



*Meeting
of the
Vigo County Council
March 17, 2015*

VIGO COUNTY COUNCIL
March 17, 2015
5:00 P.M.

Table of Contents

Agenda.....	2
Notice to Taxpayers	3
Resolution – Vigo County Public Library	4
Ordinance 2015-01	6
Ordinance 2015-02	8
Additional Appropriation 2015-14	9
Vigo County 2015 Sheriff Deputy Salary Ordinance.....	10
Salary Ordinance 2015-03	16
Additional Appropriation 2015-15	17
Correspondence:	
Vigo County Public Library	18
EDIT Bond	20
EMA	23
Auditor/Sheriff Salary Ordinance.....	24
Health (Local Health Dept. Trust).....	26
Harrison Township Assessor/Reassessment.....	27

VIGO COUNTY COUNCIL
Agenda
Tuesday March 17, 2015 at 5:00 P.M.
Council Chambers, Vigo County Annex

1. Pledge of Allegiance
2. Calling of the roll
3. Corrections to the journal of the preceding meeting, if needed
 - a. February 10, 2015
4. Public comment
5. Communications from elected officials of the County
 - a. Commissioners – Report of improvements and maintenance in the transportation system and other facilities.
6. Communications from other officials or agencies
 - a. Paul Southwick, Director, Alcohol and Drug – Status update on Alcohol & Drug/Drug Court
7. Reports from standing committees
8. Reports from select committees
9. Ordinances relating to appropriations
 - a. Special Projects Committee
 - i. Resolution – Vigo County Public Library Bond
 - ii. Ordinance 2015-01 – EDIT Bond
 - iii. Ordinance 2015-02 – EDIT Bond
 - iv. Additional Appropriation 2015-14
 - b. Budget Adjustment Committee
 - i. Sheriff 2015 Salary Ordinance
 - ii. Salary Ordinance 2015-03
 - c. Personnel Committee
 - i. Additional Appropriation 2015-15
10. Honorary resolutions
11. Resolutions relating to fiscal policies of the Council
12. First reading by summary reference of proposed ordinances and resolutions
13. Appointments
14. Adjournment

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the Taxpayers of Vigo County, Indiana, that the Vigo County Council will meet at the Vigo County Annex, 127 Oak Street, Terre Haute, Indiana at 5:00 pm on March 17, 2015 to consider the following appropriations in excess of the budget of the current year.

COUNTY GENERAL

EMA

Loan Between Funds	\$100,000
TOTAL COUNTY GENERAL	\$100,000

REASSESSMENT 2015

Payroll	\$21,961
FICA	\$1,681
PERF	\$3,119
Group Insurance	\$11,930
TOTAL REASSESSMENT 2015	\$38,691

TIMOTHY M. SEPRODI
VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday March 6, 2015
TRIBUNE-STAR

**RESOLUTION OF THE VIGO COUNTY COUNCIL
APPROVING THE VIGO COUNTY PUBLIC LIBRARY'S ISSUANCE OF ONE OR
MORE SERIES OF BONDS**

WHEREAS, Vigo County Public Library (the "Library") is a public library organized and existing under the provisions of IC 36-12; and

WHEREAS, IC 36-12-3-9 states that a public library board may, by resolution, issue bonds in order to finance the acquisition, construction, extension, alteration or improvement of structures and equipment necessary for the proper operation of a library; and

WHEREAS, the Board of Trustees of the Library finds that its present facilities are not adequate to provide the proper library services to present and future library patrons utilizing its facilities; and

WHEREAS, the Board of Trustees of the Library finds that there are not sufficient funds available or provided for in existing tax levies with which to pay the total cost of the purchase, acquisition and renovations of a building to be converted into a library branch, the renovations of and improvements to the main library branch and refunding of a Guaranteed Energy Savings Contract (collectively, the "Project") and that the Library should issue bonds in an amount not to exceed \$2,000,000 for the purpose of providing funds to be applied to the Project; and

WHEREAS, IC 6-1.1-17-20.5 requires that before an appointed library board may issue bonds it must obtain the approval of the county fiscal body; and

WHEREAS, more than 50% of the parcels of real estate within the Library district are located outside of the town limits of the City of Terre Haute and pursuant to Indiana Code 6-1.1-17-20.5 the County Council of Vigo County (the "County") is the applicable fiscal body to approve the issuance of the Library bonds,

NOW, THEREFORE, BE IT RESOLVED BY THE VIGO COUNTY COUNCIL,
THAT:

1. The issuance of bonds by the Library to be repaid solely by the Library for the purpose of obtaining funds to be applied on the cost of the Project, in a principal amount not to exceed \$2,000,000 is hereby approved and authorized.

