

VIGO COUNTY COUNCIL

April 27, 2010

5:00 P.M.

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VIGO COUNTY COUNCIL
Agenda
Tuesday, April 27, 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. March 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 2010-11
 - ii. Additional Appropriation Ordinance 2010-12
 - iii. Additional Appropriation Ordinance 2010-13
 - iv. Additional Appropriation Ordinance 2010-14
 - v. Additional Appropriation Ordinance 2010-15
 - vi. Resolution of Re-allocation of Existing Appropriation 2010-03
 - b. Personnel Committee
 - i. Resolution 2010-07
 - ii. Salary Ordinance 2010-07
 - iii. Salary Ordinance 2010-08
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 April 27, 2010 to consider the following appropriations in excess of the budget of the current year.

COMMISSIONERS

Maintenance Agreement \$25,000

CORONER

Transportation \$15,000

Autopsy \$10,000

TOTAL COUNTY GENERAL FUND \$50,000

CONVENTION & TOURISM

Professional Services \$68,000

TOTAL CONVENTION & TOURISM FUND \$68,000

GUARDIAN AD LITEM

Conference Expense - IYI \$2,085

TOTAL GUARDIAN AD LITEM FUND \$2,085

E-910

New Equipment \$300,000

Payroll \$49,000

FICA \$3,749

PERF \$5,023

Group Insurance \$8,500

TOTAL E-910 FUND \$366,272

E-911

New Equipment \$300,000

Payroll \$49,000

FICA \$3,749

PERF \$5,023

Group Insurance \$8,500

TOTAL E-911 FUND \$366,272

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 April 16, 2010
TRIBUNE-STAR

ADDITIONAL APPROPRIATION ORDINANCE 2010-11

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>CORONER</u>		
432-85 Transportation	\$15,000	
437-00 Autopsy	\$10,000	
<u>COMMISSIONERS</u>		
432-90 Maintenance Agreement	\$25,000	
TOTAL COUNTY GENERAL FUND	\$50,000	

Approved on this 27th day of April 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 2010-12

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 Convention & Tourism 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>CONVENTION & TOURISM</u>		
437-85 Professional Services	\$68,000	
TOTAL CONVENTION & TOURISM FUND	\$68,000	

Approved on this 27th day of April 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

Budget Adjustment

ADDITIONAL APPROPRIATION ORDINANCE 2010-13

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 Guardian Ad Litem 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>GUARDIAN AD LITEM</u>		
437-30 Conference Expense-IYI	\$2,085	
TOTAL GUARDIAN AD LITEM FUND	\$2,085	

Approved on this 27th day of April 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 2010-14

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 E-910 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>E-910</u>	<u>REQUESTED</u>	<u>APPROPRIATED</u>
400-10 Payroll	\$49,000	
415-21 FICA	\$3,749	
415-22 PERF	\$5,023	
415-23 Group Insurance	\$8,500	
445-10 New Equipment	\$300,000	
TOTAL E-910 FUND	\$366,272	

Approved on this 27th day of April 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 2010-15

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 E-911 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>E-911</u>		
400-10 Payroll	\$49,000	
415-21 FICA	\$3,749	
415-22 PERF	\$5,023	
415-23 Group Insurance	\$8,500	
445-10 New Equipment	\$300,000	
TOTAL E-911 FUND	\$366,272	

Approved on this 27th day of April 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 OF RE-ALLOCATION OF EXISTING APPROPRIATION

2010-03

It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes which appropriated are hereby re-allocated in the following amounts:

		<u>REQUESTED</u>	<u>APPROVED</u>
<u>PARK NON-REVERTING OPERATING</u>			
From:	121-721-42430 Miscellaneous	\$5,000	
To:	121-721-44100 Facility Improvements		\$5,000

Approved on this 27th day of April 2010.

AYE

NAY

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

Attest:

Kathy Miller, President

Timothy M. Seprodi
Vigo County Auditor

RESOLUTION 2010-07

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 position is as follows:

Crime Control (Crime Victim's Assistance)

Director

Grade 8

Approved on this 27th day of April 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

SALARY ORDINANCE 2010-07

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, 2010, 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 E-910 Fund the following:

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>E-910</u>		
Director	\$49,000	

Approved on this 27th day of April 2010.

