



**Sunshine Meeting  
of the  
Vigo County Council  
May 6, 2025**

**VIGO COUNTY COUNCIL SUNSHINE MEETING**  
**Tuesday, May 6, 2025**  
**Council Chamber – Vigo County Government Center**  
**5:00 P.M.**  
**Table of Contents**

Agenda.....3

Notices to Taxpayers.....4

Surveyor’s Office – Request for New GPS Units.....6

Lost Creek Fire Protection District - Special Fire General Fund Request.....11

Juvenile Justice Center – Medical Services Provider Contract Costs and Security System Request.....13

Health Department - New Life Fellowship Compassion Ministries Food Pantry.....15

Auditor’s Office Position Change Request.....17

Drug and Veterans Court – New Computers, Parking, Drug Screen Payments.....22

Additional Appropriation 2025-29: Surveyor’s Office – Request for New GPS Units.....23

Additional Appropriation 2025-30: Lost Creek Fire Protection District – Special Fire General Fund Request.....24

Additional Appropriation 2025-31: Juvenile Justice Center – Medical Services Provider Contract Costs and Security System Request.....26

Additional Appropriation 2025-32: Health Department – New Life Fellowship Compassion Ministries Food Pantry.....27

Amended Salary Ordinance 2025-13: Auditor’s Office Position Change Request.....28

Additional Appropriation 2025-33: Auditor’s Office Position Change Request.....29

Additional Appropriation 2025-34: Drug and Veterans Court – New Computers, Parking, Drug Screen Payments.....30

**VIGO COUNTY COUNCIL SUNSHINE MEETING**  
**Agenda**  
**Tuesday, May 6, 2025 at 5:00 P.M.**  
**Council Chamber – Vigo County Government Center**

- 1. Pledge of Allegiance**
- 2. Calling of the Roll**
- 3. Communications from Elected Officials, Other Officials, or Agencies of the County**
- 4. Reports from Committees**
- 5. Resolutions and Ordinances Other than Appropriations**
- 6. Ordinances Relating to Appropriations**
  - a. Additional Appropriation 2025-29:** Surveyor's Office – Request for New GPS Units
  - b. Additional Appropriation 2025-30:** Lost Creek Fire Protection District- Special Fire General Fund Request
  - c. Additional Appropriation 2025-31:** Juvenile Justice Center – Medical Services Provider Contract Costs and Security System Request
  - d. Additional Appropriation 2025-32:** Health Department – New Life Fellowship Compassion Ministries Food Pantry
  - e. Amended Salary Ordinance 2025-13:** Auditor's Office – Position Change
  - f. Additional Appropriation 2025-33:** Auditor's Office – Position Change
  - g. Additional Appropriation 2025-34:** Drug and Veterans Court – New Computers, Parking, Drug Screen Payments.
- 7. Public Comment**
- 8. Adjournment**

**NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS**

Notice is hereby given to the taxpayers of Vigo County, Indiana that the Vigo County Council will meet at the Vigo County Government Center, 127 Oak Street, Terre Haute at 5:00 p.m. on Tuesday, May 6, 2025 to consider the following appropriations in excess of the budget of the current year. The Vigo County Council will also meet on Tuesday, May 13, 2025 at the same location for a voting meeting.

**COUNTY GENERAL/1000**

**Auditor/0002**

1000.10010.00000.0002 Payroll Salaries \$ 6,703.47

**Total County General: \$ 6,703.47**

**Surveyor's Cornerstone/1202**

1202.44510.00000.0000 Equipment New \$ 68,500.00

**Total Surveyor's Cornerstone: \$ 68,500.00**

**Juv Justice Non-Reverting/4959**

4959.33300.00000.0000 Contractual Services \$ 165,000.00

4959.35450.00000.0000 Building Repair \$ 35,000.00

**Total Juv Justice Non-Reverting: \$ 200,000.00**

**Local Public Health Services/1161**

1161.33300.00000.0000 Contractual Services \$ 25,000.00

**Total Local Public Health Services: \$ 25,000.00**

**Veterans Court/9108**

9108.44510.00000.0000 Equipment New \$ 1,000.00

9108.37250.00000.0000 Miscellaneous Transportation \$ 500.00

**Total Veteran's Court: \$ 1,500.00**

**Drug Court User Fee/2511**

2511.44510.00000.0000 Equipment New \$ 2,000.00

2511.31000.00000.0000 Drug Testing \$ 10,000.00

**Total Drug Court User Fee: \$ 12,000.00**

The Meeting will be made available for observance at the following web address:

[https://www.youtube.com/channel/UCzmvzvRWqm-L5pW8F389\\_Tg](https://www.youtube.com/channel/UCzmvzvRWqm-L5pW8F389_Tg)

Unless otherwise directed for public health reasons, the meeting will be open to the public. Members of the public may submit comments prior to the meeting to:

[county.council@vigocounty.in.gov](mailto:county.council@vigocounty.in.gov)

**LARRY T. HUTCHINGS, II**

**VIGO COUNTY AUDITOR**

**TO BE PUBLISHED: Friday, April 25, 2025.**

**NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS**

Notice is hereby given to the taxpayers of Lost Creek Township Fire Protection District, Vigo County, Indiana, that the Vigo County Council will meet at the Vigo County Government Center, 127 Oak Street, Terre Haute at 5:00 p.m. on Tuesday, May 6, 2025 to consider the following appropriations in excess of the budget of the current year for the Lost Creek Township Fire Protection District. The Vigo County Council will also meet on Tuesday, May 13, 2025 at the same location for a voting meeting.

**LOST CREEK TOWNSHIP FIRE PROTECTION DISTRICT**

**Special Fire General Fund/8603**

Other Services and Charges	\$ 15,000.00
<b>Total Special Fire General Fund:</b>	<b>\$ 15,000.00</b>

The Meeting will be made available for observance at the following web address:

[https://www.youtube.com/channel/UCzmvzRWqm-L5pW8F389\\_Tg](https://www.youtube.com/channel/UCzmvzRWqm-L5pW8F389_Tg)

Unless otherwise directed for public health reasons, the meeting will be open to the public. Members of the public may submit comments prior to the meeting to:

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**LARRY T. HUTCHINGS, II**

**VIGO COUNTY AUDITOR**

**TO BE PUBLISHED: Friday, April 25, 2025.**



# Vigo County Surveyor's Office

**Bruce W. Allen Jr.**  
Vigo County Surveyor



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143 Oak Street • Terre Haute • Indiana • 47807 • Phone (812)462-3380 • Email: [bruce.allen@vigocounty.in.gov](mailto:bruce.allen@vigocounty.in.gov)

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April 9, 2025

Mr. Larry Hutchings  
Vigo County Auditor  
131 Oak Street  
Terre Haute, IN 47807

Mr. Hutchings,

The Vigo County Surveyors Office would like to request an additional appropriation of \$68,500 from the Cornerstone Perpetuation Fund. This request would be for Line Item 1202.44510.00000.0000 (Equipment New), this is for the purchase of 2 new Trimble R980 GPS Units. Our current GPS Units are over 10 years old and are no longer supported.

Thank you for your consideration. If you have any questions please give me a call.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Allen Jr.".

Bruce W. Allen Jr.  
Vigo County Surveyor

**Contact Name:** Jonathon Palmer  
**E-mail:** jonathon.palmer@vigocounty.in.gov  
**Phone:** (812) 462-3380  
**PO number:** Jonathon Palmer