2. By the approval contained in this resolution, the County in no way becomes obligated to repay the bonds of the Library nor do such bonds count against the County's Constitutional debt limit.

3. The County Council approves the appropriation by the Library of the proceeds of the General Obligation Bonds of 2015 and the General Obligation Refunding Bonds of 2015 in an aggregate amount not to exceed \$2,000,000 to be applied on the cost of the Project and that this appropriation is to include the incidental expenses necessary to be incurred in connection with the Project and the issuance of the Bonds on account thereof and that said appropriations shall be in addition to all appropriations provided for in the existing Library budget and shall continue in effect until the completion of the Project.

4. This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED AND PASSED THIS ____ DAY OF MARCH, 2015, BY THE COUNTY COUNCIL OF THE COUNTY OF VIGO, INDIANA.

VIGO COUNTY COUNCIL

VOTING FOR

VOTING AGAINST

ATTEST:

Auditor

ORDINANCE NO. _____

APPROPRIATION ORDINANCE
VIGO COUNTY, INDIANA

WHEREAS, pursuant to an ordinance adopted by the County Council of Vigo County, Indiana (the "Bond Ordinance"), the County Council authorized the issuance of the Vigo County Economic Development Income Tax Refunding Revenue Bonds, Series 2015 to be issued in an amount not to exceed \$5,600,000 (the "Bonds"), for the purpose of refunding the Vigo County, Indiana Economic Development Income Tax Revenue Bonds of 2009 and paying the costs of issuance of the Bonds (the "Refinancing"); and

WHEREAS, the County Council has found that there are insufficient funds available or provided for in the existing budget and tax levy which may be applied to the costs of the Refinancing and has authorized the issuance of the Bonds to procure such funds which funds should be appropriated to the costs of the Refinancing; and

WHEREAS, notice of a hearing on said appropriation has been duly given by publication as required by law, and the hearing on said appropriation has been held, at which all taxpayers had an opportunity to appear and express their views as to such appropriation.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL OF VIGO COUNTY, INDIANA, THAT:

Section 1. There is hereby appropriated a sum not to exceed Five Million Six Hundred Thousand Dollars (\$5,600,000) out of the proceeds of the Bonds, together with all investment earnings thereon, for the purpose of the Refinancing, as provided in the Bond Ordinance. Such appropriation shall be in addition to all appropriations provided for in the existing budget and shall continue in effect until the completion of the described purposes.

Section 2. The Auditor is directed to submit and certify this ordinance and the related proceedings to the Department of Local Government Finance in accordance with Indiana Code 6-1.1-18-5.

Section 3. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 4. If any section, paragraph or provision of this ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this ordinance.

Section 5. This ordinance shall be in full force and effect from and after its passage.

Adopted this _____ day of March, 2015.

COUNTY COUNCIL OF
VIGO COUNTY, INDIANA

President

President Pro Tempore

Member

Member

Member

Member

Member

ATTEST:

Timothy M. Seprodi, Auditor
Vigo County, Indiana

ORDINANCE NO. _____

AN ORDINANCE CONCERNING THE CURRENT REFUNDING BY VIGO COUNTY, INDIANA, OF ITS ECONOMIC DEVELOPMENT INCOME TAX REVENUE BONDS OF 2009; AUTHORIZING THE ISSUANCE AND SALE OF ECONOMIC DEVELOPMENT INCOME TAX REFUNDING REVENUE BONDS OF THE COUNTY FOR SUCH PURPOSE; PROVIDING FOR THE SAFEGUARDING OF THE INTERESTS OF THE OWNERS OF SAID REFUNDING BONDS; OTHER MATTERS CONNECTED THEREWITH; AND REPEALING ORDINANCES INCONSISTENT HEREWITH

WHEREAS, on March 11, 2009 Vigo County, Indiana (the "County") issued and delivered its Economic Development Income Tax Revenue Bonds of 2009 in the aggregate principal amount of Thirteen Million Seven Hundred Forty-Five Thousand Dollars (\$13,745,000) (the "2009 Bonds"); and

WHEREAS, the proceeds of the 2009 Bonds were utilized by the County to make certain improvements to Canal Road located in the County (the "2009 Project"); and