<u>AYE</u>		<u>NAY</u>
_____	Brad Anderson	_____
_____	Mark Bird	_____
_____	Bill Bryan	_____
_____	Tim P. Curley	_____
_____	Ed Ping	_____
_____	Darrick Scott	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

SALARY ORDINANCE 2010-08

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, 2010, 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 E-911 Fund the following:

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>E-911</u>		
Director	\$49,000	

Approved on this 27th day of April 2010.

<u>AYE</u>		<u>NAY</u>
_____	Brad Anderson	_____
_____	Mark Bird	_____
_____	Bill Bryan	_____
_____	Tim P. Curley	_____
_____	Ed Ping	_____
_____	Darrick Scott	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor



The Board of Commissioners of Vigo County

Commissioners

Mike Ciolli, 1st District

Judith A. Anderson, 2nd District

Paul Mason, 3rd District

TO
TIM

2010-020

650 S. 1st STREET
TERRE HAUTE, INDIANA 47807
(812) 462-3367
Fax: (812) 234-2409

Vigo County Auditor
131 Oak Street
Terre Haute, IN 47807

February 5, 2010

Dear Auditor,

The Commissioners request \$25,000.00 for a Maintenance Agreement with Sycamore Engineering. The scope of service includes labor, material and equipment to maintain the HVAC and plumbing systems for the Courthouse. This is a multi-year, fixed price contract. The purpose of this contract is to provide frequent and ongoing monitoring, preventative maintenance and repairs to ensure the most reliable systems possible.

PAYMENT SCHEDULE

Contract Year	Yearly Cost	Monthly Payment
2010	\$24,480	\$2,040
2011	\$25,080	\$2,090
2012	\$25,680	\$2,140

We had another interested company, but they wanted to charge us to test the systems before a maintenance contract could be written.

Thank You,

Vigo County Commissioners



1010 Chestnut Street
P.O. Box 1056
Terre Haute, IN 47808
812-232-0968
Fax 812-232-5894
www.sycamoreengineering.com

FACILITY MAINTENANCE AGREEMENT

CUSTOMER: Vigo County Court House

SCOPE OF SERVICE

Sycamore Engineering to supply the labor, material and equipment necessary to maintain the HVAC and plumbing systems listed on Page 2 of this agreement. This is a multi-year, fixed price contract. It is the purpose of this contract to provide frequent and on going monitoring, preventive maintenance and repairs in order to provide the customer with the most reliable systems possible. All repairs to be approved by owner prior to purchasing material or proceeding with work. Any special conditions or exceptions will be listed on page 4 of this agreement.

PRICE AND PAYMENT TERMS

The total yearly cost and monthly payment schedule is listed below. The total yearly cost is increased by \$ 600.00 for each subsequent contract year. These payments will be due and payable when you receive our invoice.

Contract Year	Yearly Cost	Monthly Payment
2010	\$ 24,480.00	\$ 2,040.00
2011	\$ 25,080.00	\$ 2,090.00
2012	\$ 25,680.00	\$ 2,140.00

TERMS/AUTOMATIC RENEWAL

This agreement takes effect August 1, 2009. It will continue for an original term of four years. This agreement may be extended after the original term if agreed upon by both parties. A notice of renewal will be delivered at least 30 days prior to the end of this agreement.

Sycamore Engineering

Vigo County Court House

Signature

Signature

Rocky Mansard

Typed or Printed Name

Typed or Printed Name

Service Manager

Title

Title

FACILITY SERVICE AGREEMENT

Customer Name: Vigo County Court House

EQUIPMENT/SYSTEMS LIST

Description	Quantity
DDC Temperature Control System & Devices	1
York screw type Condensing Unit	1
Chiller Barrel	1
York Air Handlers	2
Carrier Split System for Education Center	1
Bryan Boilers	2
Unit Heaters	3
Loop Pumps (Hot & Chilled Water)	4
Booster Pump (Domestic)	1
VAV Boxes	125
Variable Speed Drives	4

