ineligible

Deckard moved to open for discussion and review Fund 1000-0002, General Fund-Auditor, category requests of:

Personnel	\$1,155,749
Services	<u>\$ 168,000</u>
TOTAL	\$1,323,749

McKim seconded.

Catherine Smith, Auditor, and Brianne Gregory, County Financial Director, presented on this budget.

Cheryl Munson moved to change account 11001, salary from \$51,730 to \$54,330 and simultaneously zero account 11002 to Zero. McKim seconded.

No discussion.

**Wiltz called for a Voice Vote on the amendment.
Motion passed; Unanimously**

Council discussion ensued.

Deckard restated the totals for Fund 1000-0002, General Fund-Auditor, category requests of:

Personnel	\$1,104,588
Services	<u>\$ 168,000</u>
TOTAL	\$1,272,588

Wiltz called for a Voice Vote.
Motion passed; Unanimously

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Deckard moved to open for discussion and review Fund 1181-0000 Plat Book, category requests of:

Personnel	\$79,469
Supplies	\$ 500
Services	<u>\$ 2,000</u>
TOTAL	\$81,969

McKim seconded.

Smith presented on this budget item. Council discussion ensued.

Wiltz called for a Voice Vote.
Motion passed; Unanimously

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Deckard moved to open for discussion and review Fund 1216-0000 Auditor’s Ineligible Deductions, category requests of:

Personnel	\$ 50,165
Supplies	\$ 20,000
Services	<u>\$192,100</u>
TOTAL	\$262,265

McKim seconded.

Smith presented on this budget item. Council discussion ensued.

Wiltz called for a Voice Vote.
Motion passed; Unanimously

- 11. COUNCIL OFFICE, Kim Shell**
- 1000-0061 General
- 1112-0061 Economic Development LIT

Deckard moved to open for discussion and review Fund 1000-0061 General Fund Council, category requests of:

Personnel	\$397,397
Supplies	\$ 1,200
Services	<u>\$219,615</u>
TOTAL	\$618,212

McKim seconded.

Kim Shell, Council Administrator, presented on this budget.

McKim made a motion to increase line 33032, BEDC, another \$30,000. Deckard seconded.

McKim explained his motion. Council discussion ensued.

Wiltz called for a Voice Vote on the amendment.
Motion passed; Unanimously

Deckard restated the totals in Fund 1000-0061, General Fund-Council, category requests of:

Personnel	\$397,397
Supplies	\$ 1,200
Services	<u>\$249,615</u>
TOTAL	\$648,212

Wiltz called for a Voice Vote.
Motion passed; Unanimously

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Deckard moved to open for discussion and review Fund 1112-0061 Economic Development LIT-Council, category requests of:

Services	<u>\$30,000</u>
TOTAL	\$30,000

McKim moved to reset line 33032 to Zero. Deckard seconded.

No Council discussion.

Wiltz called for a Voice Vote.
Motion passed; Unanimously

Furter Council discussion ensued.

Wiltz called for a Voice Vote.
Motion passed; Unanimously

12. Meeting Recessed at 8:00 pm and to resume Thursday, September 15, 2022 at 5:00 pm

The 2023 Budget Session #4 Summary Minutes for **September 14, 2022** were presented and approved on **April 11, 2023**.

MONROE COUNTY COUNCIL, INDIANA

“Aye”

“Nay”

Kate Wiltz, President

Kate Wiltz, President

Trent Deckard, President Pro Tempore

Trent Deckard, President Pro Tempore

Jennifer Crossley, Member

Jennifer Crossley, Member

Marty Hawk, Member

Marty Hawk, Member

Peter Iversen, Member

Peter Iversen, Member

Geoff McKim, Member

Geoff McKim, Member

Cheryl Munson, 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 REGULAR SESSION AGENDA SUMMARY MINUTES

Tuesday, March 14, 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
*Present – **In Person** – Geoff McKim
Present – **In Person** – Cheryl Munson

Staff

Present – **In Person** – Kimberly Shell, Council Administrator
Present – **In Person** – Molly King-Turner, Legal Counsel
Present – **In Person** – Cathy Smith, Auditor
Present – **In Person** – Bri Gregory, Financial Director

1. CALL TO ORDER 5:31 PM

Wiltz called the meeting to order at 5:35 p.m. All Councilors were present in person in the Nat U Hill Room.