**Date Issued:** 03/20/25  
**Expiration Date:** 05/31/25

**Ship To:** Vigo County, IN  
 Vigo County Annex Building 143 Oak Street  
 Terre Haute, IN 47807  
 United States

**Bill To:** Vigo County, IN  
 Vigo County Annex Building 143 Oak Street  
 Terre Haute, IN 47807  
 United States

Quantity	Part Number	Description	List Price	Sale Price	Subtotal
2.00	R980-101-50-01	 Trimble R980, Model 50, ROW Trimble R980 model 50, Includes - Receiver Trimble R980 with TR498 Radio. Integrated dual-band 410-470 / 902-928 MHz UHF radio. 900 MHz UHF transmit capability only available where legally permitted (currently USA, Canada, and Australia). - Antenna, Rubber Ducky, 410 TO 470 AND 902 TO 928 MHZ - Transport Case for Receiver R12/R12i/R980 and TSC7/TSC5/T100 - Two receiver batteries176767 - Cable RECEIVER TO USB DOWNLOAD, 7P/USB PLUG/Power Jack - Cable RECEIVER TO USB DOWNLOAD, 7P TO USB-A end - RECEIVER QUICK RELEASE ADAPTER - Trimble R980 Option - Standard Receiver Firmware (Geospatial) - Includes one year CenterPoint RTX correction service subscription Must add charger 101070-00-01	\$9,035.00	\$8,131.50	\$16,263.00
2.00	R980-BRO	Trimble R980 Configuration Level - Base and Rover Mode Includes base and rover functions: - Full GNSS constellation support - Triple frequency tracking (L1, L2, L5) - IMU tilt compensation - Trimble xFill activation - UHF transmit functions (if applicable), 20 Hz measurements - NMEA outputs.	\$23,000.00	\$20,700.00	\$41,400.00
2.00	101070-00-01	Trimble Geospatial Accessory - Dual Battery Charger with Power Supply and Power Cord (North America)	\$705.00	\$634.50	\$1,269.00



# Sales Quotation

Quote Number: 00109920



2.00	ADLS-GNSS3-BUNDLE-STK	TP Premium - R980, R12, or R12i GNSS, 5 Years w/Firmware	\$3,300.00	\$3,300.00	\$6,600.00
2.00	43169-20	Rod - 2.5m Carbon Fiber Telescopic Range Pole with Bipod	\$775.00	\$697.50	\$1,395.00
2.00	OR-TRIMBLE-P	Origin Trimble instrument support; Perpetual License	\$680.00	\$612.00	\$1,224.00

Discount Total: \$6,839.00

**Total Price: \$68,151.00**

**This is not an invoice:** Applicable sales tax and/or shipping charges will apply. This product and/or associated accessories may be subject to export controls under United States law and must not be exported or re-exported without prior authorization from either the United States Department of State or Commerce, as applicable.

Scheduled delivery times could be delayed due to vendor supply. Please communicate with your Seiler sales representative to ensure your timeline needs can be met before signing this quotation.

Notwithstanding any prices quoted in this Sales Quotation, the price of the goods and equipment identified herein shall be immediately increased upon the implementation of any new tariff, duty, tax, or similar governmental charge (collectively, "Tariff"), or modification of an existing Tariff, by any governmental authority that results in an increase in Seiler's cost of acquiring, producing, and/or delivering such goods and equipment. The price increase shall be in an amount equal to the increase in Seiler's cost of acquiring, producing, and/or delivering the goods and/or equipment attributable to the Tariff. Seiler shall provide you with written notice of the price increase as soon as practicable after the Tariff is instituted. Any such increase shall apply to all goods and equipment covered by this Sales Quotation that has not yet been delivered as of the date of the notice. If the elimination or reduction of a Tariff results in a decrease in Seiler's cost of acquiring, producing, and/or delivering such goods and equipment, Seiler shall reduce the prices of the goods and/or equipment in this Sales Quotation, so impacted by the decrease in Seiler's cost of the goods and/or equipment attributable to the elimination or reduction of the Tariff.

**Please Contact Us:**

**Name:** Todd Jamieson  
**Address:** 5454 Harrison Park Lane  
 Indianapolis  
 Indiana, 46216  
 United States  
**Phone:** (317) 545-7090  
**Mobile:** (317) 503-5925  
**E-mail:** tjamieson@seilerinst.com

St. Louis Kansas City Indianapolis Chicago Milwaukee Omaha Lansing Detroit Louisville Lexington  
 SALES • SERVICE • RENTALS • SUPPORT • TRAINING  
 www.seilergeo.com



# Sales Quotation

Quote Number: 00109920

Terms:  Net 30  Credit Card  Financing

Net 30 upon approved credit application. Please inquire to sales rep on financing options available,  
All credit card transactions will be charged a 3% surcharge.

This Sales Quotation is subject to and governed by the Terms and Conditions of Sale referred to at <https://www.seilergeo.com/general-terms-and-conditions/> which are hereby incorporated into this Quotation by reference. Any terms and conditions contained in any purchase order, order confirmation, or other document or communication you send or provide to Seller which are in addition to or different from those set forth in said Terms and Conditions of Sale found at the above-link which are not separately agreed to by Seller in writing are hereby considered material, objected to, and shall be null, void, and of no force or effect.

This Sales Quotation is subject to the [Seller Maximum Liability and Indemnification Agreement](#), version 041421. By signing this Sales Quotation, you are also agreeing to be bound by the terms and conditions of that Agreement.

