

VIGO COUNTY COUNCIL
March 23, 2010
5:00 P.M.

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VIGO COUNTY COUNCIL
Agenda
Tuesday, March 23, 2010 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 23, 2010
4. Public comment
5. Communications from elected officials of the County
6. Communications from other officials or agencies
7. Reports from standing committees
8. Reports from select committees
9. Ordinances relating to appropriations
 - a. Budget Adjustment Committee
 - i. Additional Appropriation Ordinance 2010-08
 - ii. Additional Appropriation Ordinance 2010-09
 - iii. Additional Appropriation Ordinance 2010-10
 - b. Personnel Committee
 - i. Resolution 2010-05
 - ii. Vigo County 2010 Salary Ordinance
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 23, 2010 to consider the following appropriations in excess of the budget of the current year.

COMMISSIONERS

FICA	\$1,651
PERF	\$2,212

JUVENILE DETENTION

Payroll	\$21,578
TOTAL COUNTY GENERAL FUND	\$25,441

ALCOHOL & DRUG

Unemployment	\$13,000
TOTAL ALCOHOL & DRUG FUND	\$13,000

DRUG TASK FORCE SEIZED ASSETS

Attorney Fees	\$13,884
TOTAL DTF SEIZED ASSETS FUND	\$13,884

Taxpayers appearing at this meeting shall have the right to be heard. The additional appropriations as finally made will be referred to the Department of Local Government Finance. The DLGF will make a written determination as to the sufficiency of funds to support appropriations made within fifteen (15) days of receipt of the certified copy of the action taken.

TIMOTHY M. SEPRODI
VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday March 12, 2010
TRIBUNE-STAR

ADDITIONAL APPROPRIATION ORDINANCE 2010-08

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>JUVENILE DETENTION</u>		
40010 Payroll	\$21,578	
<u>COMMISSIONERS</u>		
41521 FICA	\$1,651.00	
41522 PERF	\$2,212	
TOTAL COUNTY GENERAL FUND	\$25,441	

Approved on this 23rd day of March 2010.

AYE

NAY

_____	Brad Anderson	_____
_____	Mark Bird	_____
_____	Bill Bryan	_____
_____	Tim P. Curley	_____
_____	Ed Ping	_____
_____	Darrick Scott	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2010-09

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 Alcohol and Drug 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>ALCOHOL & DRUG</u>		
41524 Unemployment	\$13,000	
TOTAL INFRACTION DEFERRAL FUND	\$13,000	

Approved on this 23rd day of March 2010.

AYE

NAY

_____	Brad Anderson	_____
_____	Mark Bird	_____
_____	Bill Bryan	_____
_____	Tim P. Curley	_____
_____	Ed Ping	_____
_____	Darrick Scott	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2010-10

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 Drug Task Force Seized Assets Fund 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>DRUG TASK FORCE SEIZED ASSETS</u>		
43330 Contractual Services	\$13,884	
TOTAL DTF SEIZED ASSETS FUND	\$13,884	

Approved on this 23rd day of March 2010.

AYE

NAY

_____	Brad Anderson	_____
_____	Mark Bird	_____
_____	Bill Bryan	_____
_____	Tim P. Curley	_____
_____	Ed Ping	_____
_____	Darrick Scott	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

RESOLUTION 2010-05

SECTION 1. In accordance with the 2010 Salary Ordinance as adopted on November 24, 2009, a position as been reviewed by the Personnel Committee of the Vigo County Council. The Committee has found the position to be necessary and has recommended to grant the authority to fill the position to the appropriate elected official or department head. The positon is as follows:

Prosecutor Title IV-D

Caseworker

Grade 7

Approved on this 23rd day of March 2010.

AYE

NAY

Brad Anderson

Mark Bird

Bill Bryan

Tim P. Curley

Ed Ping

Darrick Scott

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

VIGO COUNTY 2010 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:

1. For those employees in 2010 who are not covered by the 2010 grade and step salary schedule a compensation increase of 0.00 percent per annum over 2009.
2. For those employees in 2010, employed as attorneys in the office of the Public Defender, Public Defenders in 2009 will be compensated under the Vigo County Public Defender Plan. Base salary for public defenders will be increased 0.00 percent per annum over 2009.
3. For employees in positions in 2009 who were subject to the 2009 grade and step schedule a compensation computed thusly:
 - A. First, each employee remaining subject to the compensation schedule receives an additional longevity step over his or her step for the previous year.
 - B. Second, determine the grade of the employee position and the step as determined above, and refer to the attached schedule to find the compensation for the employee for the purpose of budget submissions for the calendar year of 2010.

C. Employees with a break in service with the County will receive credit for previous service with the County for the purpose of computation of longevity as it relates to the salary, if the time the employee was not employed by the County is less than half the time employed prior to the break in service.