WHEREAS, the County has imposed the economic development income tax ("EDIT") pursuant to Indiana Code 6-3.5-7, as amended; and

WHEREAS, the County pledged its distributive share of EDIT (the "EDIT Revenues") to pay debt service on the 2009 Bonds, on a parity with the pledge of EDIT Revenues to the County's Redevelopment District Tax Increment and Economic Development Income Tax Revenue Bonds of 2007, dated May 10, 2007, originally issued in the aggregate principal amount of Four Million Five Hundred Fifteen Thousand Dollars (\$4,515,000) and now outstanding in the aggregate principal amount of Four Million Two Hundred Ninety Thousand Dollars (\$4,290,000) (the "Outstanding Parity Obligations"); and

WHEREAS, the County Council of the County (the "Council") has been advised that, pursuant to Indiana Code 5-1-5, as amended, the current refunding and defeasance of the outstanding 2009 Bonds (the "Refunded Bonds") through the issuance by the County of its Economic Development Income Tax Refunding Revenue Bonds, Series 2015 (the "2015 Bonds"), will enable the County to obtain a reduction in interest payments and effect a savings to the County; and

WHEREAS, the Outstanding Parity Obligations permit the issuance of additional obligations payable from EDIT Revenues on a parity with the Outstanding Parity Obligations under certain conditions, and the County, based on the advice of its financial advisor, has determined that such conditions can be met and the 2015 Bonds authorized herein shall rank on a parity with the Outstanding Parity Obligations; and

WHEREAS, except for the Outstanding Parity Obligations and the 2009 Bonds, there are no prior liens, encumbrances or other restrictions on the County's EDIT Revenues or on its ability to pledge EDIT Revenues; and

ADDITIONAL APPROPRIATION ORDINANCE 2015-14

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County General Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>EMA</u>		
53006 Loan Between Funds	\$100,000	
TOTAL COUNTY GENERAL FUND	\$100,000	

Approved on this 17th day of March 2015.

<u>AYE</u>		<u>NAY</u>
_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

VIGO COUNTY 2014 SHERIFF DEPUTY SALARY ORDINANCE

Whereas, the Indiana Legislature adopted I.C. 36-2-3 et. seq. which establishes the Vigo County Council as the fiscal body of Vigo County; and

Whereas, I. C. 36-2-5-3 grants the Vigo County Council the power to:

- (1) fix the compensation of officers, deputies and other employees;
- (2) describe and classify positions and services;
- (3) adopt schedules of compensation; and
- (4) hire or contract for persons to assist in the development of schedules of compensation; and

Whereas, Vigo County Code 1-8-5 also acknowledges this power of the Vigo County Council to set salaries of the officers, deputies, and other employees of Vigo County; and

Whereas, in an attempt by the Vigo County Council to establish position descriptions and recognize that certain positions require more skill and employees should be compensated commensurate with their responsibilities; and

Whereas, longevity should also be recognized as part of a fair and equitable compensation plan;

Now therefore, be it ordained and enacted by the Vigo County Council:

Vigo County Sheriff's Deputies are to be compensated in accordance with the following schedule and limited to the number indicated in parenthesis:

Merit Deputy (37)	\$1,637.50
Matron (1)	\$1,637.50
Chief Deputy (1)	\$2,126.81

In addition to the above base pay, Vigo County Sheriff's Deputies are to be additionally compensated as follows:

- 1. Any Merit Deputy with the exception of the Chief Deputy assigned the following classifications will receive the corresponding amount in addition to their base pay. Merit Deputies receiving classification pay are limited to the number indicated in parenthesis:
 - a. Lieutenant (6) \$3,393
 - b. First Sergeant (4) \$1,697
 - c. Sergeant (4) \$ 375
 - d. Detective (10) \$1,500
 - e. K-9 (1) \$ 566
- 2. A Merit Deputy Sheriff or Matron shall receive longevity pay annually commencing at the beginning of his/her 4th year in the amount of \$275. For each subsequent year of service, they shall receive longevity pay up to the maximum of \$4,400.00.
- 3. Merit Deputies and Matron receive \$1,650.00 per year clothing allowance.
- 4. Non-Merit Deputies volunteering an average of sixteen (16) hours per month