Your signature below acknowledges acceptance of terms and conditions of this quote. Please sign and return via email or fax.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



Trimble Navigation Limited  
10368 Westmoor Drive  
Westminster, CO 80021  
United States

January 30th, 2025

To Whom It May Concern:

This letter is to confirm that Seiler Instrument is the authorized dealer for Trimble's Survey, Mapping and GIS portfolio of products in Illinois, Indiana, Wisconsin, Kansas, Missouri, Michigan, Nebraska, Kentucky and Iowa. With multiple locations across the Midwest and a full staff of technical support personnel in addition to their knowledgeable sales team, we at Trimble feel that Seiler Instrument is the optimum choice for the Midwest Survey, Mapping, GIS and Utilities market.

Seiler Instrument is Trimble's only full service Trimble dealer in these aforementioned states. No other Trimble dealers are authorized by Trimble to resell our Survey, Mapping, GIS and Utilities Solutions into the Illinois, Indiana, Wisconsin, Kansas, Missouri, Michigan, Nebraska, Kentucky and Iowa region. To verify if a company is authorized to resell in any state, please contact me at any time.

Trimble products are strongly recommended to be purchased directly from an authorized Trimble Dealer/Service Provider for the best support of the customer. Additionally, Seiler Instrument is Trimble's Certified service center for the Midwest and therefore performs all warranty repairs on Trimble's, Survey and MGIS products. Seiler Instrument also employs Trimble Certified Trainers to provide first-rate GPS training to our customers.

Please feel free to contact me if further information should be required.

Regards,

A handwritten signature in black ink, appearing to read "Bob Lenz".

Thank you,  
Bob Lenz  
Geospatial Sales Director – Americas  
Trimble Navigation Limited  
331.442.0431

Good morning!

I know it's early, but I didn't want to miss the deadline for the May meeting.

Attached is a request for Lost Creek Fire Protection District to request an additional appropriation for their General Fund.

Please feel free to reach out if you have any questions.

Thank you,

*Abby Parker, CPA*

C.L. Coonrod & Co.

Phone: 317-586-1275

**ORDINANCE OF THE LOST CREEK FIRE PROTECTION DISTRICT BOARD  
REGARDING AN ADDITIONAL APPROPRIATION  
BY LOST CREEK TOWNSHIP FIRE PROTECTION DISTRICT**

The Vigo County Council (the "Council") met at a duly called and authorized meeting of the Council held on the date set forth below, such meeting being called pursuant to a notice stating the time, place, and purpose of the meeting received by all the Council Members and published pursuant to statute, and the following were made, seconded, and adopted by a majority of those present at the meeting, which constituted a legal quorum of the Council:

**WHEREAS**, the Lost Creek Township Fire Protection District (the "District") has determined that it is necessary to appropriate more money than what was appropriated in the annual budget; and

**WHEREAS**, after notice and a public hearing thereon, the Council desires to approve the following appropriations.

**NOW THEREFORE, BE IT ORDAINED** by the Vigo County Council, being the fiscal body for the Lost Creek Township Fire Protection District, Vigo County for budget purposes, that:

**Section 1. Additional Appropriations.** The following additional appropriations are hereby made in excess of the budget for the District for the current year, subject to the approval by the Indiana Department of Local Government Finance:

**8603- SPECIAL FIRE GENERAL FUND**

Other Services and Charges	<u>\$15,000</u>
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<b>TOTAL SPECIAL FIRE GENERAL FUND</b>	<u>\$15,000</u>
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**Section 2. Effectiveness.** This Ordinance shall take effect immediately upon its passage and approval by the Indiana Department of Local Government Finance.



**JUVENILE JUSTICE CENTER**  
**VIGO COUNTY**

Andrea Moeller  
Interim Director

President David Thompson &  
The Honorable Vigo County Council

**April 1, 2025**

**RE: Request for Appropriation of Funds**

Dear Honorable County Council Members,

I am writing to formally request to be placed on the agenda for the next County Council meeting to discuss the transfer of **\$200,000.00** from the **Juvenile Justice Center Non-Reverting Fund (4959.02101.000.0000)** to the following line items:

- **Contractual Services (#33300) – \$165,000.00**
- **Repairs to Buildings (#35450) – \$35,000.00**

As you may know, the medical services provider for both the Jail and the Juvenile Justice Center is now **Comprehensive Correctional Care (3C)**, following the contract signed in December 2024. In previous years, the Juvenile Justice Center was not separately recognized in the contract, and the Jail covered its medical expenses. However, due to increased costs associated with the new contract, the Jail is no longer able to subsidize the Juvenile Center's medical fees.