2. PLEDGE OF ALLEGIANCE 5:31 PM

3. ADOPTION OF AGENDA 5:32 PM

No changes to the agenda were made. No public comment.

4. PUBLIC COMMENT 5:33 PM – items NOT on the agenda (limited to 3 minutes per speaker)

Jen Pearl, Bloomington Economic Development Corporation, spoke on the impact of Council's support and provided an annual report. Stated that Monroe County is a hub for talent and innovation. She spoke of future strategies of B.E.D.C.

Mark Haggerty, New Leaf New Life Recovery Program founder, spoke about the program that was in use at the jail in the past. He would like to see the program be a part of the new jail process.

Natalia Galvan spoke regarding the deterioration of the Health Department. She also spoke of Council's leadership being needed.

5. DEPARTMENT UPDATES 5:47 PM

Wiltz asked if anyone had department updates.

Cathy Smith, Auditor, spoke about property taxes and the processes it takes, as well as the budget and where the money goes. She welcomed taxpayers with questions to talk to the Auditor's office. Smith expressed gratitude to the citizens of Monroe County for participating in making Monroe County great.

6. COUNCIL LIAISON UPDATES 5:54 PM

Wiltz asked for Liaison updates.

Munson, as former liaison to the Soil and Water District, attended the annual meeting of the MC Soil and Water District, she stated Wiltz was awarded Conservation Friend of the Year for 2022.

Crossley spoke regarding the Sheriff, jail staff and the progress that has been made since the administration change. She stated that the public is interested and invested in what the Sheriff, Jail Commander and staff are doing in the jail. Crossley celebrated The Public Defender's Office having just celebrated 50 years of service.

Hawk, member of the Internal Control Committee, questioned where the equipment is to clean the jail. She stated that throughout the years there had to have been equipment to clean with or the County had to have been paying a contract for it. She asked for discussions and research as to where the money went to pay for equipment and where the equipment is. She stressed that the equipment that the Sheriff has ordered needs to stay at the jail and doesn't go to another department because the Sheriff will be responsible for that equipment. She expressed concern over lacking internal controls.

Iversen spoke on the Environmental Commission, and Monroe County to partner with Indiana University Resilience Institute regarding response to efforts in climate crisis. Monroe County will host a *McKinney Fellow*, an IU graduate student, who will work to make sure efforts are on par with other communities across the United States.

Iversen spoke on the Substance Use Disorder Advisory Committee, which is bringing back the Opioid Summit that the community had for many years. The next meeting for this committee will be on March 31st at noon in the Nat U Hill Room.

Iversen also stated that the next Community Justice Response Committee (CJRC) meeting is March 20th at 4:30pm in the Nat U Hill Room. A discussion will be held regarding facilities visited by members. The Committee is awaiting the Commissioners' decision on an architectural and construction firm. Public comments will be welcomed.

Wiltz spoke regarding the CJRC meeting and expressed her disappointment on how members are treating each other. She stated the need to hold each other more accountable for actions, words and that members need to show respect for each other.

7. BOARDS AND COMMISSIONS APPOINTMENT 6:05 PM

Request Approval of a Citizen Appoint to the Library Board of Trustees, Grier Carson

Christine Hull Library Board of Trustees Term Length: Completing 4-Year Term Expires: 01/31/2027

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The Monroe County Public Library Board of Trustees recommends candidate, Christine (Chris) Hull, to fill its forthcoming vacancy of a member-at-large position.

Deckard moved to approve the appointment of Christine Hull to the Monroe County Public Library Board of Trustees completing a term of 4-years which expires on January 31, 2027. McKim seconded.

Grier Carson, Library Director, spoke regarding this item and other upcoming appointments of members that will term out. He stated that June 9th is opening day for the new southwest library branch.

Council discussion ensued. Hawk stated she would like to see a Council Liaison appointed to the Library Board. Munson and McKim were in favor of Hawk's idea. McKim congratulated Mr. Risinger on his retirement from the Library Board and welcomed Ms. Hull. Deckard commented on the importance of the library and agreed with Hawk's idea of a library liaison.

No public comment.

Wiltz asked for a voice vote.