4. A copy of the 2010 Council Approved Salary Schedule is attached as Exhibit A.
5. This ordinance does not apply to employees who are covered by collective bargaining agreement, sworn deputies of the Vigo County Sheriff's Department, persons whose compensation is governed by statute and part-time employees and Elected Officials.
6. That a workweek is hereby defined as thirty-five (35) hours. Overtime shall be paid at a rate of straight time for the first five (5) hours in each week and one and one-half (1 ½) times an employee's regular hourly wage for hours worked over 40 hours in each week..
7. That probation officers shall be paid pursuant to the 2010 Minimum Salary Probation Officers (a copy of which is attached as Exhibit B) or shall receive a 15% increase in their yearly salary, whichever is less.
8. Hourly employees of the Vigo County Highway Department covered by the collective bargaining unit of the Union shall receive in 2010 an increase of 0.00 percent per hour over the hourly rate paid in 2009.
9. Temporary employees and part time employees and extra help shall be paid at a rate of \$8.00 per hour.
10. Deputy County Assessors and Deputy Township Assessors that have achieved Level 2 certification shall receive \$500.00 in addition to the base salary.
11. New positions authorized for 2010 and the grade classifications are included on Exhibit C.
12. New positions authorized for 2010 and the authorized salaries for non-graded positions are included on Exhibit D.
13. Positions deleted for 2010 are included in Exhibit E.
14. The salaries of the Chief Deputies of the Auditor, Treasurer, Clerk, County Assessor, Recorder, and Surveyor will be set at the greater of either 80 percent of the salary of the elected official of the office or at the rate of the approved grade of the position and the current step of the employee.

15. If an employee leaves their employment with Vigo County, the authority to fill said position shall cease.
16. Any elected official or department head wishing to fill said position shall be required to submit a written request to the Vigo County Human Resources Director. The Human Resource Director will brief the County Council on such requests at a Vigo County Council Personnel Committee Meeting, which takes place at least forty-five days but no more than ninety days after receiving a written request. All requests submitted to the Personnel Committee from the Human Resources Director will be accompanied by an analysis of full time employees and the total budget for departments in comparable counties in the State of Indiana.
17. Paragraphs 15 and 16 do not apply to positions mandated by the Indiana Code, deputies in the Vigo County Sheriff's Department, correctional officers in the Vigo County Jail, communication specialists in the Vigo County Communications Center, youth care specialists and caseworkers in the Vigo County Group Homes, detention officers in the Vigo County Juvenile Center, employees of the Vigo County Community Corrections Department, the Vigo County Superior Courts, Vigo County Juvenile Courts, the Adult Probation Division, *or the employees of the Highway Department for the remainder of 2010 (added 3/23/10)*, or to employees terminated for cause, or part-time temporary or seasonal positions. Paragraphs 15 and 16 also do not apply to public defense attorneys in the Public Defenders Office providing they are necessary to maintain the current level of employment in order to be in compliance with state guidelines.

Presented to the Vigo County Council, read in full and adopted as written this 23rd day of March 2010.

AYE

NAY

_____	Brad Anderson	_____
_____	Mark Bird	_____
_____	Bill Bryan	_____
_____	Tim P. Curley	_____
_____	Ed Ping	_____
_____	Darrick Scott	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Auditor



VIGO COUNTY SHERIFF'S OFFICE

201 CHERRY STREET, TERRE HAUTE, IN 47807
(812) 462-3226 • FAX (812) 235-7558

February 17, 2010

JON R. MARVEL
SHERIFF

JAKE COMPTON
CHIEF DEPUTY

To: Vigo County Council
Vigo County Commissioners
Vigo County Auditor

From: Vigo County Sheriff

Re: Vigo County Juvenile Center Overtime

The following are employees of the Vigo County Juvenile Justice Center, who, over the past several years have accrued a considerable amount of overtime hours. I am requesting additional funds in the amount of \$8780.43 for payment of the following overtime hours.

Johnny Andrews 94.75 hours @ pay rate \$12.36 = \$1171.11

Ben Baldwin 75 hours @ pay rate \$13.59 = \$1019.25

Tracy Kiefling 354.5 hours @ pay rate \$15.60 = \$5530.20

Karen Martin 85.75 hours @ pay rate \$12.36 = \$1059.87

Total: \$8780.43

Thank you,

Jon R. Marvel
Jon R. Marvel, Sheriff
Vigo County

To: Ryan Oiler

From: Cindy Hunter

This document is intended to clarify the concerns of the Auditors office and the County Council.

To address the concern as to who gave authorization for overtime hours to be carried over from year to year was approved by the previous Director.

To address the issue of whom authorizes overtime for staff. Due to the nature of work at the detention the center, employees may need to work past their scheduled shift to ensure the safety and security of the facility. If another staff member is unable to work their specified shift then another employee would be required to fill the spot. If that employee works hours that is not scheduled then they would be required to fill out a schedule variation form. This form would be signed by their supervisor to verify indeed that the employee did work the schedule shift.

This is procedure applied to all staff except Tracy Kiefling. Mr. Kiefling is the Senior Supervisor for the Detention Facility. Mr. Kiefling was viewed by the Previous Director as an important part of the decision making regime at the facility. The Previous Director did not require Mr. Kiefling to fill out any schedule variation forms. He just needed to have his time sheet sign off by the director or myself.

To address the issue of notification to the Advisory Board, I do not believe that time issues were address at these meetings. I can not honestly answer that question due to that fact that I did not attend many of the meetings. I was not encouraged to attended such meetings because the Director and Mr. Kiefling attended all of such meeting.