At the time of last year's budget discussions, the transition to a new medical provider was unforeseen. This requested transfer will cover essential costs, including:

- **A full-time nurse (40 hours per week)**
- The Juvenile Justice Center's portion of the **Cadmus medical software system**
- The **base cost of the medical contract**

Additionally, **\$35,000.00** is needed to cover the remaining costs of the **sally port expansion project**. During the initial architectural design, the security system was inadvertently omitted from the estimated renovation costs. These funds will provide and install:

- **A new IP security camera system** with associated cabling
- **Interior and exterior intercoms**
- **A door card reader** and necessary cabling for exterior access



**JUVENILE JUSTICE CENTER**  
**— VIGO COUNTY —**

Andrea Moeller  
Interim Director

I respectfully request to be placed on the agenda for the upcoming County Council meeting to present this request. Please let me know if any additional information is required.

Thank you for your time and consideration.

Andrea Moeller, Interim Director  
Vigo County Juvenile Justice Center  
202 Crawford Street  
Terre Haute, In 47807

# VIGO COUNTY HEALTH DEPARTMENT

Darren Brucken, M.D.  
Health Commissioner

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**DATE:** April 11, 2025  
**TO:** Vigo County Council and Auditor  
**RE:** Unappropriated Health First Indiana (HFI) 2024 Carry-Over Funding

**1161-33300 New Life Fellowship Compassion Ministries Food Pantry \$25,000**

New Life's Compassion Ministries Food Pantry mission is to provide nutritious food to individuals who struggle with hunger and promote public awareness about the growing hunger problem. They are a USDA Certified "Choice" Pantry, which means that individuals can shop for the foods they desire. In addition, the pantry provides other programs to help meet specific needs of children. This program provides food to meet basic nutritional needs.

Findings in Feeding America's Map the Meal Gap study:

In Indiana, food insecurity averages 13.9%. Vigo County is above the state aggregate at 16.8% in Vigo County.

Thank you for your consideration,



Joni K. Wise  
Administrator

**Attachment: Request letter from New Life**



Dear Joni Wise,

One of the challenges our pantry faces is having healthier food options. We strive to supply our guests with items that go together to make complete meals. Unfortunately, these are generally meals high in carbs such as pasta, or high in sodium such as canned vegetables, and processed meat.

We are a U.S. Department of Agriculture certified pantry that offer a morning and evening pantry and private emergency appointments. In March we served 193 families which translated into 590 individuals. As summer approaches these numbers will increase since families do not have access to school breakfast or lunch.

I wanted to provide a little background about the individuals we help, they are quite diverse. We serve a large number of elderly retirees and veterans on fixed incomes. Based on personal conversation with this group, we have found they are less likely to apply for SNAP and other assistant. Due to health issues, most would be better served with healthier options.

Many families we help are from Briar Ridge and Lata mobile home park, as well as Margaret Avenue and Lockport housing authority. These areas house a large percentage of individuals who are food insecure. We do serve a small number of Hispanic families. In addition, on Sunday, we prepare hot lunches for our seniors 70 years and older. This program is a separate budget; however, it is also funded through Compassion Ministries.

Our pantry's greatest need is fresh meat that is not processed. Next, fresh vegetables and fruit. It would be a great addition to offer at least one of the following items monthly: milk, bread, eggs, cheese, or peanut butter.

Based on current pricing, to provide at least one choice from each group of the aforementioned items we would need a minimum of **\$22,000** to finish out the year 2025. **\$23,500** would allow us to add 1lb rolls of ground turkey to provide a two meat options.

Thank you for your consideration,

Angela Treadway-Director  
New Life Fellowship  
Compassion Ministries Food Pantry  
7711 Wabash Av.  
Terre Haute, IN. 47803

Council President David Thompson / Vigo County Council

I am requesting to be put on the schedule for the next Sunshine Meeting (Tuesday May 6th, 2025) And the Regular Council Meeting (Tuesday May 13th, 2025).