EXPLANATION OF SERVICES TO BE PERFORMED

General Inspection

1. Inspect equipment for proper operation and physical condition and report to owner any corrective measures that need to be taken. Includes, where applicable, checks for vibrations, leaks, physical damage, noise, wiring connections, belt tensions, wear, refrigerant charge, power supply, current draw, equipment safeties, overheating, possible safety and code violations, filters, airflow, and water restrictions.
2. Lubricate fan and motor bearings per manufacturer recommendations
3. Check belts and sheaves; adjust and/or replace, as required
4. Check fan blades for tightness
5. Lubricate and adjust dampers and linkages
6. Check fresh air intake screen
7. Check motor operating conditions, check voltage at full load
8. Check electrical connections, contactors, relays, and operating/safety controls
9. Check temperature control system set-points & parameters
10. Notify owner upon first regularly scheduled inspection of any equipment not in good working order

Cooling Equipment

1. Check system operating pressure and temperatures, adjust refrigerant charge as needed
2. Check compressor oil levels and adjust as needed
3. Check for refrigerant leaks when loss of charge is indicated
4. Check low ambient controls for proper operation
5. Check crankcase heater operation
6. Clean cooling equipment including evaporator and condenser coils, blower wheels and condensate systems as needed
7. Calibrate refrigerant controls as necessary to maintain proper superheat and sub-cooling levels
8. Clean strainers, screens and sumps on water handling systems.
9. Perform compressor oil analysis per manufacturer recommendations at least once per year.
10. Test all refrigerant safety devices, measure all applicable running data and log on a start-up sheet once per year.

Heating Equipment

1. Check heat exchanger condition
2. Check ignition sequence and pilot flame rectification
3. Check main flame characteristics; adjust gas pressure and combustion air as needed.
4. Check flue systems for obstructions, check for proper draft and operation of combustion air dampers
5. Test for gas leaks on heating equipment
6. Test and adjust gas pressure regulators to equipment manufacturer specification
7. Clean heating equipment including heat exchangers, burners and associated combustion components
8. Perform combustion analysis on gas-fired burners and tune for maximum efficiency
9. Provide priority service, 24-hours a day, 7 days a week
10. **Special conditions:** See special additions and/or exceptions.
11. **Exceptions:** See special additions and/or exceptions.

Sycamore Signature

Customer Signature

FACILITY SERVICE AGREEMENT

Customer Name: Vigo County Court House

SERVICE LOCATIONS

BUILDING NAME

Vigo County Court House

LOCATIONS

3rd and Ohio Streets

SCHEDULE

Semi-Annual:

This service is provided in the spring and fall of the year and includes a thorough inspection intended to ready the heating and cooling equipment for the upcoming season. All applicable tasks listed on Page 2 of this agreement are performed and documented at this time.

Bi-Monthly:

This is an ongoing routine service intended to insure the equipment continues to operate efficiently and trouble-free. Routine maintenance tasks are completed as necessary, i.e. filter changes, follow-up coil cleaning, and chemical treatment analysis of steam systems and general inspection of all operating equipment.

SPECIAL CONDITIONS AND/OR EXCEPTIONS

1. This agreement includes all labor and material costs for the maintenance and repair of the equipment and related systems covered in this agreement in order to maintain these systems in good working order.
2. Equipment damaged by lightning or other "Acts of God" are not covered in this agreement.
3. The building's electrical systems up to and including the service disconnects on equipment are not included.
4. Electrical monitors will be added to the major pieces of equipment in order to protect the equipment from abnormal electrical conditions that may result in damaged components.
5. Services beyond the scope of this agreement and approved by the owner to be invoiced separately at prevailing service rates. Current service rates are the below. Labor rates will not increase by more than 2% per year, material mark-up to remain fixed.
 - a. Regular Working Hours \$ 70.00/hr
 - b. Overtime and Saturdays \$ 98.00/hr
 - c. Sundays and Holidays \$ 126.00/hr
 - d. Material (Cost plus 15%)

Sycamore Signature

Customer Signature

Additional information for County Council:

The request from the commissioners is for the money to come from County General.

Presently, there is no maintenance agreement on the HVAC & plumbing systems in the courthouse. There has been numerous instances over the past couple of years when repairs had to be made and paid at that time. From January 1, 2008 until 3/23/10, the county has had expenditures in the amount of

Sycamore Engineering	34,291.05
NRK	37,788.36
Havel	3,067.50
Ameresco	79,710.90
Total	154,857.81

Average expenditures per month 5,735.47. Cost per contract is 2,040.00 per month.

The benefit to the county is by providing preventative maintenance, the county could possibly avoid major expenses because of the lack of maintenance on the system.



ROLAND M. KOHR, M.D.