To address the issue of the centers intention of paying for the added expense. The Center is coming to the Counsel for the added funds due to the fact that the center does not have such funds in its budget.

The current Administration of the facility has put in place safe guard to prevent the accumulation of overtime hours. A time clock has been placed in the entrance for staff to clock in and out. The Office Manager and all supervisors monitors all employees time on a daily basis.

I realize that this is a serious issue and as a facility are taking strides to correct this problem. If you have any further questions feel free to contact me.

Sincerely,

Cindy Hunter



Assistant Director Juvenile Justice Center

VIGO COUNTY COURT
Alcohol and Drug Program

812-462-3291
812-234-2448 FAX
www.vigocounty.org

124 South 1st Street
Terre Haute, IN 47807

February 17, 2010

Vigo County Council
127 Oak St.
Terre Haute, IN 47807

RE: Unemployment Compensation


Dear Councilmembers:

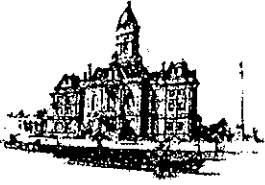
Please be advised that we failed to appropriate sufficient funds to our Unemployment Compensation Line Item for the Vigo County Alcohol & Drug Program. We have funds available in our User Fee Fund to cover this oversight. I am asking that you consider the following additional appropriation:

From Alcohol & Drug User Fees to Alcohol & Drug Budget Line Item 41-524, \$13,000.00

I will of course appear at the Call and any intervening committee meetings required.

Sincerely,


Bernard J. Burns
MS, CADAC IV, CAADC
Director



TERRY R. MODESITT
PROSECUTING ATTORNEY
OF VIGO COUNTY
VIGO COUNTY COURT HOUSE
33 SOUTH THIRD STREET, RM. 45
TERRE HAUTE, IN 47807
PHONE (812) 462-3305
FAX (812) 238-1096



January 29, 2010

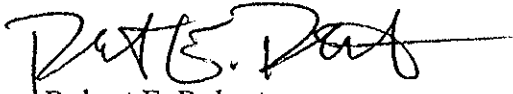
To: Vigo County Council


From: Terry Modesitt, Prosecutor
Robert Roberts, Chief Deputy Prosecutor

RE: Prosecutor's Office

It is respectfully requested that the following issues be discussed at the Council Meeting:

We are requesting the council approve an appropriation in the Seized Asset Budget in the amount of \$13,883.85. This appropriation will be used to pay attorney fees to Chris B. Gambill with regard to Seized Property. Please see the attached letters from Chris Gambill.


Robert E. Roberts
Chief Deputy Prosecutor


Candie Allen
Bookkeeper



LAW OFFICES

LARRY J. WAGNER
CHRISTOPHER B. GAMBILL

JAMES L. CRAWFORD
1944-2003

October 26, 2009

Mr. Rob Roberts
Vigo County Prosecutor's Office
45 Courthouse
33 South Third Street
Terre Haute IN 47807-3425

Re: Pending Attorney Fees

Dear Rob:

Below is a list of the outstanding attorney fees with regard to seized property:

<u>NAME</u>	<u>PROPERTY</u>	<u>ATTORNEY FEE DUE</u>
Cedric Anderson	2001 Cadillac	\$ 1,446.87
Christopher Bankston	1985 Monte Carlo	\$ 300.00
Angel Galicia	2000 GMC truck	\$ 698.25 (remaining)
	2001 Ford Mustang	\$ 1,696.87
Marvin Kelly	2006 Honda Scooter	\$ 375.00
Ryan Lawler	1999 Grand Prix	\$ 1,450.00
Jodi Neuendorf	1997 Mercury	
	Mountaineer	\$ 756.25
Marion Pruitt III	Lincoln Town Car	\$ 2,091.66
	Harley Sportster	\$ 1,643.33
Vicky Shaw	Surveillance equip.	\$ 150.00
Robbin Welker	1997 Jeep	\$ 1,171.87
		\$11,780.10

In addition, it appears the Cesinger motorcycle was sold for \$1,300.00, less a commission of \$325.00. Therefore, I believe my attorney fee in this matter would be \$243.75.

If you have any questions, please give me a call.

Sincerely,

WAGNER, CRAWFORD AND GAMBILL

By:


Christopher B. Gambill

116 SOUTH SIXTH STREET
P.O. BOX 1897
TERRE HAUTE, INDIANA 47808-1897
(812) 238-1408 FAX (800) 856-1408
FAX (812) 238-1127
cg@wagnerlawfirm.biz



LARRY J. WAGNER
CHRISTOPHER B. GAMBILL

JAMES L. CRAWFORD
1944-2003

September 1, 2009

Mr. Rob Roberts
Vigo County Prosecutor's Office
45 Courthouse
33 South Third Street
Terre Haute, IN 47807-3425

Re: *Vigo County Drug Task Force and State of Indiana
v. Angel Galicia*

Dear Rob:

Enclosed please find Affidavit for Distribution of Judgment and Order granting same. I have requested Bill Bergherm to provide me with the \$931.00 in currency which was seized which I will apply toward my attorney fee and would ask that you request the remainder of my fee, namely, \$1,989.25, from the County Council.