McKim Yes

Crossley Yes

Wiltz Yes

Deckard Yes

Munson Yes

Iversen Yes

Hawk Yes

Motion Passed; 7-0; Unanimous

8. JAIL/CORRECTIONAL CENTER, Ruben Martè, Phil Parker, and Kyle Gibbons 6:17 PM

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

General Fund-Jail, 1000-0380

16022 Facility Coordinator 40 Hours Jail LTC B Non-Exempt

The Waggoner, Irwin, Scheele (WIS) classification and review has been completed and received for the Jail/Correctional Center. WIS recommends the new position be classified at an LTC B, Non-Exempt. As this position will have similar working conditions and interactions with inmates, plus in most jails a correctional officer is assigned these duties, the Department is requesting the Facility Coordinator position be compensated at the same base rate of a Correctional Officer which is classified at a Jail Civ Pole B at \$23.66 hourly. (*Base rate for an LTC B is \$20.27*).

Deckard moved to approve the Sheriff's request for a new position, Facility Coordinator, and to simultaneously amend the Salary Ordinance in Fund 1000-0380, General Fund-Jail, account line 16022, Facility Coordinator, 40 Hours, Jail LTC B, Non-Exempt. McKim seconded.

Ruben Martè, Sheriff and Phil Parker, Chief Deputy, presented on this item. Martè appreciates Council comments regarding treating everyone with respect. Parker would like to see the salary at the same level of a Correctional Officer.

Molly Turner-King, County Legal Counsel, clarified when the position came back from WIS it was classified as an LTC B. She explained that most of the jail positions are subject to the jail collective bargaining unit contract. As such, she believes that the salary should mimic that of a correctional officer.

Kim Shell, Council Administrator, explained that by tying this position to that of a Correctional Officer, both positions would be paid the same and will be able to retain the person hired in this position.

Council discussion ensued.

McKim made a motion to tie the hourly rate of the Facility Coordinator to the Correctional Officer base rate. Deckard seconded.

Council discussion ensued. No public comment.

Wiltz asked for a voice vote.

McKim Yes

Crossley Yes

Wiltz Yes

Deckard Yes

Munson Yes

Iversen Yes

Hawk Yes

Motion Passed; 7-0; Unanimous

Further discussion as to the hours of the new position was held. Shell also explained that the Correctional Officer, per contract, hours are 41.25 rather than 40.

McKim made a motion to amend the motion on the floor to change the number of hours in the salary ordinance from 40 to 41.25. Deckard seconded.

No Council discussion. No public comment.

Wiltz asked for a voice vote.

McKim Yes

Crossley Yes

Wiltz Yes

Deckard Yes

Munson Yes

Iversen Yes

Hawk Yes

Motion Passed; 7-0; Unanimous

No additional Council comments. No public comment.

Wiltz asked for a roll call vote on the overall motion as amended.

McKim Yes

Crossley Yes

Wiltz Yes

Deckard Yes

Munson Yes

Iversen Yes

Hawk Yes
 Motion Passed; 7-0; Unanimous

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B. Request Approval for Additional Appropriations 6:35 PM

<u>General Fund-Jail, 1000-0380</u>		
20700	Maintenance/Repair Supplies	\$ 50,300.00
24200	Operational Supplies	\$ 40,000.00
30006	Contractual	\$ 10,000.00
40001	Equipment	\$ 7,800.00
TOTAL		\$108,100.00

The Department is requesting an additional appropriation of \$40,000 to replenish funds transferred from the Operational Supplies to create lines to purchase items to clean and paint the Jail. The Department has received estimates and/or quotes as to purchasing supplies and/or equipment, for the use of cleaning and painting the Jail which is attached for review. The Department is requesting additional appropriations to bring newly created account lines to the totals needed to move forward with purchasing any of the remain items.

*Total Supplies Request \$70,219.71 – Maintenance/Repair Supplies (Transfer Balance) \$20,000 = \$50,219.71
 Total Contractual Request \$20,000 - Contractual (Transfer Balance) \$10,000 = \$10,000
 Total Equipment Request \$17,794.78 - Equipment (Transfer Balance) \$10,000 = \$7,794.78*

At this time, the Department does not have any agreements and/or contracts with third-party vendors with regards to additional assistance needed for cleaning and/or sanitizing the Jail Facility. The Department is requesting the additional appropriation amount to be in place for when the need arises.