This is to eliminate the position of Deputy Auditor - Financial / Grants Administrator which is a Grade 10 (\$49,922.60) and to replace it with the new Position - Deputy Auditor - Financial Supervisor - Grant Administrator - Which would be a pay grade - 12 - (\$56,626.07). The difference between the two Pay Grades is an increase of \$6,703.47. I would consider cutting The Overtime budget for the Auditor's office from Approximately \$40,000 to \$33,000 the next Budget Cycle. Judy is a staple in this county and she has helped countless department heads navigate their grants and appropriations for many years.

I appreciate The Council's Help to make this happen. Thank You,

*Larry T. Hutchings II*  
*Auditor*  
*131 Oak Street*  
*Vigo County Annex*  
*Terre Haute, IN 47807*  
*812-462-3361 ext. 6235*  
*812-243-5029*  
*Larry.Hutchings@vigocounty.in.gov*



# County of Vigo, Indiana

## POSITION PROFILE

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<b>Position Title:</b>	Deputy Auditor – Financial Supervisor - Grant Administrator	<b>Effective Date:</b>	April 17, 2025
<b>Department:</b>	Auditor	<b>Status:</b>	Full-time Non-Exempt
<b>Accountable to:</b>	Chief Deputy Auditor	<b>Job Category:</b>	General

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### **Position Summary**

The Financial Supervisor – Grant Administrator performs professional and administrative duties related to the financial operations of the Auditor’s Department. This role administers and coordinates financial processing, Grant administration, and related reports and filings as necessary for both financials and grant compliance. This role ensures organizational efficiency in the application of prescribed policies, procedures, and methods.

### **Supervision Received**

Work is performed under the moderate supervision of Chief Deputy Auditor.

### **Supervision Exercised**

Oversees employees with financial duties

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**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause undue hardship.**

### **ESSENTIAL FUNCTIONS**

1. Oversees Processing Payments and Claims:
    - a. Handle daily bank deposits of electronic fund deposits (EFTs) and reconcile them with treasurer reports.
    - b. Process claims, receipt adjustments, void checks, and transfers by departments.
    - c. Maintain records and copies of all report of collections for State Board of Accounts.
  
  2. Oversees Budgeting and Encumbrance Management:
    - a. Gather encumbrance information from all departments and verify that encumbrances align with appropriations.
-

- b. Check invoice/contract criteria and enter the data into a spreadsheet and financial system.
  - c. Ensure accuracy and compliance with County Council-approved budget figures and state regulations.
- 3. Balancing Receipts and Disbursements for Grants:
  - a. Ensure accurate balancing of all receipts and disbursements related to Federal and state grants.
  - b. Maintain detailed records of grant transactions and reconcile them with the corresponding financial spreadsheets.
- 4. Grant Administration and Compliance:
  - a. Serve as the Grant Administrator for over 40 Federal and State grants.
  - b. Monitor compliance with granting agency requirements, including tracking grant appropriations, cash draws, and fund utilization.
  - c. Maintain grant files with appropriations, contracts, and award applications, ensuring proper record-keeping for auditing purposes.
- 5. Financial Reporting and Audit Maintenance:
  - a. Complete the Schedule of Financial Awards (SEFA) in Gateway for the Financial Report of Federal grants.
  - b. Work closely with State Board of Accounts (SBOA) Auditors during the annual Federal Audit, providing requested reports.
  - c. Prepare reports for other consulting agencies and assist in various audits and settlement procedures.
- 6. County Council Support and Financial Reporting:
  - a. Attend County Council meetings and process additional appropriations and transfer requests.
  - b. Maintain and oversee the county's general ledger, preparing and distributing monthly reports to departments.
  - c. Assist in creating individualized ledgers and provide financial information to departments for their quarterly reporting.

### **MINIMUM QUALIFICATIONS**

- High school diploma or GED, with one (1) to two (2) years relevant work expertise, and any equivalent combination of education, training, and experience. Baccalaureate degree preferred.
  - Thorough knowledge of accounting systems and requirements and regulating/auditing agencies, with ability to perform arithmetic operations to maintain complete and accurate accounting records, and compile timely and accurate budget and other financial reports.
  - Knowledge of federal and state requirements, report writing, queries, and problem solving.
  - Ability to effectively communicate orally and in writing with co-workers, other City/County departments, software vendors, IRS, State agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
  - Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
  - Ability to provide public access to or maintain confidentiality of department records and information according to state requirements.
-

- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.
- Ability to occasionally work extended, and/or evening hours, and occasionally travel out of town for conferences/training, sometimes overnight.

