

ALLEN COUNTY COUNCIL MEETING MINUTES
JANUARY 17, 2019
8:30 AM

The Allen County Council met on Thursday, January 17, 2019 at 8:30 am in the Discussion Room at Citizens Square. The purpose of the meeting was for additional appropriations, transfer of funds in excess of the current budget, grants, budget approval and any other business to come before Council.

Attending: Robert A. Armstrong, Joel M. Benz, Larry L. Brown, Kenneth C. Fries, Tom A. Harris, Kyle A. Kerley and Sharon L. Tucker.

Also Attending: Nick Jordan, Auditor and Jackie Scheuman, Finance and Budget Director

The meeting was called to order by President Tom Harris with the Pledge of Allegiance and a moment of silent prayer.

Tom Harris: Good morning to our first meeting of 2019. We would like to welcome Kyle Kerley as the new Council member. First on the agenda is the approval of the December 20, 2018 meeting minutes. Are there any additions or corrections?

Joel Benz: Move to approve the minutes from December 20, 2018.

Bob Armstrong: Second.

Tom Harris: All in favor signify by saying aye, opposed, same sign. The motion passes 7-0. Next is the financial report from Auditor Nick Jordan.

Nick Jordan: Good morning, Council. In your notebook, you are going to see the financials for January and there is not much to them unless you want to look at the estimates. You were also emailed the 2018 Unspent which reflects our rollover from the dollars appropriated and not spent as well as those purchase orders that were encumbered and carried into this year. I also sent a breakdown of the beginning of the 1/1/2019 General Fund balance. That looks very familiar to the prior year of 1/1/2018. On the financials you will see it is about \$32 million in cash. There are a couple of things reducing that to bring it down to approximately \$21 million left for appropriation. One of those is about \$5.5 million in encumbered purchase orders that rolled over from last year. The biggest piece of that is related to the Work Release project. That is detailed in the email I sent and looked like this PDF. The \$4.1 million is for Work Release and then there is half-million for the K9 Project. You will see, as we have in prior years, \$6 million earmark, so to speak, for replenishing the cash reserve. All that is for is so we don't go negative at any time during the year because of how property taxes are distributed. I can take any questions and we will also be sending another Miscellaneous Revenue analysis that contains explanations for variances that are greater than ten percent

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or \$100,000. That will be in the next couple of weeks. If you have any questions, let me know.

Tom Harris: Nick, The \$6 million to replenish cash reserves is a number that we picked a number of years ago but has that number been appropriately retained?

Nick Jordan: It is appropriate based on what the financial balance is to begin with. If we had \$21 million, you could possibly say it is high because we are sitting on \$21 million but when it was down around \$10 million, it was more than appropriate. We will need it again because we are not going to sit on \$19 million or \$20 million forever and if you reduce it, what happens is that we would have to take a Rainy Day Fund loan for three to five years in a row of \$10 million, \$6 million and \$5 million. This is to prevent that so we don't have to do the Rainy Day Fund loan and the procedural aspect of that. The Rainy Day Fund sits on about \$16 million. Our Health Insurance Fund ended with about \$10 million. As you can see through the package, your Major Funds financials which includes the LIT Economic Development as well as CUM CAP, we still maintain record high balances as we have for many years running.

Tom Harris: Council, are there any questions?

Sharon Tucker: I have one just to make sure my numbers are accurate. In the Rainy Day we are sitting on \$16 million and the cash reserve is another \$6 million?

Nick Jordan: The Rainy Day is almost \$16 million. In the General Fund, you have \$21 million and that is with my \$6 million earmark and you can strike that if you want. There is \$21 million available for appropriation in the General Fund.

Sharon Tucker: Thank you.

Kenny Fries: I will make a motion to approve the financial report.

Larry Brown: Second.

Tom Harris: **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.** The total appropriations requested in the General Fund are \$158,007 and in Other Funds is \$210,860. At this time, we open it to Public Comment on any of the topics coming up today, please come forward and we will allow you a moment to share. Seeing no one coming up, we will move forward in the agenda which is Economic Development.

Rachel Black: Rachel Black, Economic Development.

Nick Bouquet: Nick Bouquet with Evergreen Partnership, Owner and Developer.

Tyler Kalachnik: Tyler Kalachnik with Ice Miller, Bond Counsel to the County on this transaction.

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Rachel Black: At the meeting last year in June, you approved an inducement resolution pertaining to the issuance of Economic Development Revenue Bonds to assist EV FW Limited Partnership/Evergreen Village at Fort Wayne financing the acquisition and construction and equipping a new 125 apartment senior living facility. The property is located at 12523 Auburn Road and has been through approval for rezoning through the Allen County Plan Commission. The bonds will be issued in the amount of not to exceed \$25 million. These bonds will have no adverse effect on the County as the applicant is essentially using the County's non-exempt tax status to borrow at a more attractive interest rate. The fact sheet that I included in your packet details all of those items. If you have any questions, we are happy to answer them. For your consideration today is an ordinance authorizing Allen County to issue up to the \$25 million for its multifamily housing revenue bonds.

Tom Harris: Council, any questions or comments?

Larry Brown: That is usually your area.