Sincerely yours,

WAGNER, CRAWFORD AND GAMBILL

By:



Christopher B. Gambill

CBG/pkf



TERRY R. MODESITT
PROSECUTING ATTORNEY
OF VIGO COUNTY
VIGO COUNTY COURT HOUSE
33 SOUTH THIRD STREET, RM. 45
TERRE HAUTE, IN 47807
PHONE (812) 462-3305
FAX (812) 238-1096



January 4, 2010

To: Vigo County Council

From: Terry Modesitt, Prosecutor

RE: Council Call

It is respectfully requested that the following issues be discussed at the Council Meeting:

We are requesting the council permit refilling a full-time Caseworker position at the previously approved annual salary at Grade 7, Step 1 to be paid out of the Title IV-D Budget then is reimbursed by the State of Indiana.

This position is needed due to the retirement of a Caseworker in the Child Support Prosecutor's Office. Please remember that cases are numbered 2000 per worker; at the States recommendation, they are 500 cases over the requested amount.

Robert Roberts
Chief Deputy Prosecutor

Holly Silver
Administrator of Prosecutor IV-D



TERRY R. MODESITT
PROSECUTING ATTORNEY
OF VIGO COUNTY
CHILD SUPPORT DIVISION
COURTHOUSE, 33 SOUTH THIRD STREET
TERRE HAUTE, IN 47807
PHONE (812) 462-3308
FAX (812) 232-2664



CHILD SUPPORT DIVISION

VICKI PORTER, DEPUTY PROSECUTOR

February 18, 2010

To: Vigo County Council

From: Terry Modesitt, Prosecutor

Re: Council Call

It is respectfully requested that the following issues be discussed at the Council Meeting:

We are requesting the council permit refilling a full-time Caseworker position at the paid Grade 7, Step 6 in the amount of \$26, 144 to be paid out of the Title IV-D Budget then is reimbursed 66% by the State of Indiana. The salary was already approved for the 2010 budget at the amount of \$30,046 which is \$3,902.00 less then what we are asking for. Once the State of Indiana reimburses the County for the salary of \$26,144 the County's portion will be \$8888.96 for that salary.

The addition of refilling the caseworker position will help get the caseloads down for each caseworker. By doing this it will help get the cases touched quicker and help get the child support to the families of Vigo County. We request the position be filled as soon as possible as the need is great.

Holly A. Silver
Administrator
Vigo County Child Support

Robert E. Roberts
Chief Deputy Prosecutor
Vigo County Prosecutors Office



Vigo County Highway Department

3250 E. Haythorne Avenue, Terre Haute, Indiana 47805

Telephone: (812) 466-9635

Fax: (812) 460-1590

March 1, 2010

Vigo County Council
131 Oak Street
Terre Haute, IN 47807

RE: Request to fill position

I am respectfully requesting to hire for an open position within the Highway Department. Donald Lawson resigned his Equipment Operator "B" position in January. This position has been bid posted as required by our agreement with the International Union of Operating Engineers Local #841. Should the bid be awarded internally we will need to replace one of the following:

Working Leader	\$ 15.02
Maintenance Worker "B"	\$ 14.61
Mechanic "B"	\$ 14.59
Sign Technician "B"	\$ 14.79

Any new employee, under Union agreement, will be paid .75/hr less than regular wage for the first six (6) months and then be paid the regular wage for the position as listed above. This savings will amount to \$836.25.

This will require no additional funding as this position was budgeted in the 2010 budget, and will be paid out of Highway II.

A new employee will support the County Highway Department workforce to provide the needed maintenance to the roadways. See attached job descriptions.

See Vigo County Highway 2010 Part II budget.

Sincerely,

Handwritten signature of Gerald L. Lindsay.

Gerald L. Lindsay
Superintendent

FILED
MAR 02 2010

Handwritten signature of Timothy M. Spivey.
VIGO COUNTY AUDITOR

Gerald Lindsay ~ Superintendent

Daniel Bennett ~ Asst. Superintendent

Jerry Netherlain ~ County Engineer

Council Requests

Miller, Kylissa

Sent: Wednesday, February 17, 2010 11:30 AM

To: Roberts, Rob; Silver, Holly; Allen, Candie; Lindsay, Jerry; Brighton, Ann; Foulkes, Joni; Garcia, Enrico

Cc: Seprodi, Tim; County Council

Please be advised that your requests of Council were not submitted in accordance with the state guidelines. You will need to provide additional information as required by the following guidelines:

Also the Council is requiring that all requests be as detailed as possible and to include the following information:

- ✓ 1. Requested amount to considered by the Council.
- ✓ 2. Nature of the request including scope of project, benefit to County, any time deadlines, etc
- ✓ 3. Proposed funding for request, i.e. cost savings, new revenue stream, etc.
- ✓ 4. Supporting documentation i.e. quotes, Indiana Code requiring proposed project, etc.

Any requests submitted without the above information will be returned to the department in order for them to complete the request as required. Once submitted with all of the information required, the request will be assigned to committee in accordance with the attached schedule.

Please provide the necessary information as soon as possible.