- during the year, receive \$1,250.00 per year clothing allowance.
5. Merit Deputies will receive one half (1/2) of the total accumulated, but unused, sick days upon retirement after twenty (20) years.
 6. *The overtime rate for the Merit Deputies for grant programs is to be equivalent to one and one half (1 ½) times the salary plus longevity of the highest paid road deputy as of January 1, 2015. For the calendar year of 2015 the overtime rate is established at \$37.26 per hour (as amended 03/17/2015).*
 7. All other overtime is to be paid in accordance with Fair Labor and Standards Act at a rate of one and one half (1 ½) times the salary plus longevity.
 8. The compensation amounts are listed as annual appropriation amounts and the calculation of the bi-weekly or hourly compensation rates may result in a slight variation and will not be adjusted at the year end.
 9. In the event of an extended Military or Family Medical Leave of a merit officer exceeding six (6) weeks, the Sheriff may employ a Temporary Deputy. A Temporary Deputy shall be compensated at a rate of ninety (90) percent of the base rate of a merit deputy. A Temporary Deputy shall not work more than 29 hours in a pay week and is not entitled to any benefits. A sufficient appropriation in Personal Services must exist in the Sheriff budget prior to the employment of a Temporary Deputy. The Sheriff should submit a plan detailing the anticipated period of time a Temporary Deputy will be required and the number of hours for that period to the Auditor's Office for verification of sufficient appropriation.(As amended 2/11/14)
 10. Compensatory time will be limited per the Vigo County Sheriff's Department Standard Operating Procedure, PER-017, effective 12/01/13, see Attachment 1. (As amended 2/11/14)

Presented to the Vigo County Council, read in full and adopted as written this 17th day of March, 2015.

AYE

NAY

_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Seprodi
Auditor

Vigo County Sheriff's Department	
Standard Operating Guidelines	
Reference Number: PER-017	Effective Date: 12/01/13
Subject: Employment Practices - Work Week, Overtime, Court Time	Revised: 11/13/2013
Special Instructions: Replace all previous	Number of pages: 3
This directive is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis in a non-judicial administrative setting.	

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I. PURPOSE

Establishes guidelines pertaining to work week overtime and court time.

II. POLICY

Department employees are required to present themselves for duty on each scheduled duty day as set forth in department SOG.

III. PROCEDURE

A. Work Week: Regular Duty

1. The Sheriff shall establish duty hours for all department employees.

B. Work Week: General Attendance

1. Officers will present themselves for duty on each scheduled duty day with the following exceptions:

a. When absence is due to illness, and it has been reported to his commanding officer at the earliest possible moment or before the start of duty hours.

b. When on vacation, taking approved accumulated time off or if an authorized leave of absence has been granted.

C. Work Week: Stand by Duty

1. All duly sworn officers of the department are on twenty-four (24) hours' call except when absent due to illness, on vacation, taking approved accumulated time off, or where an authorized leave of absence has been granted.

36 2. When contacted by a superior officer on regularly scheduled off duty
37 days, they shall make themselves available for duty as requested, and
38 as soon as possible.

39
40 3. Any duty time performed during regularly scheduled off duty periods
41 shall be logged as accumulated authorized overtime.

42
43 D. Work Week: Authorized Overtime

44
45 1. Any officer performing overtime duty must have authorization from
46 his or her direct supervisor when possible otherwise it must be
47 approved by any department supervisor.

48
49 2. All earned overtime will be reported to the secretarial staff as part of
50 the officer's monthly activity report. In almost every situation the
51 approving commander of the monthly report should be the supervisor
52 of the shift or division in which the overtime is actually earned.

53
54 3. The monthly report will briefly explain the need or reason for the
55 earned overtime.

56
57 4. Overtime Authorization for is not required for grant funded projects.
58 However, officers working grant projects cannot claim grant funded
59 hours as regular work hours. An officer may take accrued leave time
60 to work grant funded projects.

61
62 5. Overtime is to be reported in actual overtime earned or taken. Do not
63 multiply by one and one-half. All record keeping of overtime by
64 secretarial staff will be recorded in actual overtime hours. Overtime
65 taken, as compensatory time will be adjusted by secretarial staff at the
66 one and one-half rate.

67
68 6. The approval of the officer's immediate supervisor is required when
69 extra days off are taken utilizing accumulated overtime.

70
71 7. A deputy sheriff may accumulate a maximum of forty (40) hours in
72 approved overtime during the period of December 1st to November
73 30th. If at any time during this 12 month period a deputy exceeds
74 forty (40) hours of authorized overtime he/she shall be compensated
75 for all hours in excess of forty (40) hours on the next practical pay
76 cycle following the report of the overtime to the secretarial staff.