Tom Harris: Isn't that something. Tell us a little bit about the project.

Nick Bouquet: Sure. We are looking to build 125 units of affordable assisted living. 75% of the units will be affordable to seniors earning less than 60% of the area median income which is about \$27,000 a year. The other 25% will be market rate units. The facility will also be licensed as a Medicaid Waiver facility and so we are able to house low income seniors and provide them with assisted living services. In the market right now, they cannot get that type of service. As a low income senior on Medicaid you are generally forced into a nursing home level of care whether or not that is actually the level of care that you need. This is a way to better house the seniors and better use the Medicaid dollars that those seniors are getting to get better levels of care. Since we were here last, fundamentally the project is the same. We finished our approvals for financing with Indiana Housing for the tax credit piece of the project's financing as well as our plans and specifications have been approved by Allen County and we have a will issue for the building permit. We are effectively shovel ready and are close to starting construction in February.

Tyler Kalachnik: I am not sure if Rachel mentioned this but the Economic Development Commission met right before this meeting and held a public hearing with no comment and recommended the ordinance for approval.

Tom Harris: Thank you.

Ken Fries: In looking at the hundred-block and this has to be at Union Chapel and Auburn?

Nick Bouquet: Correct, it is on the corner.

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Ken Fries: Where the old farmhouse was. My concern when we have new development coming in, and this isn't your concern but should be ours, is what do we do about the infrastructure in and out of those places? Auburn Road is a two-lane road in and out and our only hope is the Union Chapel roundabouts. Is that some consideration that you have taken is the egress in and out of the facility?

Nick Bouquet: Yes, prior to even going in on the rezoning, we spent a couple of months working with the neighborhood to understand the issues. Obviously traffic is a big issue for them. The one benefit of this use is the senior population that we are serving, most of them don't have cars and so the coming and going would be less intense than if it was a multifamily development. We have worked with the Planning Department to design the turn lanes and deceleration lanes we would need on both Union Chapel and Auburn Road.

Joel Benz: I will go ahead and make a motion for consideration of an Ordinance 2019-01-17-01 authorizing and providing for the issuance of Economic Development Revenue Bonds for EV FW Limited Partnership/Evergreen Village at Fort Wayne.

Kenny Fries: Second.

Tom Harris: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0. Thank you and good luck. The next item on the agenda is a resolution also from Economic Development.

Elissa McGauley: Elissa McGauley, Director of Redevelopment. For your consideration this morning is a resolution to re-establish criteria for the SB-1 applications for property tax abatements. Attached to the resolution is an amended policy. We'll also discuss adjustments to the point system that the staff uses to evaluate applications. Last fall we met with the County Council President, at the time, Joel Benz, Larry Brown and Tom Harris to discuss the County's current tax abatement policies and consider what amendments might need to be made. County policies for the granting of property tax abatements have been around since the 1980's. The staff pointed out to Council members that current County tax abatement policies are largely contained within several resolutions approved by County Council between 2000 and 2015. What I just passed around is a table we put together of those resolutions so that you have them as reference. We have to consult those resolutions for policies on administering the County's tax abatement program. Some have language that is out of date. In order to simplify the task in consulting these policies and providing current policies to interested parties, staff reviewed, consolidated and organized these policies into one new document. When I go through the amendments, I will refer to the original resolution, somewhat. Besides the consolidation of some policies, Council members have proposed amendments to the existing policy. I will make note of those as well. As you look through the attached policy by section, some of the key amendments include, if you look at Section One, we have updated the zoning classifications where applications will not be accepted. This was needed because the zoning ordinance changed and they changed the names of some of those types of residential zoning classifications. We updated that to reflect what current

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zoning ordinances looked like. We added a separate \$500 fee for vacant building deduction only applications. While we know this is a type of request that we receive often, we needed to break that out in case we did have an applicant that was only applying for a vacant building deduction. We changed the language to when staff would submit applications for County Council consideration from within 60 days of filing to the next available meeting. We clarified language for applications that involved special tooling. This reference that was in the original resolution was regulation number sixteen to the Indiana Administrative Code. We thought that was more of an up-to-date reference for us because that is what we would consult. Most of those original policies were contained in the 2004 resolution that was updated in 2009, 09-01-15-01. We also added language in Section One on service based business policy which is adopting some of the City of Fort Wayne's policies in regards to how they look at service based business. This was at the suggestion of County Council. We also added the City of Fort Wayne's language for speculative building policy and that was also at the suggestion of County Council. Those two changes were made by the City Council a few years ago. In Section Two, we amended language in regards to the consideration of the SB-1 application. Previously the application would not be considered if the improvement location permit or structural permit had been issued prior to filing that application. The amended language is the improvement location permit or structural permit has been issued prior to filing the SB-1 application. We just kind of tightened that up. The original policies, for this particular change were contained in 2004 and then amended in 2009. Also in Section Two, in looking at the 2009 resolution, there was a section that pertained to how staff would interact with Greater Fort Wayne, Inc. which was formerly known as the Allen County-Fort Wayne Economic Development Alliance, in providing them information on estimated property tax savings if a company was interested in applying for property tax abatement. We didn't feel that was needed anymore because it was just normal business practice for us now. When staff has a prospect or a lead that is interested and we put together a local incentive package typically we provide an estimate of property tax savings if the company is interested in applying for property tax abatement. In Section Three of the new policy, we amended language in regards of staff determination of company compliance with the Statement of Benefits to make it clear that Allen County Council will make that determination. The original compliance policy was contained in the 2003 resolution, 2003-12-11-03. The original language was confusing because it appeared that staff and County Council would make the determination and we wanted to make sure it was aligned with the State policy. In Section Four, we amended language regarding staff consideration of waivers of non-compliance. For real property, the current language states that waivers will only be considered for applicants who have applied for and received an improvement location permit and have broken ground on the project within one month prior to the date that the application has been filed with us. New language will take out the "and received" and "broken ground for the project". The original policy was contained in 2004 and amended in 2009. We amended the policy for waivers for non-compliance to just \$500. There was some language in the 2009 resolution that had a fine equal to one percent of the proposed investment amount or no less than \$500. We just made it a straight \$500 to align the fees all together. The \$500 fee was also for waivers that pertained to filing applications when equipment had been installed as well. We were trying to make sure that no matter what we had a waiver of