VIGO COUNTY CORONER

183 Oak Street
Terre Haute, IN 47807
(812) 462-3360

March 15, 2010

Honorable Tim Seprodi
Vigo County Auditor

10-021

Dear Mr. Seprodi:

Please place this request before the Vigo County Council for attention at their meeting on April 27, 2010.

I am requesting that an amount of \$15,000.00 be appropriated from the County General Fund and be put into Account No. 432-85 Transportation. At the present time we have less than \$6,000.00 remaining in that account. We are currently trying to negotiate a reduction in the price of removals.

I am also asking that an additional amount of \$10,000.00 be appropriated from the County General Fund and be put into Account No. 437-00 Autopsy. At present we have less than \$6,000.00 remaining in that account.

Thank you for your assistance in this matter.

Sincerely,

Roland M. Kohr, MD
Vigo County Coroner

Donna Weger-Office Manager

I have included copies of our accounts that have been paid and the balance at present.

20

Fund	001-080 432-85	TRANSPORTATION OF CORPSE
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3/15/2010

Transportation Of Corpse

Department Coroner

TRANSPORTATION OF CORPSE

2010

Balance
21,250.00
20,875.00
20,500.00
20,125.00
19,750.00
19,375.00
19,000.00
18,625.00
18,250.00
17,875.00
17,500.00
17,125.00
16,750.00
16,375.00
16,000.00
15,625.00
15,250.00
14,875.00
14,500.00
13,950.00
13,575.00
13,200.00
12,825.00
12,450.00
11,325.00
10,950.00
10,575.00
10,200.00
9,825.00
8,700.00
8,325.00
7,575.00
7,200.00

3/15/2010

[illegible]

3/15/2010

Vigo County Claims Report

Department **Coroner**

Fund **001-080 437-00**

AUTOPSY FEES

Date Filed	Invoice ID Number	Description	Vendor#	Vendor Name	Date Paid	Cleared	Claim Amount	Additions, Encumbered, Transfers IN	Deduction, Corrections, Transfers OUT
01/01/2010		Beginning Balance							
01/06/2010				Donna Kemper					150.00
01/06/2010				Robert Dolye					50.00
01/06/2010				Sharon Benjamin					150.00
01/06/2010				Brenda Cox					50.00
01/06/2010				Lisa Baer					50.00
01/06/2010				Denise Kelly					150.00
01/06/2010				Gary Weber					150.00
01/06/2010				Miranda Hay					50.00
01/06/2010				Terre Haute Regional Hospital					7,950.00
01/06/2010				Marion Co. Coroners Office					1,200.00
01/06/2010				Forensic Pathology Assoc.					1,245.00
01/14/2010				Gary Weber					50.00
01/14/2010				Byttani Hottel					50.00
01/14/2010				Terre Haute Regional Hospital					1,750.00
01/19/2010				Robert Dolye					50.00
01/19/2010				Gary Weber					50.00
01/22/2010				Sharon Benjamin					50.00
01/25/2010				Gary Weber					150.00
01/27/2010				Gary Weber					50.00
02/08/2010				Gary Weber					100.00
2/16, 2010				Gary Weber					50.00
02/16/2010				Tausha Wingler					100.00
02/16/2010				Terre Haute Regional Hospital					2,150.00
02/26/2010				Tausha Wingler					100.00
02/26/2010				Gary Weber					50.00
03/04/2010				Denise Kelly					50.00
03/09/2010				John Mast, DDS					175.00
03/09/2010				Sharon Benjamin					50.00
03/09/2010				Donna Kemper					50.00
03/09/2010				Denise Kelly					50.00

3/15/2010

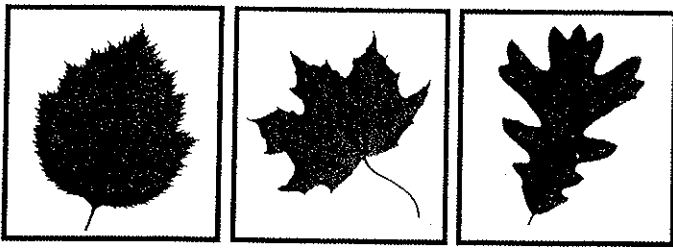
Autopsy Fees

2010

Balance
21,250.00
21,100.00
21,050.00
20,900.00
20,850.00
20,800.00
20,650.00
20,500.00
20,450.00
12,500.00
11,300.00
10,050.00
10,005.00
9,955.00
8,205.00
8,155.00
8,105.00
8,055.00
7,905.00
7,855.00
7,755.00
7,705.00
7,605.00
7,555.00
5,405.00
5,305.00
5,255.00
5,205.00
5,030.00
4,980.00
4,930.00
4,880.00