77
78 8. During the 12 month period if a deputy has a change in position that
79 either increases or decreases their pay rate all overtime hours that
80 the deputy has accumulated will be paid out at the rate of which the
81 overtime was earned.

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- 9. At the end of each 12 month period (November 30) all overtime that remains on record for the deputy as of November 30th will be reported to the auditor in the month of December and that officer will be compensated for ALL accumulated hours and thus a deputy will return to zero hours of accumulated overtime on December 1.
- 10. A deputy may utilize any or all of his/her accumulated overtime during this twelve month period as permitted by their immediate supervisor.

E. Court Time

- 1. Frequently, police officers are required to testify in judicial hearings or trials concerning criminal violations. Any officer of the department, who performs such duty during regularly scheduled off duty periods, shall be compensated for it in the form of accumulated overtime.

F. This guideline is to be used in conjunction with all relevant department regulations, rules, policies, and procedures.

SALARY ORDINANCE 2015-03

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2015, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the Vigo County Local Health Dept. Trust Fund the following:

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>LOCAL HEALTH DEPT. TRUST</u>		
Part-time Help	\$10/hour	

Approved on this 17th day of March 2015.

<u>AYE</u>		<u>NAY</u>
_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2015-15

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County Reassessment 2015 Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

<u>REASSESSMENT 2015</u>	<u>REQUESTED</u>	<u>APPROPRIATED</u>
10010 Payroll	\$21,961	
15210 FICA	\$1,681	
15220 PERF	\$3,119	
15230 Group Insurance	\$11,930	
TOTAL REASSESSMENT 2015 FUND	\$38,691	

Approved on this 17th day of March 2015.

AYE

NAY

	Mark Bird	
	Tim P. Curley	
	Kathy Miller	
	Mike Morris	
	Ed Ping	
	Bill Thomas	

Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

Bean, Tona

From: Miller, Kylissa
Sent: Monday, February 02, 2015 6:39 PM
To: Bean, Tona
Subject: Fwd: Library Bond
Attachments: ATT00001..htm

Please include this with the request I sent earlier from the library.

Thanks!

Begin forwarded message:

From: "Kristi Howe" <khowe@vigo.lib.in.us>
To: "Miller, Kylissa" <Kylissa.Miller@VigoCounty.IN.Gov>
Subject: **Library Bond**

Hi Kylissa – Attached is a short document that includes the items requested by Rick Burger and Bill Thomas – a breakdown of the \$2,000,000 and some “fast facts” on the Library from 2014. They asked that I keep it brief, so I did. Please add this to the resolution and illustrative tax impact provided by Scott Craig. I will be happy to provide additional information if needed. Thanks! – Kristi

Kristi Howe
Library Director
Vigo County Public Library
1 Library Square
Terre Haute, IN 47807
812-645-3625

VIGO COUNTY (INDIANA) PUBLIC LIBRARY

ILLUSTRATIVE IMPACT OF ISSUANCE OF GENERAL OBLIGATION BONDS

Assumes \$2,000,000 Bond Issue

(New Money and Refunding Bonds)

	1 Year Bond Issue	5 Year Bond Issue	7 Year Bond Issue	10 Year Bond Issue
Estimated annual payment	\$2,055,286	\$440,266	\$328,953	\$246,304
Less: estimated miscellaneous revenue (1)	(102,764)	(22,013)	(16,448)	(12,315)
Estimated debt service tax levy (1)	1,952,522	418,253	312,505	233,989
Estimated net assessed valuation (2)	\$3,621,193,979	\$3,621,193,979	\$3,621,193,979	\$3,621,193,979
Estimated debt service tax rate	\$0.0539	\$0.0116	\$0.0086	\$0.0065

Value of Property	Annual Tax Impact			
	1 Year Bond Issue	5 Year Bond Issue	7 Year Bond Issue	10 Year Bond Issue
Median home in Vigo County (3)	\$14.71	\$3.17	\$2.35	\$1.77
One acre of agricultural land (4)	1.30	0.28	0.21	0.16
Illustrative commercial property	53.90	11.60	8.60	6.50

(1) Assumes a license/excise factor of 5% with the remaining 95% of the debt service tax levy to be paid from property taxes.

-(2) Represents the certified pay 2015 net assessed valuation for Vigo County Public Library as reported on the Indiana Gateway for Governmental Units.