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non-compliance or request would be a \$500 fee. We also amended the point system. In Section Two C, that addresses 80% of the jobs created and retained are within the following salary ranges. The salary ranges were adjusted to the City of Fort Wayne's policy. They have a question that is very similar and they look at median salaries and a few years ago they raised their ranges. We are essentially raising our ranges to what they have. Council member Benz wanted us to continually take a look at this given that the economy has its ups and downs. We will review and offer adjustments to those ranges to you by comparing current ranges looking at quarterly census data as well as consumer price index data so we can track inflation and that kind of thing. If we have any proposed changes we can look at those on an annual basis and that is noted on the point sheet.

Tom Harris: Elissa, for the folks at home and in layman's terms, what does the 80% change mean?

Elissa McGauley: Per range, it is about a \$3,000 increase.

Joel Benz: I have them right here but I think the thought was if the economy was improved, we want to incentivize companies. The low range was under \$25,000 and once you were above that there was five points and so we adjusted it up to \$28,000. It is just an incremental adjustment to basically say that we are going to incentivize companies to bring in better jobs. If we are going to provide abatement, I would rather provide it to some company that is going to make an impact in our community.

Tom Harris: So basically, the standards for receiving a phase-in actually go up a little bit and as the economy is improving, we are raising the standards to receive that abatement. A question as well, some of the changes as we align or continue to evaluate our policy versus the City of Fort Wayne, are any of those an adverse impact to the towns and communities in the County, other than Fort Wayne?

Elissa McGauley: I don't believe so. We have our own set of policies and some of the Cities and Towns have their own set that mirrors yours. We are in the process of reviewing the Cities and Towns' policies and proposing amendments like what you see in front of you today in the hopes that they will mirror what the County and the City of Fort Wayne are doing in terms of policies.

Tom Harris: In terms of an economic development standpoint, investors coming into this community will see similar kinds of ways to deal with these development issues.

Elissa McGauley: Absolutely.

Joel Benz: I had asked you guys to take a look at this almost a year ago and I appreciate the time and effort. I know this cleans up a lot of things for you guys and makes things a lot easier. I think this makes it a lot more transparent for anyone who is coming in to look at this. I know it wasn't a small amount of time that you guys invested in this. Thank you.

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Elissa McGauley: It was a good research project for Rachel and me especially when we were looking at the Cities and Towns and how many changes that needed to be made to reflect current language in State law.

Larry Brown: Quick question. Those items that were language changes, did they go through the staff attorney?

Elissa McGauley: Yes they did.

Joel Benz: I will go ahead and make a motion for consideration of Resolution 2019-01-17-02 reestablishing criteria for the review of SB-1 applications for property tax abatements.

Larry Brown: Second.

Tom Harris: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0. Next on the agenda today is the Sheriff's Department.

Nick Jordan: I don't think anyone is here. I told them I would handle it for them. There are four appropriations on there. The first one is one we do every single year. I am going to change it for 2019. This was done in years past to make sure that the Sheriff paid us the money from the Commissary Fund and before we would appropriate it for part-time. It is really unnecessary. The first one is he has paid us \$37,000 from the Commissary to the General Fund and now we are going to appropriate it so he can pay for part-time staff. Items two, three and four are related to the positions that you approved last month and now they need the appropriation so they can pay those Officers and the FICA tax. That sums up those four things right there. In going forward, number one will cease to exist and they will just budget it. Each fall we will make sure the Sheriff writes a check before we start paying the Commissary people. Jackie sent all of you the Commissary info yesterday.

Sharon Tucker: I will make an appropriation in the Sheriff's General Fund for all four items totaling \$158,007.

Bob Armstrong: Second.

Tom Harris: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0. Next item is the Commissioners.