## **WORKING CONDITIONS**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit for most of the time but may walk or stand for some of the time.
- This classification involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly and standard hearing requirements - hear information at normal spoken word levels.

<b>Physical Exertion (Pounds)</b>	
Up to 10	Sometimes
Up to 25	Seldom
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom

<b>Environmental Exposures</b>	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Seldom
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Quiet

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Deputy Auditor - Bookkeeper for the Auditor Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outline?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

Good Morning,

I would like to request that the Vigo County Veterans Court and the Vigo County Drug Court be put on the County Council Agenda for the dates of May 6, 2025 and May 13, 2025 relating to requests as follows:

Allocating unallocated funds from 9108 Veterans Court fund in the amount of \$1000 to Equipment for a new computer for staff and \$500 for Parking for staff.

Allocated unallocated funds from 2511 Drug Court fund in the amount of \$2,000 to Equipment for new computers for staff and \$10,000 for Drug Screen Payments.

Please let me know if you have any questions.

Thank you,

**Charles D. Johnson**  
**Judge, Vigo Superior Court**  
**Division 1**  
33 South Third Street  
Terre Haute, IN 47807  
Phone: (812) 462-3295  
Fax: (812) 232-1746  
[Charles.Johnson@vigocounty.in.gov](mailto:Charles.Johnson@vigocounty.in.gov)

## ADDITIONAL APPROPRIATION 2025-29

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

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

	REQUESTED	APPROVED
<b><u>Surveyor's Cornerstone/1202</u></b>		
1202.44510.00000.0000 Equipment New	\$ 68,500.00	
<b>Total Surveyor's Cornerstone:</b>	<b>\$ 68,500.00</b>	

*Approved on this 13<sup>th</sup> Day of May, 2025.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Randy
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		Gentry _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Nancy
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		Allsup _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Brenda
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		Wilson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Steve
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		Ellis _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Vicki
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Brad
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		Anderson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		David
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		Thompson _____

*Attest:*

\_\_\_\_\_  
 Larry T. Hutchings, II  
 Auditor

**ADDITIONAL APPROPRIATION 2025-30**

**ORDINANCE OF THE LOST CREEK FIRE PROTECTION DISTRICT BOARD  
REGARDING AN ADDITIONAL APPROPRIATION  
BY LOST CREEK TOWNSHIP FIRE PROTECTION DISTRICT**

The Vigo County Council (the “Council”) met at a duly called and authorized meeting of the Council held on the date set forth below, such meeting being called pursuant to a notice stating the time, place, and purpose of the meeting received by all the Council Members and published pursuant to statute, and the following were made, seconded, and adopted by a majority of those present at the meeting, which constituted a legal quorum of the Council:

**WHEREAS**, the Lost Creek Township Fire Protection District (the “District”) has determined that it is necessary to appropriate more money than what was appropriated in the annual budget; and

**WHEREAS**, after notice and a public hearing thereon, the Council desires to approve the following appropriations.

**NOW THEREFORE, BE IT ORDAINED** by the Vigo County Council, being the fiscal body for the Lost Creek Township Fire Protection District, Vigo County for budget purposes, that:

**Section 1. Additional Appropriations.** The following additional appropriations are hereby made in excess of the budget for the District for the current year, subject to the approval by the Indiana Department of Local Government Finance:

**LOST CREEK TOWNSHIP FIRE PROTECTION DISTRICT**

**Special Fire General Fund/8603**

Other Services and Charges	\$ 15,000.00
<b>Total Special Fire General Fund:</b>	<b>\$ 15,000.00</b>

**Section 2. Effectiveness.** This Ordinance shall take effect immediately upon its passage and approval by the Indiana Department of Local Government Finance.