(3) Median home value per the U.S. Census Bureau, 2009-2013 American Community Survey 5-year estimates. Tax impacts are based upon the net assessed value which includes the standard deduction at the lesser of \$45,000 or 60% of home value, the 35% supplemental homestead deduction and the \$3,000 mortgage deduction.

(4) Assumes agricultural land is assessed at \$2,420 per acre.

Bean, Tona

From: Miller, Kylissa
Sent: Monday, February 02, 2015 8:25 AM
To: Bean, Tona
Subject: FW: Vigo County EDIT Refunding Bonds 2015 - timetable.DOC
Attachments: Vigo County EDIT Refunding Bonds 2015 - timetable.DOC; Appropriation Ordinance.PDF; Bond Ordinance.PDF

Please assign to Special Projects committee.

Kylissa

From: Otten, Dennis [mailto:dotten@boselaw.com]
Sent: Friday, January 30, 2015 1:21 PM
To: mwright@wslfirm.com; Miller, Kylissa
Cc: Seprodi, Tim; Frierson, Herschel; Chapla, Steve; b.l.boehm@pjc.com; Gilliam, Curt (curtis.m.gilliam@pjc.com); Hahn, Gregory F.; McClellan, Jacob A; daryl.mergenthal@bnymellon.com; Anderson, Judy; Marvel, Jon; Anderson, Brad
Subject: Vigo County EDIT Refunding Bonds 2015 - timetable.DOC

Good Afternoon Mike & Kylissa, for the meeting of the County Council on February 10 attached please find the following in connection with the proposed EDIT Refunding Revenue Bonds:

1. Bond Ordinance – to be considered for adoption at the Feb. 10 meeting; and
2. Appropriation Ordinance – to be introduced and scheduled for adoption at the March meeting following a public hearing thereon.

Kylissa, please have these items placed on the Council's agenda. I have also attached the financing timetable. Please let me know if there are any questions or concerns. Also, Mike let me know if Landon, Herschel and I should plan on attending the Council's meeting to discuss the proposed refunding transaction.

Sincerely, Dennis

Dennis H. Otten
Bose McKinney & Evans LLP | www.boselaw.com
111 Monument Circle | Suite 2700 | Indianapolis, Indiana 46204
DOtten@boselaw.com | P 317-684-5307 | F 317-223-0307

Assistant Contact | Dee M. Doll | DDoll@boselaw.com | P 317-684-5168 | F 317-223-0168

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FINANCING TIMETABLE

\$5,470,000*

VIGO COUNTY, INDIANA

**ECONOMIC DEVELOPMENT INCOME TAX REFUNDING REVENUE
BONDS, SERIES 2015**

<u>Date</u>	<u>Action</u>
January	Bond Ordinance and Appropriation Ordinance approving issuance of refunding bonds and appropriation of the proceeds thereof, respectively, prepared by Bond Counsel, together with forms of financing documents (escrow agreement, bond purchase agreement and continuing disclosure agreement); Financial Advisor prepares official statement and accounting report; Underwriter begins continuing disclosure review
February 10	Meeting of County Council to introduce and adopt bond ordinance; introduce appropriation ordinance and schedule public hearing thereon
By Mid-February	Draft Preliminary Official Statement completed and circulated to group for comment
Late February	Apply for rating on the bonds
By March 7	Notice of public hearing on additional appropriation of bond proceeds published one time in <i>Tribune-Star</i>
March 17	Meeting of County Council to hold public hearing on additional appropriation of bond proceeds; adopt appropriation ordinance
Mid-March	Receive rating on the bonds
Late March	Preliminary Official Statement circulated to proposed investors
April 2	Bond Purchase Agreement executed
Week of April 6	Closing documents prepared by Bond Counsel and circulated to group for signature; final Official Statement completed and distributed

* Preliminary, subject to change

April 14	Pre-closing
April 15	Closing; proceeds received; escrow funded
July 15	Refunded bonds redeemed

Assumptions:

- Bonds sold by negotiated sale; rating will be obtained
- All bodies comply with Indiana Open Door Law
- All bodies meet as necessary

01/12/2015 © Bose McKinney & Evans LLP



915 South Petercheff Street
Terre Haute, IN 47803
812-462-3217 Office
812-234-0691 Fax

Vigo County Emergency Management Agency

Memo

To: Tim Seprodi, Vigo County Auditor
CC: Rick Burger, Vigo County Council
Kalissa Miller, Vigo County Council Administrator
From: Dorene G. Hojnicky, DO
Director, Vigo County EMA *DGH*
Date: February 2, 2015
Re: District 7 Fiscal Agent Budget Line/EMA Overtime Salary Ordinance