Chris Cloud: Good morning, Chris Cloud, Chief of Staff for the Board of Commissioners. This is a super simple request that has a little background to it. At least fifteen years ago the County adopted a storm water ordinance to comply with the Federal Discharge Ordinance. We have regular drains that discharge into waterways of the U.S. that are unfiltered. The government has certain regulations to make sure there aren't pollutants aren't going right into ditches or whatnot. The Surveyor's Office handles the permitting side of that and the other side is the required water quality education

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component. Previously this had been handled by an outside group, Soil and Water Conservation District. The middle of last year, they discharged the employee who was doing this. At the time, we had enacted the Department of Environmental Management and since we felt it was the responsibility of the Board of Commissioners for the Municipal Separate Storm Sewer Systems, we had to make sure that the stuff was getting done. We want to in-house that person. The Surveyor's Office had previously provided a \$30,000 contractual arrangement with the Soil and Water Conservation District for that usage. Instead they transferred that money to us to insource that person. There is no cost increase. This happened late in the budget process and Nick was able to get the money transferred from them to us but we weren't able to give him the lines to spread it out before you all adopted the budget. Effectively today we are putting the money into the lines we would have intended it to go into had we had the time to do it. There is no net cost increase to the County. We are just moving it in-house. We have a household waste educator in that department already and so it just makes sense. Any future education things can fall under the water quality or the household hazardous waste.

Tom Harris: Planned efficiencies.

Chris Cloud: It is a part-time with no insurance.

Joel Benz: I have a question. Nick, we have moved that money but does the Surveyor have a line in their budget for this or did they erase that?

Nick Jordan: No, it is gone. We took the \$30,000 from the Surveyor's budget and put it in the Commissioners in contractual.

Sharon Tucker: I will make a motion for the Commissioners to transfer within the Commissioners' General Fund from Contractual in the amount of \$30,000 to Extra Deputy Hire, FICA and Supplies in the amount of \$30,000.

Larry Brown: Second.

Tom Harris: **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.** The next item is Information Technology.

Nick Jordan: No, that has been withdrawn. That fund doesn't even require appropriation.

Tom Harris: It says Withdrawn, thank you. Next up is ACJC.

Shane Armstrong: Shane Armstrong, Director of Allen County Juvenile Center.

Wendy Kyler: Wendy Kyler, Budget Analyst, Allen County Juvenile Center.

Shane Armstrong: Council, thank you. We are before you for a few items and the first one is an additional appropriation for \$31,542 to purchase a 2019 Dodge Durango

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equipped with a transportation cage. This will take the place of our 2003 Dodge Caravan that was recently red-lined. We literally drove the wheels off that vehicle and I say that because in November we were conducting a transport taking a juvenile from an out-of-State placement and bringing him back to Fort Wayne. The vehicle broke down and we had to call a tow truck to get it to the dealership to get the band-aid put on it long enough to get it back to Fort Wayne. We took it to the Service Center, they did an evaluation on it and they deemed it to be unsafe. That is why we are before you asking for this vehicle.

Tom Harris: That is moving that from our Capital line. Is that one of the items you would have identified as a capital request previously?

Wendy Kyler: Correct.

Kenny Fries: Is that bought through the State bid?

Shane Armstrong: It is.

Sharon Tucker: I will make a motion for appropriation reduction in Council General Fund in the amount of \$31,542 and an appropriation in ACJC General Fund for \$31,542.

Kenny Fries: Second.

Tom Harris: **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.** That is going to be improving the safety of the youth that are being transported.

Shane Armstrong: The next thing we are asking for is an appropriation in our Truancy Fund 844. In October of 2018 we received funds in the amount of \$17,500 from the Friends of ACJC to put towards the expansion of our current Check and Connect Program. These funds will be used for salary and FICA line items to employ an additional mentor.

Tom Harris: Tell us briefly the truancy reduction fund. Talk to us about what this fund does.

Shane Armstrong: We have a few new faces and for those that are not familiar with what Check and Connect is, it is a truancy dropout prevention program. It is used in middle and high schools. It is designed for those who are at risk of failing to go to school and having disengagement from school. We pair them with a trained mentor and that mentor monitors their behavior in school and works with them two years. The goal is to work with them through the school year and identifies any issues in school and with their families. The goal is to prevent dropouts and truancy. We all know that when kids are out of school and they are truant, bad things happen. We want to keep them in school. These mentors have been very successful in doing that and we have had great success. That is the basic overview of Check and Connect.

Larry Brown: Where does the money come from?

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Shane Armstrong: This money is coming from the Friends of ACJC. It is a 501C3 and they had awarded this money to use in Check and Connect.

Sharon Tucker: Will this be a continual award from them? What I am asking is that next year, will you need funding for this?

Shane Armstrong: The 501C3 is going to be based on the fundraising that they do. The next item that we have on the agenda ties into this as well. That might answer some additional questions.

Sharon Tucker: Then let's take the second one too.

Shane Armstrong: We are requesting permission to apply for the Indiana Criminal Justice Institute Department of Justice Grant. Due to some constraints of the holidays and the deadline of the grant, we did not bring this before this body before the deadline for the grant was due. We went ahead and applied because we didn't want to miss out on this funding stream. We respectfully request the permission to apply. We were notified late last week that we received the grant in the amount of \$217,330.12.

Tom Harris: So it would be appropriate that we pass the permission.