3/15/2010

Autopsy Fees



10-022

Vigo County Parks and Recreation Department

March 9, 2010

Mr. Timothy Seprodi
Vigo County Government Building
Terre Haute, IN 47807

Dear Mr. Seprodi,

The Vigo County Parks and Recreation Department would like to be put on the next available Vigo County Council call. We are requesting a transfer of funds within our non-reverting operating fund. \$5,000.00 was deposited into Miscellaneous, #121-42430 on February 26, 2010. We would like to have the full deposited amount transferred to Facility Improvements, #121-44100.

These funds were obtained through a settlement with Rose-Hulman Institute of Technology for a vandalism incident that occurred within Hawthorn Park in October of 2009. The funds will be used to reconstruct two gates/fences that were damaged; funds will be spent in 2010.

I am happy to answer any questions that you may have regarding this request for transfer.

Sincerely,

Kara Kish
Assistant Superintendent

FILED
MAR 10 2010
Timothy M. Seprodi
VIGO COUNTY AUDITOR

Keith Ruble, Superintendent
Kara Kish, Assistant Superintendent

Vigo County Government Building
155 Oak Street, Terre Haute, IN 47807
Phone: 812-462-3392
Fax: 812-232-2262
www.vigocounty.in.gov



10-023

March 17, 2010

Vigo County Auditor Office
ATTN: Tim Seprodi
121 Oak Street
Terre Haute, IN 47807

Dear Mr. Seprodi:

Please accept this letter by the Terre Haute Convention & Visitors Bureau to appear before the Vigo County Council. Please place my request on the agenda for the April 27, 2010 Council meeting which is the next available time. The request is as follows:

- Additional appropriation in the amount of \$68,000.00 to be added to line item 437-85 professional services to cover expenses for the remainder of 2010.

If you have any questions please contact me at the number listed below.

Sincerely,

A handwritten signature in black ink, appearing to read "D. A. Patterson". The signature is stylized with a large, sweeping initial "D" and a long, horizontal stroke at the end.

David A. Patterson
Executive Director

DAP/ajd



VIGO COUNTY SHERIFF'S OFFICE

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

10-024

JON R. MARVEL
SHERIFF

JAKE COMPTON
CHIEF DEPUTY

To: Vigo County Council
Vigo County Commissioners
Vigo County Auditor

From: Vigo County E911

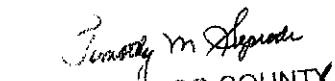
Re: Requesting transfer of \$300,000.00 from E911 non reverting funds to be placed in Line Item #445-10 New Equipment.

The Sheriff is requesting from the Council the transfer of \$300,000.00 from E911 non reverting funds for the purchase of a new 911 system. This money needs to be placed in line item #445-10, New Equipment in the Vigo County E911 Budget.

Thank you,


Jon R. Marvel,
Sheriff, Vigo County

RECEIVED
MAR 19 2010


TIMOTHY M. AGNEW
AUDITOR VIGO COUNTY



VIGO COUNTY SHERIFF'S OFFICE

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

10-025

JON R. MARVEL
SHERIFF

JAKE COMPTON
CHIEF DEPUTY

To: Vigo County Council
Vigo County Commissioners
Vigo County Auditor

From: Vigo County Sheriff

Re: Request to reestablish 911 Director's position

FILED
MAR 18 2010
Timothy M. Spence
VIGO COUNTY AUDITOR

The Sheriff is requesting from the Council to reestablish and fill the Vigo County 911 Director's position. The position is to be paid from 911 monies.

Attached to this request please find a copy of the position's job responsibilities.

Thank you,

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

Director's Position

Salary range is non-graded range of \$40,000 - \$49,000 depending on qualifications.