Deckard moved to approve the Sheriff’s request for additional appropriations in Fund 1000-0380, General Fund-Jail in the amount of \$90,500 in the Supplies Category, \$10,000 in the Services Category, and \$7,800 in the Capital Category for a total of \$108,100. McKim seconded.

Parker presented on this item. He stated that the Commissioners are moving forward with ordering some of the equipment that was requested and said that the Council could remove the \$7,800 request, if desired. Council discussion ensued and with a consensus to have the equipment amount remain.

Smith spoke regarding why capital lines are not available to every department.

Lengthy Council discussion ensued.

Public Comment: Unnamed Community statement was read into the record from Zoom Chat regarding the sealing of the jail floor and if the amount requested will also take care of that issue as well. No further public comment.

Wiltz asked for a roll call vote.

- McKim Yes
- Crossley Yes
- Wiltz Yes
- Deckard Yes
- Munson Yes
- Iversen Yes
- Hawk Yes

McKim Yes
 Crossley Yes
 Wiltz Yes
 Deckard Yes
 Munson Yes
 Iversen Yes
 Hawk No

Motion Passed; 6-1; Majority

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C. Request Approval of Additional Appropriations and Simultaneously Amend the 2023 Salary Ordinance 7:05 PM

STD Strengthening Prevention Fund, 8112-9623

10107	DIS Intervention Specialist Program Coordinator	\$ 48,449.00
10108	Disease Intervention Specialist	\$ 43,480.00
17601	Longevity	\$ 800.00
18001	FT Self Insurance	\$ 24,000.00
18101	FICA	\$ 7,032.48
18201	PERF	\$ 13,053.82
20011	Other Supplies	\$ 14,592.35
30014	Other Services	\$ 14,592.35
30021	Phones & Pagers	\$ 1,000.00
30028	Training & Travel	\$ 1,000.00
38110	Services & Charges	\$ 1,000.00
40001	Equipment	\$ 1,000.00
	TOTAL	\$170,000.00

The Department received an award letter for Fund 8112 ,STD Strengthening Prevention, referred to as the DIS Workforce Supplemental. The grant runs from January 1, 2023 - December 31, 2023, and will be used for personnel, benefits, supplies, services, a department cell phone, training/travel, services & charges related to Indiana Department of Health (IDOH) and equipment. The Department is requesting to appropriate additional funding and a corresponding amendment to the Salary Ordinance adding the DIS Program Coordinator and Specialist.

Deckard moved to approve the Health Department's request for additional appropriations in Fund 8112-9653, STD Strengthening Prevention Fund, in the amount of \$136,815.30 in the Personnel Category, \$14,592.35 in the Supplies Category, \$17,592.35 in the Services Category and \$1,000 in the Capital Category for a total of \$170,000 and simultaneously amend the 2023 Salary Ordinance by adding account line 10107 DIS Intervention Specialist Program Coordinator, 35 Hours, PAT B, Non-Exempt and account line 10108, DIS Intervention Specialist, 35 Hours, PAT A, Non-Exempt. McKim seconded.

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

Wiltz asked for a roll call vote.

McKim Yes
 Crossley Yes
 Wiltz Yes
 Deckard Yes
 Munson Yes
 Iversen Yes

B. Request Approval to Amend Resolution 2023-02: A Policy Recognizing Knowledge, Skills, and Abilities for Highly Qualified Applicants and Simultaneously Amend the 2023 Salary Ordinance.

On February 14, 2023, Council approved a resolution setting policies and procedures in place to enable Elected Officials or Department Heads to hire highly qualified applicants with no prior Monroe County Government work history and/or current permanent part-time employees into full-time positions. After approval, it was requested to add language to allow employees with approved KSA Status to transfer to other MCG Departments while maintaining their KSA Status. This language has been incorporated into the Resolution for review and approval.

Three (3) amendments are needed in the Salary Ordinance changing language from Mid-Point Hire (MPH) to Knowledge, Skills, and Abilities (KSA). Language detail is attached for review.

Deckard moved to approve the request to Amend Resolution 2023-02: a policy recognizing knowledge, skills, and abilities for highly qualified applicants and simultaneously amend the 2023 Salary Ordinance KSA Language. Iversen seconded.

Turner-King presented on this item. This was amended from 2/14/2023 and was summarized in four points:

- 1) the addition of a transfer policy
- 2) clarification between KSA Status and Years of Service
- 3) clarification on approval process
- 4) clarification of whom the policy is applicable to

Lengthy Council discussion ensued. No public comment.