Shane Armstrong: We would appreciate it if you would. Those are all tied in together with the money coming from Friends of ACJC as well as this grant. We are looking to expand the Check and Connect Program into additional schools. In response of this being a recurring expense, there is a big chunk of money out there and we think we are going to have some success in applying for these grants in the future.

Sharon Tucker: I know the program has been successful and Judge Heath put this in place. I just wanted to make sure that with the \$17,500 that we would be able to carry this on because it is very important in the community schools. Knowing that we have \$217,000, we know it will help sustain itself throughout many years to come.

Joel Benz: Talk to me a little bit about this grant. Is there an upper level that you can apply for?

Shane Armstrong: We originally applied for \$500,000. In the absolute perfect world, we wanted a mentor in all of the schools in Fort Wayne Community Schools and East Allen County Schools. We were very thankful to get the grant that we have. We don't have an exact staffing plan but we roughed it in and that was the amount we were going for.

Sharon Tucker: I will make a motion for the appropriation in Truancy Fund 844 for \$17,500 and also make the motion for permission to apply for the Indiana Criminal Justice Institute Department of Justice Grant.

Larry Brown: Second.

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Tom Harris: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.

Shane Armstrong: Council, if I may, I need one more moment of your time. As we were prepping for our meeting yesterday, we were informed by the Service Center that we had another vehicle that was red-lined. We will probably be coming to you. A 2003 Jeep Liberty was red-lined late last week and we just found out yesterday.

Kenny Fries: What are you planning on replacing it with?

Shane Armstrong: Ideally it would be something similar to what we just added. The vehicle will be used for daily transports taking juveniles to and from placements and the Department of Corrections.

Kenny Fries: As Council, can we do something to get him started on that sooner because I know of the delay that once they get it here there is the cage to put in, they are going to be without wheels for a while.

Nick Jordan: You can always purchase it from your own Capital line. If they get the process started with Purchasing, they can get everything rolling and if they have to pay for it beforehand, we can correct the expense from an accounting aspect later on. The money is already there. If you want them to go ahead and purchase it, we can do the appropriation next month.

Tom Harris: In other words, we would not have to take action at this point and they can start the process and they can come back.

Nick Jordan: Yes because you can buy it from your line and we will move it to their budget later.

Sharon Tucker: They just found out yesterday and I think he was just giving us more of a preview.

Tom Harris: Next up is Superior Court.

John McGauley: Good morning, Council members, I am John McGauley, Court Executive for Superior Court.

Leslie Owen: Leslie Owen, Financial Coordinator for Superior Court.

John McGauley: I am definitely reluctant to come up here after Elissa has shown how it is supposed to be done. We have what I think will be the easiest item you have all day. Every year we get a grant from the Indiana Supreme Court to support our Veterans Court Project. What you are looking at this morning are the various divisions of that grant. It supports operational costs for a program that we have had going on for some time. We got it late enough last year that we weren't able to include it in our 2019 budget request.

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Tom Harris: Council, are there any questions this morning?

Sharon Tucker: I would love to make a motion for the appropriation in Alcohol and Drug User Fees Fund 741 for Superior Court for \$25,350.

Larry Brown: Second.

Tom Harris: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.

John McGauley: If I might also provide you with a brief update. Last year, about this same time, you gave us permission to add a staff member in the Family Relations Division. Our liaison, Councilman Benz said great idea, come back in a year and tell us if it is working. I would love to report that it is working very well in spite of some difficulties keeping staff in the Family Division at 100%. The turnaround time on orders that we specifically identified as a reason for that new staff member has gone from pushing the limit of many weeks to a number of days. When we are at 100% staffing, we have been down to a point where our turnaround time on orders is one or two days. At the beginning of this week it was at five or six. We were correct in that staffing was a tipping point for solving that problem and I wanted to report back to you that your money has been well invested and we were right in thinking adding a staff member would drive down that turnaround.

Tom Harris: Great. Thank you for that. Next up is Community Corrections.

Kim Churchward: Good morning, Council, Kim Churchward, Director of Community Corrections in Allen County.

Jeff Stevens: Jeff Stevens, Senior Finance Manager, Community Corrections.

Kim Churchward: I believe we are all in competition on who has the simplest matter for your consideration. In light of the weighty matters that I discussed with you in December, surely I might win that competition this morning. We are here this morning with an appropriation request for funds other than the General Fund totaling \$31,000. It is actually two separate issues. One, as you know in December, you approved the addition of one additional full-time Home Detention Officer in our Field Operation. That Officer now needs a vehicle, equipment and all of the assorted to get that individual out on the road. That is \$9,600 of the \$31,000. The second part of our request is something that frankly we are very excited about. It is something that many of you may not be aware of because we have managed to accomplish our initiative thus far without any fiscal impact. We are a year and a half into working towards more efficient effective disaster recovery at Community Corrections. We certainly have a large amount of internal disaster planning with redundant power and internet and things like that. We are working continuously to enhance that. We were successful last year with a really great collaboration with Homeland Security and actually now have a bugout location in the

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Rousseau Centre. Their operation center and equipment has allowed us to come in. All of that equipment is now pointed back to our operations. As you know, we have 24/7 staff and in the event of any issues at our current location, we can take our central personnel to that location and continue to operate. The next step for us was working on our actual in-house server. We started with getting price quotes for actual offsite redundancy in another city through our vendor and that was incredibly cost prohibitive for us. We refocused and started communication with the Commissioners' Office and Atos and have what we believe what is going to be very effective and cost efficient way for us to have an offsite server system. In all of that, Jeff, because he is Jeff and amazing, has found a refurbished server that will serve us for a very low amount of money. That amount is \$21,400 totaling our request out of Project Income Fund for \$31,000.