Please place Vigo County Emergency Management Agency on the County Council Agenda for the following items:

Item 1

Vigo County Emergency Management Agency requests approval for Vigo County to serve as the Fiscal Agent for Homeland Security District 7. Clay County has served this capacity for the past several years and with the recent determination that the EMA Director no longer has the time and manpower to effectively continue the administrative duties necessary for the duties. Vigo County EMA has both the expertise and manpower to perform the required duties. The Fiscal Agent (the county fulfilling the duties) generally receives an administrative fee for managing the grants. The fee is normally 3% of the total grant received.

Grants are for the most part awarded as "Reimbursements", meaning that sub-grant agreements must be fully executed prior to purchases being made, and further, that purchases must be completed to qualify for reimbursement. As a result, VCEMA requests a budget line (District 7 Homeland Security Grants) be created and funded in the amount of \$100,000.00 annually. Since the line would be reimbursed by grant for expenditures, the amount at the end of each fiscal year (\$100,000.00 plus administrative fee) would revert to the county general fund. The budget line would then be funded as part of the EMA Budget process for each subsequent year.

Item 2

VCEMA has previously requested an Overtime Salary ordinance for EMA staff. As stated, overtime would only be paid when a County Commissioner Emergency Declaration has occurred. Request a budget line (Overtime) be created and funded in the amount of \$5,000.00

VIGO COUNTY 2015 SHERIFF DEPUTY SALARY ORDINANCE

Whereas, the Indiana Legislature adopted I.C. 36-2-3 et. seq. which establishes the Vigo County Council as the fiscal body of Vigo County; and

Whereas, I. C. 36-2-5-3 grants the Vigo County Council the power to:

- (1) fix the compensation of officers, deputies and other employees;
- (2) describe and classify positions and services;
- (3) adopt schedules of compensation; and
- (4) hire or contract for persons to assist in the development of schedules of compensation; and

Whereas, Vigo County Code 1-8-5 also acknowledges this power of the Vigo County Council to set salaries of the officers, deputies, and other employees of Vigo County; and

Whereas, in an attempt by the Vigo County Council to establish position descriptions and recognize that certain positions require more skill and employees should be compensated commensurate with their responsibilities; and

Whereas, longevity should also be recognized as part of a fair and equitable compensation plan;

Now therefore, be it ordained and enacted by the Vigo County Council:

Vigo County Sheriff's Deputies are to be compensated in accordance with the following schedule and limited to the number indicated in parenthesis:

Merit Deputy (37)	\$1,637.50
Matron (1)	\$1,637.50
Chief Deputy (1)	\$2,126.81

In addition to the above base pay, Vigo County Sheriff's Deputies are to be additionally compensated as follows:

1. Any Merit Deputy with the exception of the Chief Deputy assigned the following classifications will receive the corresponding annual amount in addition to their base pay. Merit Deputies receiving classification pay are limited to the number indicated in parenthesis:
 - a. Lieutenant (6) \$3,393
 - b. First Sergeant (4) \$1,697
 - c. Sergeant (4) \$ 375
 - d. Detective (10) \$1,500
 - e. K-9 (1) \$ 566
2. A Merit Deputy Sheriff or Matron shall receive longevity pay annually commencing at the beginning of his/her 4th year in the amount of \$275. For each subsequent year of service, they shall receive longevity pay up to the maximum of \$4,400.00.
3. Merit Deputies and Matron receive \$1,650.00 per year clothing allowance.

4. Non-Merit Deputies volunteering an average of sixteen (16) hours per month during the year, receive \$1,250.00 per year clothing allowance.
5. Merit Deputies will receive one half (1/2) of the total accumulated, but unused, sick days upon retirement after twenty (20) years.
- * 6. The overtime rate for the Merit Deputies for grant programs is to be equivalent to one and one half (1 1/2) times the salary plus longevity of the highest paid road deputy as of January 1, 2015. For the calendar year of 2015 the overtime rate is established at \$37.16 per hour.
7. All other overtime is to be paid in accordance with Fair Labor and Standards Act at a rate of one and one half (1 1/2) times the salary plus longevity.
8. The compensation amounts are listed as bi-weekly and annual amounts and the calculation of the bi-weekly or hourly compensation rates may result in a slight variation and will not be adjusted at the year end.
9. In the event of an extended Military or Family Medical Leave of a merit officer exceeding six (6) weeks, the Sheriff may employ a Temporary Deputy. A Temporary Deputy shall be compensated at a rate of ninety (90) percent of the base rate of a merit deputy. A Temporary Deputy shall not work more than 29 hours in a pay week and is not entitled to any benefits. A sufficient appropriation in Personal Services must exist in the Sheriff budget prior to the employment of a Temporary Deputy. The Sheriff should submit a plan detailing the anticipated period of time a Temporary Deputy will be required and the number of hours for that period to the Auditor's Office for verification of sufficient appropriation.
10. Compensatory time will be limited per the Vigo County Sheriff's Department Standard Operating Procedure, PER-017, effective 12/01/13. See Exhibit 1.