Director of communications will be responsible for the following:

- Scheduling of staff
- Maintain training of all dispatchers
- Review emergency medical dispatching calls for accuracy using Aqua programs
- Maintain/update standard operating guidelines
- Resolve complaints from citizens and/or emergency services
- Fill in when staffing levels fall below predetermined levels
- Maintain employee time sheets and accrued time
- Answers to the E911 Advisory Board
- Works with all public safety entities including hospitals regarding audit and review and current events

Benefit:

- Removes the Sheriff as the director of communications and places the E911 Advisory Board as the governing body.
- E911 Advisory board consists of representatives from all disciplines of public safety
- Dedicated to management of communications only.

Funding:

- As permitted by Indiana Code 36-8-16-14 and 36-8-16.5-41
- E911 / E910 non-reverting fund
- Current Balance as of 3/23/2010
 - E910 \$462,090.40
 - E911 \$296,204.90

E911 Equipment

Funding for equipment upgrade to ALL digital will come from the E910 & E911 funds as allowed by Indiana Code 36-8-16-14 and 36-8-16.5-41.

The new all digital system will be state of the art and will allow for seamless integration to the new Voip systems such as Vontage for example. Allow for direct connect to wireless cell 911 INdigital System and will give Vigo County the ability to receive an emergency 911 call from any type of device capable. An example is text, video and picture messaging. System provides for more user-friendly system and occupies less real estate than the previous analog system that is now 10 – 12 years old.

VIGO COUNTY E 911 DIRECTOR

Salary \$40,000.00 - \$49,000.00

The responsibilities of the E 911 Director will be to manage the Communications Center and supervise the dispatchers.

QUALIFICATIONS FOR VIGO COUNTY E 911 DIRECTOR

Salary range: \$40,000.00 to \$49,000.00

REQUIRED:

1. GED or high school diploma
2. Ability to work in United States
3. 5 years experience as dispatcher in Public Safety Communications Center
4. Demonstrated success in personnel management
5. Successful completion of IDACS/NCIC, medical dispatch and ILEA communications courses within 6 months of hire
6. Knowledge of implementing and maintenance of radio communications system
7. Knowledge of rules and regulations regarding Public Safety Communications Centers
8. Knowledge of development , implementation and maintenance of geographic data base information
9. Excellent written and verbal communications skills
10. Understanding of police, fire, and EMS operations
11. Ability to pass an extensive background check including criminal history and drug screen

DESIRED:

1. Bachelor's degree in Public Safety or business administration, communications, computer technology or a related field
2. 10 years experience as a dispatcher in a Public Safety Communications Center with 5 years experience in management role
3. Experience in preparing and administering Communications Center budget
4. Experience with vendor and contract management
5. Strategic planning and project management experience and skills
6. Successful grant writing experience



VIGO COUNTY SHERIFF'S OFFICE

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

10-026

FILED
MAR 18 2010
Timothy M. Sigmond
VIGO COUNTY AUDITOR

JON R. MARVEL
SHERIFF

JAKE COMPTON
CHIEF DEPUTY

To: Vigo County Council
Vigo County Commissioners
Vigo County Auditor

From: Vigo County Sheriff

Re: Request to replace Vigo County Crime Victim's Assistance Director

The Sheriff is requesting from the Council to fill a vacancy in the Vigo County Crime Victim's Assistance Office for the Director's position. The position is currently paid at a grade 8 step 9/ \$29,206.00.

Attached to this request please find a copy of the position's job responsibilities.

Thank you,

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

VIGO COUNTY CRIME VICTIM ASSISTANCE PROGRAM

DIRECTOR-JOB DESCRIPTION

Crisis Intervention:

- *Share 24 hour on-call responsibilities with the Assistant Director.
- *Provide crisis counseling to crime victims on-sight at the request of law enforcement officers, prosecutors, court personnel or hospital staff.

Victim Advocacy:

- *Provide criminal justice advocacy and serve as a liaison between crime victims and the criminal justice system.
- *Provide explanation of the criminal justice process; such as reporting, investigation, court hearings and other procedures.
- *Accompany victims to appointments with law enforcement, prosecutors, etc.
- *Accompany victims to court hearings, trials, depositions, interviews and sentencing hearings.
- *Provide victims with case progress reports through regular follow-up contacts.
- *Assist victims with applications for Protective Orders.
- *Make brochures accessible which inform victims and community of services available to crime victims.
- *Participate as part of the Vigo County Children's Advocacy Center multi-disciplinary team.
- *Participate in the SART.