**[Signature Page to Follow]**

**ADDITIONAL APPROPRIATION 2025-30**

**ORDINANCE OF THE LOST CREEK FIRE PROTECTION DISTRICT BOARD  
REGARDING AN ADDITIONAL APPROPRIATION  
BY LOST CREEK TOWNSHIP FIRE PROTECTION DISTRICT**

*Approved on this 13<sup>th</sup> Day of May, 2025.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Randy Gentry _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Nancy Allsup _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Brenda Wilson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Steve Ellis _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Vicki Weger _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Brad Anderson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		David Thompson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		

*Attest:*

\_\_\_\_\_  
Larry T. Hutchings, II  
Auditor

## ADDITIONAL APPROPRIATION 2025-31

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

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of the Juvenile Justice Non-Reverting Fund the additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	REQUESTED	APPROVED
<b><u>Juv Justice Non-Reverting/4959</u></b>		
4959.33300.00000.0000 Contractual Services	\$ 165,000.00	
4959.35450.00000.0000 Building Repair	<u>\$ 35,000.00</u>	
<b>Total Juv Justice Non-Reverting:</b>	<b>\$ 200,000.00</b>	

*Approved on this 13<sup>th</sup> Day of May, 2025.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Randy Gentry _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Nancy Allsup _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Brenda Wilson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Steve Ellis _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Vicki Weger _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Brad Anderson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	David Thompson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	

*Attest:*

\_\_\_\_\_  
 Larry T. Hutchings, II  
 Auditor

## ADDITIONAL APPROPRIATION 2025-32

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

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

	REQUESTED	APPROVED
<b><u>Local Public Health Services/1161</u></b>		
1161.33300.00000.0000 Contractual Services	\$ 25,000.00	
<b>Total Local Public Health Services:</b>	<b>\$ 25,000.00</b>	

*Approved on this 13<sup>th</sup> Day of May, 2025.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Randy Gentry _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Nancy Allsup _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Brenda Wilson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Steve Ellis _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Vicki Weger _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		Brad Anderson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		David Thompson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		

*Attest:*

\_\_\_\_\_  
 Larry T. Hutchings, II  
 Auditor

**AMENDED SALARY ORDINANCE 2025-13**

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, 2025, 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 otherwise expressly be stipulated for by law provide, 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 County General Fund the following:

	<b>REQUESTED</b>	<b>APPROVED</b>
<b><u>COUNTY GENERAL/1000:</u></b>		
<b><u>Auditor/0001</u></b>		
Change Position of Financial/Grant Administrator	<b>To: Deputy Auditor/Financial Supervisor/Grant Administrator</b>	
From: (Grade 10)(\$49,992.60/yr)	<b>(Grade 12)(\$56,626.07/yr)</b>	

SECTION 3. Effective May 14, 2025.

*Approved on this 13<sup>th</sup> Day of May, 2025.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Randy Gentry _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Nancy Allsup _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Brenda Wilson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Steve Ellis _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Vicki Weger _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Brad Anderson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	David Thompson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	

*Attest:*

\_\_\_\_\_  
Larry T. Hutchings, II  
Auditor

## ADDITIONAL APPROPRIATION 2025-33

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

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

	REQUESTED	APPROVED
<b><u>COUNTY GENERAL/1000</u></b>		
<b><u>Auditor/0002</u></b>		
1000.10010.00000.0002 Payroll Salaries	\$ 6,703.47	
<b>Total County General:</b>	<b>\$ 6,703.47</b>	

*Approved on this 13<sup>th</sup> Day of May, 2025.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Randy Gentry _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Nancy Allsup _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Brenda Wilson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Steve Ellis _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Vicki Weger _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Brad Anderson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	David Thompson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	

*Attest:*

\_\_\_\_\_  
 Larry T. Hutchings, II  
 Auditor

## ADDITIONAL APPROPRIATION 2025-34

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

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of the Veterans Court Fund and the Drug Court User Fee Fund the additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	REQUESTED	APPROVED
<b><u>Veterans Court/9108</u></b>		
9108.44510.00000.0000 Equipment New	\$ 1,000.00	
9108.37250.00000.0000 Miscellaneous Transportation	<u>\$ 500.00</u>	
<b>Total Veteran's Court:</b>	<b>\$ 1,500.00</b>	
 <b><u>Drug Court User Fee/2511</u></b>		
2511.44510.00000.0000 Equipment New	\$ 2,000.00	
2511.31000.00000.0000 Drug Testing	<u>\$ 10,000.00</u>	
<b>Total Drug Court User Fee:</b>	<b>\$ 12,000.00</b>	

*Approved on this 13<sup>th</sup> Day of May, 2025.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Randy Gentry _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Nancy Allsup _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Brenda Wilson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Steve Ellis _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Vicki Weger _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Brad Anderson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	David Thompson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	

*Attest:*

\_\_\_\_\_  
Larry T. Hutchings, II  
Auditor