Kylissa





One change Requested
South Unit
Vigo County
S. Key to Maint Worker
S. Demand to Work

Highway Department

Terre Haute, Indiana 47804
Phone 764-1111

PROPOSED POSITIONS - DECEMBER 15, 2009

People 39
1/2 2010-007
2/2 2010-003-
2010-005
2010-004
County General

Northwest

John Mundell - Supervisor
Randy Sullivan, Sr. - Working Leader
Dave McMillen - Operator
Mike Terrill - Operator
Brian Mason - Operator
Bill Keyes - Maint Worker
Mike Yocum - Maint Worker
Kevin Smith - Maint Worker
Arthur Sellers - Laborer

Northeast

Rusty Maurer - Supervisor
Jesse Gibbs - Working Leader
Herschel Shaffer - Operator
Kevin York - Operator
Roger Hancock - Maint Worker
Randy Sullivan, Jr. - Maint Worker
Perry Richardson - Maint Worker
Kenny Robinson - Maint Worker

South

Bob James - Supervisor (Cum Bridge)
Mark Hopper - Working Leader
Steve Key - Working Leader (Maint Worker)
Jerry Allen - Operator
Richard King - Operator
Terry Lamb - Operator
Donald Lawson - Operator
Tracy Myers - Operator
Steve Daniel - Maint Worker
Greg Green - Maint Worker
David Whitaker - Maint Worker
Gary Boatman - Maint Worker
Jason Trotter - Maint Worker
Don Dalton - Mechanic
Randy Jackson - Laborer

Garage

B. Couch - Sup
Jones - Wrkg Ldr
Bedford - Mechanic
Creasey - Mechanic

Sign

Bill Wineinger - Sign Tech
Russell Miller - Maint

Administration

Lindsay - Superintendent
Bennett - Asst Superintendent
Brighton - Office Manager
Wilguess - Clerical Asst.
Clark - Stores Clerk
Latta - Custodial

County Gen
I
I
County Gen
II
III

Working Leader 5
Maintenance worker 13
Laborer 2
Operators 10

Supervisors 4
III Mechanics 3
II Sign Tech 1
2 LRS
1 Cum bridge
1 Part I

Gerald Lindsay ~ Superintendent

Daniel Bennett ~ Asst. Superintendent

Jerry Netherlain ~ County Engineer

STATEMENT OF SALARIES AND WAGES PROPOSED TO BE PAID OFFICERS AND EMPLOYEES CALENDAR YEAR 2010

Highway II

(NAME OF OFFICE, DEPARTMENT, BOARD, OR AGENCY)

The following statement shows the salaries and wages proposed to be paid to officers and employees of the above named office, department, board, or agency during the calendar year 2010.

PART TIME AND HOURLY RATED EMPLOYEES

Highway II

Title of Position or Employee Classification	Rate	Unit	Est Hrs Per		Est Days Per		Est Total Hours	Est Total
			Day	Year	Year	Year		
1 Maintenance Worker "B" <i>Perry Richardson</i>	14.61	Hour	8.00	279			2,230	32,580
2 Maintenance Worker "B" <i>Gary Benham</i>	14.61	Hour	8.00	279			2,230	32,580
3 Maintenance Worker "B" <i>Greg Green</i>	14.61	Hour	8.00	279			2,230	32,580
4 Maintenance Worker "B" <i>Bruce Hancock</i>	14.61	Hour	8.00	279			2,230	32,580
5 Maintenance Worker "B" <i>Bill Hayes</i>	14.61	Hour	8.00	279			2,230	32,580
6 Maintenance Worker "B" <i>Russell Miller</i>	14.61	Hour	8.00	279			2,230	32,580
7 Maintenance Worker "B" <i>Kenny Robinson</i>	14.61	Hour	8.00	279			2,230	32,580
8 Maintenance Worker "B" <i>Kevin Smith</i>	14.61	Hour	8.00	279			2,230	32,580
9 Maintenance Worker "B" <i>Randy Sullivan</i>	14.61	Hour	8.00	279			2,230	32,580
10 Maintenance Worker "B" <i>David Whitaker</i>	14.61	Hour	8.00	279			2,230	32,580
11 Maintenance Worker "B" <i>Mike Yocum</i>	14.61	Hour	8.00	279			2,230	32,580
12 Maintenance Worker "B" <i>Steve Hays</i>	14.61	Hour	8.00	279			2,230	32,580
13 Maintenance Worker "B" <i>Jason Potter</i>	14.61	Hour	8.00	279			2,230	32,580
14 Operator "B" <i>Jerry Allen</i>	14.73	Hour	8.00	279			2,230	32,848
15 Operator "B" <i>Richard King</i>	14.73	Hour	8.00	279			2,230	32,848
16 Operator "B" <i>Jerry Finkle</i>	14.73	Hour	8.00	279			2,230	32,848
17 Operator "B" <i>Dave McMillan</i>	14.73	Hour	8.00	279			2,230	32,848
18 Operator "B" <i>Herschel Shaffer</i>	14.73	Hour	8.00	279			2,230	32,848
19 Operator "B" <i>Mike Terrell</i>	14.73	Hour	8.00	279			2,230	32,848
20 Operator "B" <i>Kevin York</i>	14.73	Hour	8.00	279			2,230	32,848
21 Operator "B" <i>Brian Mason</i>	14.73	Hour	8.00	279			2,230	32,848
22 Operator "B" <i>Tracy Myers</i>	14.73	Hour	8.00	279			2,230	32,848
23 Operator "B" <i>open</i>	14.73	Hour	8.00	279			2,230	32,848
24 Operator "B" <i>open</i>	14.73	Hour	8.00	279			2,230	32,848
25 Laborer	14.39	Hour	8.00	279			2,230	32,090
26 Laborer	14.39	Hour	8.00	279			2,230	32,090
27 Laborer <i>Arthur Sellers</i>	14.39	Hour	8.00	279			2,230	32,090
28 Laborer <i>Randy Jackson</i>	14.39	Hour	8.00	279			2,230	32,090
29 Sign Technician <i>Bill Wineinger</i>	14.79	Hour	8.00	279			2,230	32,982
30 Signs Clerk <i>Niki Clark</i>	14.26	Hour	8.00	279			2,230	31,800
31 Worker Leader <i>Steve Daniel</i>	15.02	Hour	8.00	279			2,230	33,491
32 Worker Leader <i>Jesse Gibbs</i>	15.02	Hour	8.00	279			2,230	33,491
33 Worker Leader <i>Bob Jones</i>	15.02	Hour	8.00	279			2,230	33,491
34 Worker Leader <i>Mark Hopper</i>	15.02	Hour	8.00	279			2,230	33,491
35 Worker Leader <i>Randy Sullivan Jr</i>	15.02	Hour	8.00	279			2,230	33,491
36 Worker Leader	15.02	Hour	8.00	279			2,230	33,491
37 Classification Pay	0.71	Hour	8.00	7,805			62,440	44,122
38 0	0.00	Hour	0.00	0			0	0
39 0	0.00	Hour	0.00	0			0	0
40 0	0.00	Hour	0.00	0			0	0
41 0	0.00	Hour	0.00	0			0	0
42 0	0.00	Hour	0.00	0			0	0
43 0	0.00	Hour	0.00	0			0	0
44 0	0.00	Hour	0.00	0			0	0
45 0	0.00	Hour	0.00	0			0	0
46 0	0.00	Hour	0.00	0			0	0
47 0	0.00	Hour	0.00	0			0	0
48 0	0.00	Hour	0.00	0			0	0
49 0	0.00	Hour	0.00	0			0	0
50 0	0.00	Hour	0.00	0			0	0
51 0	0.00	Hour	0.00	0			0	0
52 0	0.00	Hour	0.00	0			0	0
53 0	0.00	Hour	0.00	0			0	0
54 0	0.00	Hour	0.00	0			0	0