* Originally calculated Based on moats w/o clothing.
 - moats was made C.D.
 - also moats was detective - s/h/B based on anderson
 s/B based on Michael Anderson.

Base 44213.00
 3393.00
 4400.00
 1650.00

53,656.00 ÷ 2160 hours × 1.5
 \$ 37.26



Vigo County Health Department
Darren Brucken, M.D. – Health Commissioner
147 Oak Street Terre Haute, Indiana 47807-2986
(812) 462-3428 • Fax (812) 234-1010

DATE: November 18, 2014
TO: Vigo County Council
FROM: Vigo County Health Department
RE: 2015 Annual Indiana Local Health Department Trust Fund
Funding is distributed every 6 months (bi-annually)

2015 ILHDTA Funding for VCHD \$44,597.58
Current carry-over amount in the ILHDTA, excluding 2015 funding \$45,584.70

January 1, 2015 – December 31, 2015 ILHDTA Funding = \$44,597.58

Contractual Services	9101.33300.000.0000	\$ 35,000.00
Professional Services	9101.37850.000.0000	\$ 9,597.58
		<u>\$ 44,597.58</u>

January 1, 2015 – December 31, 2015 ILHDTA Carry-Over Funds = \$18,525.00

Payroll/Salaries	9101.10010.000.0000	\$ 7,800.00
Social Security/FICA	9101.15210.000.0000	\$ 800.00
Education, Counseling & Training	9101.37650.000.0000	\$ 1,914.00
Professional Services	9101.37850.000.0000	\$ 8,011.00
		<u>\$ 18,525.00</u>

Thanks,

Handwritten signature of Joni Wise.

Joni Wise
Administrator

FILED
NOV 18 2014

Handwritten signature of Joni M. Spivey.
VIGO COUNTY AUDITOR

Attachment: Proposed Budget

IC 4-12-7-6 If only one local board of health exists in a county, the county fiscal body shall appropriate all distributions received by the county under this chapter to that local board of health

DEC 30 2014



Don Pruet
Harrison Township
Assessor Level III

Dear Mr. Seprodi

Starting July 1st 2014 the state began the process of a cyclical reassessment. The basic premise of cyclical reassessment is to apportion reassessment activities, including the inspection and updating of parcels and parcel characteristics in an assessment jurisdiction, over a four year period instead of the familiar twenty-month timeframe. This will allow reassessment work and expenses to be spread more consistently and predictably over a longer period of time, facilitating better assessment practices.

After completing the first twenty-five percent of the cyclical reassessment I believe that a fulltime person is needed to supervise, plan and inspect the work as it is completed daily. This person would organize and cross reference each packet with maps of each section that is in the twenty-five percent for that year. They will be responsible for correspondence to property owners where the field agent could not make entry due to a locked gates, privacy fencing, dogs etc. Also setting appointments to visit commercial, industrial and professional office buildings that would need to know prior to our visit. They would proof read changes that are made, to make sure any and all are clear and understandable so data entry can be made without confusion. They will track and keep daily mileage reports that are turned in monthly. They will be responsible for getting the next section in the sequence ready and in packets, have a weekly and monthly count ready for the state reports, while tracking each packets progress and whereabouts.

All this while continually working on their own property inspections for changes brought about by new construction, new parcels, remodeling, demolition and destruction.

I believe one person working five days a week as a supervising cyclical reassessment field agent would be beneficial, rather than three different part-time people working different days and not being able to commutate on a daily bases.

As the Harrison township assessor I would like to formally request a fulltime position for the cyclical reassessment

Respectfully Donald E Pruet

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Terre Haute, IN.47807
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(812) 462-3273 fax
Don. Pruet@VigoCounty.IN.GOV