Tom Harris: Your numbers don't necessarily match up to what I have. The \$31,000 matches up but not the other two numbers.

Nick Jordan: If you look at page 62, the breakdown is there for the \$31,000. The pieces that she Kim described makes up the \$31,000.

Tom Harris: Kim, I have sat in on meetings talking about backup locations and those kinds of things. I am always fascinated when we are logistically not having large distances between our backup facilities. Knowing that you are going to be moving at some point and if something happened to your current facility, the location between that and the Rousseau Centre are pretty close.

Kim Churchward: They are indeed.

Tom Harris: Backup, I have been fascinated how that comes to be instead of being a far distance away.

Kim Churchward: Sure. I am a great believer in as many layers of planning that you can possibly institute and I think it is also fair to say that the farther you get away, the more expensive it becomes. I am certainly not an expert in these types of things but having a system farther away, as you have pointed out, may be more ideal but it is just not realistic for me at this moment.

Tom Harris: From a cost perspective. Council, do you have any questions?

Kenny Fries: That was a question that came up when the Dispatch Center was moved to the Rousseau Centre, where was the backup going to be. The backup was set up down at the Police Academy which I still thought was too close. I know that gives you some distance then if something bad happens downtown, you can move to there. It does help some but some further place might be another layer that Kim is talking about.

Kim Churchward: We investigated Anderson because our vendor has a facility there and actually putting a server inside their facility, some of their regulations prohibited from doing that completely. I want to assure you that we are a year and a half into

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investigating all of the possibilities that might be available and we are going to continue that. I feel it is important to continue to put things in place and be mindful of these issues.

Tom Harris: Council, and this is no critique against your organization, a recognition that when we bring additional people on, those additional expenses like the car, the desk and the equipment, is there any though that in the future when you bring someone on you also bring those expenses on at the same time?

Kim Churchward: We certainly considered all of those expenses in our overall budget when requesting a position and we are comfortable that we have the funds to cover that. That was considered. As far as getting the appropriations at the same time, for us we make the request for the human and then come back to clean up the business matters. If there is a better way to do that I am open for anything that makes it easier for Council.

Tom Harris: That's fine I was just throwing that out for consideration.

Sharon Tucker: I think that is a good suggestion for all departments.

Tom Harris: We sometimes forget that. We look at the salary and forget about all of the other aspects.

Sharon Tucker: It looks like a small piece just adding the salary but then we have all of the other stuff.

Tom Harris: Is there any further discussion on these items?

Sharon Tucker: I will make a motion for the appropriation in Community Corrections Project Income Fund 236 in the amount of \$31,000.

Bob Armstrong: Second.

Tom Harris: **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.** Next up is the Board of Health.

Joel Benz: I told them they didn't need to come this morning. There are two requests here that I am going to talk about briefly. The first one is the Incentives line for \$4,000. They were given about \$4,000 when the Board of Healthy Cities disbanded. If someone is in quarantine for an extended period of time, they are required by State statute to give food, housing and assistance to them. They don't have to do that often but when they do, there is some cost associated with it. This money will go directly to that fund. The second part, Computer Hardware, they had some camera equipment and they sold it and got \$479 when they sold it. Because that had been purchased out of the line item, Computer Hardware, it is going back in there.

Tom Harris: Are there any questions for Joel on this issue?

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Joel Benz: I will make a motion for the appropriation in County Health Fund 285 in the amount of \$4,479.

Larry Brown: Second.

Tom Harris: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0. They also have a grant permission.

Joel Benz: They actually withdrew their plan to apply for this grant. Their guidance changed and it was going to cost her more to apply for it than what she would be able to use out of that grant. They decided to withdraw and not waste her staff's time on it.

Tom Harris: I applaud the analysis on that. To find that applying for the grant, receiving it and then implementing it is actually going to cost more than what you are receiving. The next item is the Recorder's Office.

Nick Jordan: I am handling this one. It is just a technical correction. Last fall, when we did the salary ordinance for the budget, we missed the formula and the cell for the Recorder and so it didn't reflect the three percent increase that was given to the employees. All this is doing is correcting that.

Tom Harris: And especially for a department that pays for themselves.

Nick Jordan: She doesn't even know it is on the agenda.

Sharon Tucker: I will make a motion to amend the salary ordinance for 2019 the Recorder's salary.

Kyle Kerley: Second.

Larry Brown: Question. In the past, we have been unable to change an Elected Official's salary for the term in which they are serving. I understand this is correcting an error but are we crossing the border here?

Nick Jordan: I don't think so because you guys had the intent to give everyone a three percent raise. You had given her that raise and this is just a paper change to reflect what that three percent should be. It would be no different, let's say we never brought it to you and consistently underpaid this person.

Larry Brown: Let's see how good State Board of Accounts is.