PART TIME AND HOURLY RATED EMPLOYEES

Highway II

Title of Position or Employee Classification	Rate	Unit	Est Hrs Per	Est Days Per	Est Total Hours	Est Total
			Day	Year		
55 0	0.00	Hour	0.00	0		
56 0	0.00	Hour	0.00	0		
57 0	0.00	Hour	0.00	0		
58 0	0.00	Hour	0.00	0		
59 0	0.00	Hour	0.00	0		
60 0	0.00	Hour	0.00	0		
61 0	0.00	Hour	0.00	0		
62 0	0.00	Hour	0.00	0		
63 0	0.00	Hour	0.00	0		
64 0	0.00	Hour	0.00	0		
65 0	0.00	Hour	0.00	0		
66 0	0.00	Hour	0.00	0		
67 0	0.00	Hour	0.00	0		
68 0	0.00	Hour	0.00	0		
69 0	0.00	Hour	0.00	0		
70						
71						
72						
73						
74						
75						

*Show rate of pay per month, week, day, hour, etc

Highway II

Submitted by.

Date December 08, 2009

SIGNATURE

(TITLE)

NOTES

- (1) This statement must be filed IN DUPLICATE with the County Auditor on or Before July 1 each year for salaries and wages to be paid in the ensuing year.
- (2) The requested budget amount for part time and hourly employees need not be included in this statement
- (3) The County Auditor shall complete the reverse side of this form and return one copy to the officer or head of the department, board

**VIGO COUNTY, INDIANA
POSITION DESCRIPTION****POSITION TITLE: EQUIPMENT OPERATOR** A 413**Department:** Highway**Pay Grade:** n/a**Reports To:** Supervisor**Purpose of Position**

Under general supervision the Equipment Operator operates various departmental heavy equipment to perform road maintenance and repair tasks as assigned.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs road maintenance tasks and operates various pieces of heavy equipment; patches road surface with asphalt and operates roller to smooth asphalt; lays rip-rap stone; spreads oil on chip and seal roadways; flags traffic; installs and replaces guardrails; grades gravel roads; digs ditches; installs driveway pipes and road drainage pipes; operates broom to clean work site and roads.
- Loads trucks with various material; hauls materials to and from work sites; hauls rock from stone quarries to work site; hauls dirt and debris from work site; hauls salt and sand to stock pile.
- Clears ice and snow from County roads; plows snow off roads; spreads sand and salt on slick roads.
- Repairs County road signs; assists with installing new signs or replacements.
- Clears landscape, brush and tree limbs from County right-of-way; mows and clears brush from roadside; trims overhanging brush along roads; cuts down trees along roadside.
- Clears dead animals and debris from the roadways.
- Performs routine maintenance of County trucks and heavy equipment; changes or repairs tires; washes trucks.
- Assists coworkers as needed.
- Performs other related essential duties as required.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