Violent Crime Compensation:

- *Notify victims about availability of violent crime compensation.
- *Assist eligible victims/survivors in applying for funds and securing copies of police reports.
- *Intervene on behalf of victims who encounter problems related to compensation claims.

Referrals

- *Make social service and other referrals to appropriate agencies and distribute brochures and information as needed.

Public Education

- *Provide in-service education and training to professionals, schools, and the community.
- *Plan activities for National Crime Victims Rights' Week and participate in other public awareness campaigns; Domestic Violence Awareness Month and Take Back the Night.

Continuing Education

- *Attend workshops, seminars, conferences and trainings which address victims' issues to gain further knowledge and provide victims with up to date services and information.
- *Participate in community organizations that offer services to crime victims: Advisory Board Member of The Vigo County Crime Children's Advocacy Center, SART, and the Child Protection Team.

Management

- *Complete VOCA grant application and complete all necessary reports and documents.
- *Manage the Vigo County Portion matching funds and complete claims for distributing funds and keep accurate time records of the Director and Assistant Director.
- *Oversee programs and procedures currently in existence as well as any newly created programs/procedures.
- *Maintain a systematic approach in keeping statistical data as required by the VOCA grant.
- *Supervise the Assistant Director and all volunteers.

Education Requirement

Bachelor's Degree in Criminology, Social Work or related field required. Previous work experience in field preferred.

MEMORANDUM

TO: County Council

FROM: Nikki Fuhrmeister
CASA

RE: Indiana Youth Institute Grant Money

DATE: March 22, 2010

Vigo County CASA has been awarded \$2,085 to help defray the cost of our National CASA Conference which is to be held on April 16-19, 2010 in Atlanta, GA.

I am asking to create a separate line item in the CASA 323 account entitled Conference Expenses – IYI Grant to allow for proper documentation and accounting of these funds to Indiana Youth Institute. I am also asking to be allowed to spend this amount for the expenses incurred by travelling to the National CASA Conference.

Receiving this grant allows the CASA program to save this amount in our original budget that was allotted for travel.

I have attached the award letters and copies of the checks for your perusal.

Thank you for consideration of this request.



March 2, 2010

Tara Merriman
Vigo County CASA
141 Oak Street
Terre Haute, IN 47807

Dear Tara,

I am pleased to inform you that you have been selected to receive one of the Indiana Youth Institute's Professional Development Grants for **2010 National CASA Conference**. On behalf of IYI's board and staff, I congratulate you on your outstanding professional achievement, as well as your commitment to Indiana's youth.

IYI will mail a check made payable to Vigo County CASA in the amount of **\$695.00** in the next few weeks. As outlined in the Professional Development Grant program guidelines, this grant may be used to cover **the registration fee and hotel expenses for 2010 National CASA Conference**. In the event that you cannot attend this training, the entire grant amount must be returned to IYI within 30 days.

Enclosed with this letter is a Professional Development Attendance Form. All grant recipients are required to return this form to IYI within two weeks following the end of their funded training. A return envelope is enclosed for your convenience, or you may fax the form to IYI at (317) 396-2701. Also, in the month following the training, you will receive an electronic evaluation. Please take that time to provide feedback about your experience so that we may continue improving our programs.

Congratulations! I wish you continued success.

Sincerely,

Nicole Brock
Program Associate
The Indiana Youth Institute




603 East Washington Street • Suite 800 • Indianapolis, Indiana 46204-2692

(317) 396-2700 • (800) 343-7060 • Fax (317) 396-2701 • www.iyi.org

Northwest Field Office (866) 426-6568 • Northeast Field Office (800) 495-3217 • Central Field Office (866) 431-5752
Southeast Field Office (800) 495-3219 • Southwest Field Office (866) 426-6558

Obligation	Description	Vendor Number	Invoice	Amount
27109	TARA MERRIUMAN PDG FEB 10	3131	1164	695.00
	*** Total ***			695.00

 **INDIANA YOUTH INSTITUTE, INC.**
603 EAST WASHINGTON ST. SUITE 800
INDIANAPOLIS, IN 46204-2692

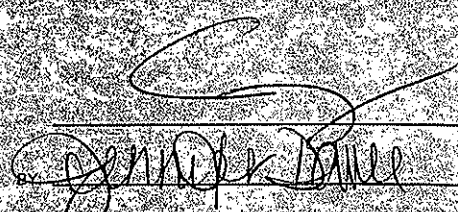
20-7043/2740
M & I Bank
INDIANAPOLIS, IN 46204

13609

DATE: 03/16/2010
AMOUNT: *****695.00

PAY TO THE ORDER OF: VIGO COUNTY CASA
141 OAK STREET
TERRE HAUTE IN 47807

** Six Hundred Ninety Five Dollars and 00 Cents **



13609 274070439 00100 92228

CHECK CONTAINS SECURITY FEATURES. SEE BACK FOR DETAILS.