Tom Harris: In other words, would she have been listed as one of the Elected Officials receiving the three percent?

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Nick Jordan: Oh, yes. Every single employee has to be in there and it was a formula error. We didn't have the correct figure in the cell. She didn't get the three percent and we have to give it to her.

Tom Harris: That is fine and a great point. **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.** That brings us to open up any other discussion items. As you know, the Commissioners are speaking to us in terms of needs that they have and if you have not had a chance to speak to the Commissioners, keep in mind their budget needs and some of the things coming at us, as well. You start adding those things up and it can get pretty extensive from their perspective and ours.

Sharon Tucker: I have a question whether or not if we are able to do this or if it even makes sense but I only bring it up here because it occurred at the table. On grants, when departments are applying and they come to us asking for permission to apply, it generally is after the fact and we say yes they have permission. Can we have a discussion about changing or modifying that process? Do they have to come, by code, for grants and are we in violation of code if they have already applied and then come?

Nick Jordan: I think the intent is that one of the questions on the grant application is their matching. In essence, if they apply for a grant that needs matching funds, it would be up to the Council to provide those matching funds and so they need to seek permission to apply beforehand. If there are no matching funds necessary and no additional expenses, begs the question why Council would deny it to begin with. If you guys want to do a different route, we are perfectly fine with that. In that instance, especially there, because instead of them coming back because they are going to need to appropriate that \$217,000, you can combine it when you come for permission or you don't come at all. Permission is needed unless it is matching dollars that aren't already appropriated. Many departments already have the matching dollars.

Tom Harris: The challenge and some of the history on that during the fiscal lean times was that if they apply, just as we have seen today, they apply for the grant but then they need to come back for an additional desk or computer, when times were tight they showed up and said they had a grant but now we have to pay for the person and the additional things they need. In order to get a handle on it, we wanted to make sure they were coming to us ahead of time. I guess they are missing deadlines or they feel they have to get the grant submitted and they shoot it out and they had missed the time to come before us. I think we can talk and see what to do down the road here.

Larry Brown: If they follow the current policy though, the State, a lot of times, only gives them three weeks or a month and by the time you advertise and do all of that you miss the deadline. If we change the procedure that is one thing but if the procedure stays, you are going to continue to have permission after the fact.

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Tom Harris: I like the idea that they have to come before us because it helps us to understand what their demands and strategies are within their departments. The timing doesn't bother me as much.

Larry Brown: Another side of that is there are many positions that are grant funded. It is good for us to know and keep aware of what is going on with grants because funding of that position is based on that grant and if the grant is gone, the position needs to go as well.

Sharon Tucker: That is what leads me to this. We found out that when we go ahead and apply for these grants and we have a person in place and when the grant is no longer available, we have found out that the County is on the hook for paying for this position. In many cases, those very grants had deadlines that they had to be applied for and then they came back and we are kind of locked in. If we say no after they have already applied, we have not done that. Is that right? I don't know how that looks and if it is even necessary.

Tom Harris: Let's think through that a little more but I like all of the comments on both sides of the equation.

Kenny Fries: I think the liaison should be a big part of that because if they have a deadline that they can't make, they need to talk to their liaison and tell them there are no matching funds and it is not a personnel position, can we go ahead and apply for it now and let Council know that this is what we are doing.

Tom Harris: We have some Elected Officials and Department Heads that want to come before Council and share their requests. Others would say it is an annual request and I don't want to be here and could the liaison just cover it for us.

Sharon Tucker: I think it is awesome that they are applying for the grants but just wonder if we looked back I think we would see more after the fact approvals than we did beforehand.

Joel Benz: I thought maybe we could shoot out an email that said to make sure you are connecting with your liaison before applying.

Tom Harris: We can do that. I think it is appropriate.

Joel Benz: Just to get some preliminary approval.

Tom Harris: Council, are there other items for discussion? Joel, do you want to talk about last Monday morning?

Joel Benz: The County continues to move forward on a strategic plan. They have gone through several steps, Tom and Kyle were there and we talked with Department Heads about how goals can be set and how to implement them. It was a short two-hour meeting

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and I don't think it was enough time to really delve down into some things. I think that was pretty much everyone's takeaway was but the ball continues to move. That is one of those things when you go through an MBA course or any kind of business, they want to get buy-in from their employees and that is one of the things they talk about. This is the impetus for this sort of process and kudos to the Commissioners for getting the ball rolling on this.

Tom Harris: I can share one of the items that I sat in on is how to improve on is communication even from Council for the employees to understand some of the different initiatives and things from Council that they are working on. I think the takeaway from the group that I was in is that we need to do that on a regular and more frequent basis. Some of the discussion was do we do a quarterly meeting or semi-annual meeting or something along those lines so employees and Elected Officials are aware of the different initiatives, demands and challenges that we have in the County. Unfortunately I had to leave before that meeting was over but one of the points I wanted to make is that Council is sometimes misunderstood or not enough is known from County Council. Maybe one of the things we can do is participate and lead some of those meetings. That will help to alleviate some of the concerns that people may have.