High school diploma or GED; supplemented by three to five years relevant work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Requirements

An Indiana Commercial Driver's License (CDL) is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of department equipment, tools, and instruments including trucks, pickups, loaders, pavers, graders, back hoes, dozers, mechanics' tools, chain saws, jack hammers, various hand tools, mowers, etc; ability to coordinate hands and eyes in using equipment; ability to operate motor vehicles.
- Ability to exert physical effort in moderate to heavy work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance; tasks require visual perception and discrimination.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability and Interpersonal Communication

- Ability to comprehend and correctly use a variety of informational documents including daily field reports, load tickets, daily work orders, maps, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including equipment operation manuals.
- Ability to prepare daily field reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests.
- Ability to use and interpret road maintenance terminology and language.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to make independent judgments in absence of management, use common sense, and utilize the principles of rational systems in the performance of tasks.

- Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with coworkers, supervisors, and the general public.
- Ability to communicate effectively with immediate supervisor, coworkers, and the general public verbally and in writing.

Environmental Adaptability

- Ability to work effectively outdoors being exposed to weather extremes; ability to protect self and others when working in and around machinery, toxic agents/chemicals, loud noises, electrical current, strong odors, smoke, traffic, etc.

Vigo County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**VIGO COUNTY, INDIANA
POSITION DESCRIPTION****POSITION TITLE:** *Maintenance Worker***Department:** Highway**Pay Grade:** n/a**Reports To:** Supervisor

Purpose of Position

Under general supervision the *Maint Wkr.* hauls materials to and from work sites and operates various departmental equipment/tools to perform road maintenance and repair tasks as assigned.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs road maintenance tasks and operates various pieces of heavy equipment; patches road surface with asphalt and operates roller to smooth asphalt; lays rip-rap stone; spreads oil on chip and seal roadways; flags traffic; installs and replaces guardrails; grades gravel roads; digs ditches; installs driveway pipes and road drainage pipes; operates broom to clean work site and roads.
- Hauls materials to and from work sites; hauls rock from stone quarries to work site; hauls dirt and debris from work site; hauls salt and sand to stock pile.
- Clears ice and snow from County roads; plows snow off roads; spreads sand and salt on slick roads.
- Repairs County road signs; assists with installing new signs or replacements.
- Clears landscape, brush and tree limbs from County right-of-way; mows and clears brush from roadside; trims overhanging brush along roads; cuts down trees along roadside.
- Clears dead animals and debris from the roadways.
- Performs routine maintenance of County trucks and heavy equipment; changes or repairs tires; washes trucks.
- Assists coworkers as needed.
- Performs other related essential duties as required.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

High school diploma or GED; supplemented by one to two years relevant work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Requirements

An Indiana Commercial Driver's License (CDL) is required. *with air Brakes*

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of department equipment, tools, and instruments including trucks, pickups, loaders, pavers, graders, dozers, mechanics' tools, chain saws, jack hammers, various hand tools, mowers, etc; ability to coordinate hands and eyes in using equipment; ability to operate motor vehicles.
- Ability to exert physical effort in moderate to heavy work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance; tasks require visual perception and discrimination.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability and Interpersonal Communication

- Ability to comprehend and correctly use a variety of informational documents including daily field reports, load tickets, daily work orders, maps, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including equipment operation manuals.
- Ability to prepare daily field reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests.
- Ability to use and interpret road maintenance terminology and language.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to make independent judgments in absence of management, use common sense, and utilize the principles of rational systems in the performance of tasks.

- Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with coworkers, supervisors, and the general public.
- Ability to communicate effectively with immediate supervisor, coworkers, and the general public verbally and in writing.

Environmental Adaptability

- Ability to work effectively outdoors being exposed to weather extremes; ability to protect self and others when working in and around machinery, toxic agents/chemicals, loud noises, electrical current, strong odors, smoke, traffic, etc.

Vigo County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**VIGO COUNTY, INDIANA
POSITION DESCRIPTION****POSITION TITLE: SIGN TECHNICIAN****Department:** Highway**Pay Grade:** n/a**Reports To:** Supervisor

Purpose of Position

Under general supervision the Sign Tech ensures all County signs are visible, legible, and in good working orders. Additionally, this position makes street and special signage and performs some road maintenance and repair tasks as assigned.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Repairs/replaces signs.
- Makes and installs street signs.
- Paints school zones and railroad crossings.
- Maintains inventories.
- Performs duties of Fuel Truck Driver; pumps fuel to equipment.
- Delivers oil, hydraulic, and transmission fluid.
- Maintains records of fuel and oil used by equipment.
- Performs road maintenance tasks and operates various equipment.
- Clears landscape, brush and tree limbs from County right-of-way; mows and clears brush from roadside; trims overhanging brush along roads; cuts down trees along roadside.
- Performs routine maintenance of County trucks and heavy equipment; changes or repairs tires; washes trucks.
- Assists coworkers as needed.
- Performs other related essential duties as required.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

High school diploma or GED; supplemented by one to two years relevant work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Requirements