March 2, 2010

Chris Fuhrmeister
Vigo County CASA
141 Oak Street
Terre Haute, IN 47807

Dear Chris,

I am pleased to inform you that you have been selected to receive one of the Indiana Youth Institute's Professional Development Grants for **2010 National CASA Conference**. On behalf of IYI's board and staff, I congratulate you on your outstanding professional achievement, as well as your commitment to Indiana's youth.

IYI will mail a check made payable to Vigo County CASA in the amount of **\$695.00** in the next few weeks. As outlined in the Professional Development Grant program guidelines, this grant may be used to cover **the registration fee and hotel expenses for 2010 National CASA Conference**. In the event that you cannot attend this training, the entire grant amount must be returned to IYI within 30 days.

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Congratulations! I wish you continued success.

Sincerely,

Nicole Brock
Program Associate
The Indiana Youth Institute



INDIANA ACHIEVEMENT AWARD WINNER
For Hispanic Management



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AWARDS



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Northwest Field Office (866) 426-6568 • Northeast Field Office (800) 495-3217 • Central Field Office (866) 431-5752
Southeast Field Office (800) 495-3219 • Southwest Field Office (866) 426-6558

Obligation	Description	Vendor Number	Invoice	Amount
27107	CHRIS FUHRMEISTER PDG FEB 10	3131	1164	695.00
	Total			695.00



INDIANA YOUTH INSTITUTE, INC.
603 EAST WASHINGTON ST., SUITE 800
INDIANAPOLIS, IN 46204-2692

20-7043/2740
M & I Bank
INDIANAPOLIS, IN 46204

13610

DATE

AMOUNT

03/16/2010

*****695.00

PAY ** Six Hundred Ninety Five Dollars and 00 Cents **

TO THE
ORDER
OF VIGO COUNTY CASA
141 OAK STREET
TERRE HAUTE IN 47807

⑈ 13610⑈ ⑆ 274070439⑆ 00100⑈ 92228⑈

CHECK CONTAINS SECURITY FEATURES. SEE BACK FOR DETAILS.



March 2, 2010

Nikki Fuhrmeister
Vigo County CASA
141 Oak Street
Terre Haute, IN 47807

Dear Nikki,

I am pleased to inform you that you have been selected to receive one of the Indiana Youth Institute's Professional Development Grants for **2010 National CASA Conference**. On behalf of IYI's board and staff, I congratulate you on your outstanding professional achievement, as well as your commitment to Indiana's youth.

IYI will mail a check made payable to Vigo County CASA in the amount of **\$695.00** in the next few weeks. As outlined in the Professional Development Grant program guidelines, this grant may be used to cover **the registration fee and hotel expenses for 2010 National CASA Conference**. In the event that you cannot attend this training, the entire grant amount must be returned to IYI within 30 days.

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Congratulations! I wish you continued success.

Sincerely,

Nicole Brock
Program Associate
The Indiana Youth Institute



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for Nonprofit Management



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Awards



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Southeast Field Office (800) 495-3219 • Southwest Field Office (866) 426-6558

Obligation	Description	Vendor Number	Invoice	Amount
27108	NIKKI FURMEISTER PDG FEB 10	3131	1164	695.00
	*** Total ***			695.00



INDIANA YOUTH INSTITUTE, INC.
603 EAST WASHINGTON ST. SUITE 800
INDIANAPOLIS, IN 46204-2692

420-7043/2740
M & I Bank
INDIANAPOLIS, IN 46204

13611

DATE

03/16/2010

AMOUNT

*****695.00

PAY ** Six Hundred Ninety Five Dollars and 00 Cents **

TO THE ORDER OF VIGO COUNTY CASA
141 OAK STREET
TERRE HAUTE IN 47807

⑈ 13611⑈ ⑆ 274070439⑆ 00100⑈ 92228⑈

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