Larry Brown: In that regard, I think there is an opportunity that Kenny is aware of and that I participated in for a period of time but on a monthly basis, the County Department Heads meet on a Wednesday morning and that is the opportunity to do just that. If a Council member, like you would sit in on that it may improve that line of communication.

Tom Harris: Thank you and that point was made as well. Maybe this should be done in addition to that. This meeting would continue as well as the quarterly meeting happening.

Larry Brown: There needs to be an understanding that so much of what we do is reactionary to what other departments or Department Heads have for initiatives or what legislation may have created. I hope the expectations aren't unrealistic.

Tom Harris: I think we are trying to align those goals and a level of expectation that we can hit and not overdo it.

Kyle Kerley: One of the things that came out of the meeting, you talked about what we do is reactionary one of the focus areas was overall facilities and maintenance and stuff like that. The goal was laid out for all of the departments to identify their assets by the end of this year so that they had a proactive plan for replacing and updating assets beginning with the 2020 budget cycle. ACJC was the perfect example. They had two cars break down and they are coming to us in a reactionary manner to replace those vehicles instead of being on a cycle like the Sheriff's Department is. After so many miles, it is time to replace the vehicle. By taking some of the departments that are doing that well and applying it to other departments, we will have a better grasp on being proactive instead of reactive.

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Larry Brown: I was going to continue on a little bit and use that as an example. Council has asked departments over and over and over as part of the strategic plan when the previous effort of strategic planning was in place, was brick and mortar, infrastructure, vehicles and those kinds of things. I am a little disappointed not at the persons but at the process of a 2003 vehicle shouldn't that have been in somebody's plan to replace that thing?

Tom Harris: It was and I asked that question this morning. They said they had it listed as a capital item that they were in need of. That is probably why we have the red-line system with the vehicles. They waited for something to happen although they probably could have had it in the shop and red-lined prior to that. The system is there but maybe it needs to be tweaked a little bit.

Kenny Fries: I guess that is my confusion with the whole strategic plan but we have been doing that for twelve years. What was frustrating, from that end of the table to this end of the table, you tell what you are going to need in this many years and then when it happened, we went to the Commissioners and they would say they had no funding for it. It was part of our plan, how can there not be a plan for it? If we have the strategic plan that says in seven years this computer system has to be replaced and in seven years they say they have no funding...

Tom Harris: Which is a great segue to another point and that is that we need to make sure we retain funds for items that we may not know will be coming.

Kenny Fries: Shouldn't that be the Commissioners saying that coming up in 2019 or 2020 this stuff has to be replaced so we should budget for that.

Larry Brown: Here is a biggie and since Dan Freck is gone, how many of you know that there is a multimillion dollar liability in the Rousseau Centre? That is asbestos removal. Where is that perpetual maintenance fund at? Is it in the Commissioners' budget? Not.

Tom Harris: There are a lot of items that come before us that we need to be thinking about. When the Commissioners come to us with requests needed, we also have to think about the other items that need to be thought through. Bob, do you have any comments or anything this morning?

Bob Armstrong: No.

Tom Harris: Sharon, anything else?

Sharon Tucker: I just reached over and asked Nick and he was trying to answer it but I remember Dawn going through a big process with the vehicles to bring forth the proactive approach to rotating those vehicles out. One of our concerns at that time was that because it just hit the miles doesn't mean it is no longer drivable or usable. I think that kind of fizzed out.

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Tom Harris: I don't know that it fizzed out. It is still there.

Bob Armstrong: She is still working on it. I just talked to her on Tuesday and she said she would be coming to the table in February but probably March for all of that reorganization and that was part of it.

Tom Harris: Another comment as we move forward here is that Councilman Armstrong had requested that GFW come before us in February. Has anyone contacted GFW?

Nick Jordan: They said they would but I don't know who.

Tom Harris: I will also share in my dialogue with them they have moved their quarterly meeting and they have done that to move it off our meeting date. They are meeting on the first Thursday of the month, approximately. I will be attending those.

Bob Armstrong: I am waiting on a call from them. John Urbahns reached out to me and wants to set a meeting in the next week or so and then we can sit down and talk about some of my concerns.

Joel Benz: I just have one comment about some of the stuff that we have been talking about on the strategic plan. I think this is an opportunity to retool the way we go through the budget process and look at things in order to have a little bit longer term planning them. I have a meeting planned with Nick in the coming weeks to see how we can do that.

Nick Jordan: One thing I would like to mention, if any of you are interested, on the fifth and sixth is the Indiana Legislative Conference.

Tom Harris: Say the dates again.

Nick Jordan: February fifth and sixth. If you want to go, the County will pay for it. It is in Indianapolis. Just let us know.

Tom Harris: I am probably going to try to be there one of those days but not overnight. Did anybody attend the annual conference for AIC in Shelbyville? Are there any other comments or liaison reports or upcoming meetings?

Sharon Tucker: Approval to waive the reading on any matter approved today for which it may be deemed necessary for the County Council meeting of January 17, 2019.

Kenny Fries: Second.

Tom Harris: All in favor please signify by saying aye. The motion passes 7-0.

Joel Benz: Move to adjourn.

Sharon Tucker: Second.

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Tom Harris: All in favor please signify by saying aye. Opposed like sign. The motion carries 7-0.