An Indiana Commercial Driver's License (CDL) is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of department equipment, tools, and instruments including trucks, pickups, post drivers, cutting torches, air hammers/compressors, ladders, saws, pruners, various hand tools, etc; ability to coordinate hands and eyes in using equipment; ability to operate motor vehicles.
- Ability to exert physical effort in moderate to heavy work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance; tasks require visual perception and discrimination.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability and Interpersonal Communication

- Ability to comprehend and correctly use a variety of informational documents including complaints, daily work orders, maps, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including equipment operation manuals, sign manuals, plat maps, etc.
- Ability to prepare daily field reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests.
- Ability to use and interpret department terminology and language.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to make independent judgments in absence of management, use common sense, and utilize the principles of rational systems in the performance of tasks.

- Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with coworkers, supervisors, and the general public.
- Ability to communicate effectively with immediate supervisor, coworkers, other County personnel, and the general public verbally and in writing.

Environmental Adaptability

- Ability to work effectively outdoors being exposed to weather extremes; ability to protect self and others when working in and around machinery, toxic agents/chemicals, loud noises, electrical current, strong odors, smoke, traffic, etc.

Vigo County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**VIGO COUNTY, INDIANA
POSITION DESCRIPTION**

POSITION TITLE: MECHANIC

A & B

Department: Highway

Pay Grade:

Reports To: Mechanic's Supervisor

Purpose of Position

Under general supervision, the Mechanic performs a variety of repair and maintenance duties to the equipment and tools of the Highway department to ensure their continued operation.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Repairs equipment and tools including dump trucks, front end loaders, pavers, rollers, pickups, back hoes, tractors, mowers, bushings, air compressors, welders, cutting torches, bulldozers, wheels, etc.; works on motors, transmissions, clutches, drive shafts, suspensions, etc.
- Conducts preventative maintenance on equipment.
- Performs emergency equipment repair on job site.
- Secures parts.
- Assists in the maintaining of inventories of parts, materials, fuel, tools, etc.
- Maintains maintenance records.
- Performs other related essential duties as required.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

High school diploma or GED; supplemented by vocational/technical training in mechanics and some previous experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Requirements

A Commercial Driver's License (CDL) is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of department equipment, tools, and instruments including trucks, pickups, loaders, pavers, graders, dozers, mechanics' tools, etc; ability to coordinate hands and eyes in using equipment; ability to operate motor vehicles.
- Ability to exert physical effort in moderate to heavy work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance; tasks require visual perception and discrimination.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Language Ability and Interpersonal Communication

- Ability to comprehend and correctly use a variety of informational documents including maintenance records, work orders, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including vehicle maintenance manuals, parts/service books, wiring diagrams, etc.
- Ability to prepare job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to perceive and discriminate colors, sounds, textures, and odors.
- Ability to make independent judgments in absence of management, use common sense, and utilize the principles of rational systems in the performance of tasks.
- Ability to learn and understand mechanical and electrical terminology, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.
- Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with coworkers, supervisors, and the general public.
- Ability to advise and interpret the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

Vigo County, Indiana
Position Description – Mechanic
Position Code - 2405

- Ability to communicate effectively with immediate supervisor, coworkers, department personnel, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

Environmental Adaptability

- Ability to work effectively in a garage environment; ability to protect self and others when working in and around machinery, toxic agents/chemicals, loud noises, electrical current, strong odors, smoke, etc.

Vigo County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

7-10-01

Vigo County, Indiana Position Description

Position Title: Working Leader
Department: Highway
Reports To: Supervisor

Purpose of Position:

1. To be in charge of crew as working part of crew in absence of foreman.
2. To ensure members of crew are performing work as assigned and follow all safety guidelines, operation procedures and activity performance standard.
3. To ensure all needed equipment – hands tools, signage, and material are available at job site.
4. To ensure that work crew and equipment present a positive image to the general public at all times.
5. To report all emergency situations (i.e. accidents, injuries, bad road conditions, severe weather) immediately to supervisors or office personnel.
6. To complete Highway maintenance crew day card and also report all road maintenance deficiencies.
7. To perform all related Highway duties as instructed.



Vigo County Highway Department

3250 E. Haythorne Avenue, Terre Haute, Indiana 47805

Telephone: (812) 466-9635

Fax: (812) 460-1590

Notice

1-25-2010

Working Hours 7:30 A.M. – 4:00 P.M. Area : Vigo County
Employee shall be available as needed for emergency work

There is a vacancy in our department for an operator. This position pays 14.73 an hour. Some of the functions for an operator are: knowledge of and ability to operate County Highway heavy equipment, patching, hauling, plowing snow, spreading salt and sand, and whatever needs to be done to maintain county roads. Operators are required to have a CDL license, minimum Class B with air brakes.

Management has the authority to test any applicant as to their ability to operate equipment before awarding the position. Tests shall be conducted on the applicant's own time and on a date and time mutually agreed upon by applicant and management. If interested please sign below

This notice will posted for 8 days

Steve Key

taken down 2-24-10
South Unit

Gerald Lindsay ~ Superintendent

Daniel Bennett ~ Asst. Superintendent

Jerry Netherlain ~ County Engineer