Wiltz asked for a roll call vote.

Crossley Yes

Wiltz Yes

Deckard Yes

Munson Yes

Iversen Yes

Hawk No

Motion Passed; 5-1; Majority

11. APPROVAL OF SUMMARY MINUTES AS PRESENTED 7:24 PM

-February 14, 2023 - Regular Session

-February 28, 2023 - Work Session

Deckard moved to approve the Summary Minutes of February 14, 2023-Regular Session and February 28, 2023-Work Session. Crossley seconded.

No Council discussion. No public comment.

Wiltz asked for a voice vote.

Crossley Yes

Wiltz Yes

Deckard Yes

Munson Yes

Iversen Yes

Hawk Yes

12. COUNCIL COMMENTS 7:26 PM

Crossley spoke on Women's History month and gave a shout out to the IU Women's basketball team on being chosen as the #1 seed.

She expressed appreciation to colleagues for respecting others. Crossley addressed the past Community Justice Response Committee (CJRC) meeting and thought back on a conversation she had 1-2 years ago with Charlotte Zietlow on how elected officials need to stick to the issues. She made a call to action to colleagues and stated she will no longer tolerate disrespect from colleagues, as the community is watching, and they deserve better and elected officials should act accordingly.

Hawk spoke on the annexation lawsuit and the average amount on what taxpayers pay on an average home since assessed values went up. Therefore, she expects an influx of questions from County taxpayers regarding their property taxes.

She apologized for not being at the last Council meeting in person and explained that it was due to lack of parking close by the Courthouse. Due to her Meniere's disease, she cannot walk far distances.

Iversen spoke on keeping the peace and that it is a learned behavior, he needs to do better at the CJRC meetings. Encouraged Councilor Crossley to continue to speak up at CJRC meetings and that people need to step up and do the right thing.

He stated that the inflation rate is 6%, significantly lower than previous periods, but still high. The economic indicators that Monroe County uses have been strong. Demand for food and beverage and innkeepers' revenue remains resilient.

He spoke on Girl Scout cookie season coming to an end and stated that the demand was so high in Indiana that it amounts to one package for every single household, statewide. With it being Women's History month, he wanted to congratulate all those girl entrepreneurs. Girl Scouts has been around since 1912. He thanked all the people involved in Girl Scouting for being a part of our diversified and amazing community.

Munson, as previously having been a part of Girl Scouts, thanked Iversen for his comments. She stated the At-Large County Council members will have a listening meeting with special guests; Sheriff Martè, Chief Deputy Parker, and Jail Commander Gibbons on April 1st from 12:00-1:00 PM in room 2A at the Monroe County Public Library. A zoom link will be posted on the County calendar and the County Facebook page. She said that the community has a lot of questions regarding the Jail. She stated the need to have better communication in Bloomington regarding this subject. She is hopeful that the listening meeting will give the community a better understanding of the changes that have been made at the jail and other good things happening in our community.

Deckard echoed Munson's statements about the listening meeting on April 1st. He expressed understanding that the Courthouse may be a little foreboding to some. He stated that elected officials work for the taxpayers. He invited the public to visit the Council's webpage for email addresses and to reach out with questions or concerns they have. Deckard spoke of often learning more outside the Courthouse than he does inside the Courthouse. The pandemic was hard due to not being able to meet in person with people.

He wants the public to know they have a right to vote and that we are in an election year. If you need more info about how to vote go to Indianavoters.com or call the County Clerk's office.

He also spoke on annexation and stated that the process needs to be simpler to understand.

13. ADJOURNMENT 7:49 PM

The County Council Summary Minutes for **March 14, 2023** were presented and approved on **April 11, 2023**.

MONROE COUNTY COUNCIL, INDIANA

“Aye”

“Nay”

Kate Wiltz, President

Kate Wiltz, President

Trent Deckard, President Pro Tempore

Trent Deckard, President Pro Tempore

Jennifer Crossley, Member

Jennifer Crossley, Member

Marty Hawk, Member

Marty Hawk, Member

Peter Iversen, Member

Peter Iversen, Member

Geoff McKim, Member

Geoff McKim, Member

Cheryl Munson, Member

Cheryl Munson, Member

ATTEST:

Catherine Smith, Auditor
Monroe County, Indiana

Date