



*Meeting
of the
Vigo County Council
November 15, 2016*

VIGO COUNTY COUNCIL
November 15, 2016
5:00 P.M.

Table of Contents

Agenda	2
Notice to Taxpayers	3
Additional Appropriation 2016-57	4
Additional Appropriation 2016-58	5
Transfer 2016-10	6
Transfer 2016-11	7
Additional Appropriation 2016-59	8
Salary Ordinance 2016-17	9
Salary Ordinance 2016-18	10
Salary Ordinance 2016-19	11
Salary Ordinance 2016-20	12
Additional Appropriation 2016-60	13
Correspondence:	
Commissioners/EDIT	14
Highway	15
Engineering	16
Juvenile Detention.....	19
Dispatch/E9-1-1	20
Parks	23
Drug Court	29
Minutes:	
October 11, 2016 County Council Meeting.....	35
October 26, 2016 Budget Adjustments Committee Meeting	39
October 26, 2016 Personnel Committee Meeting.....	40

VIGO COUNTY COUNCIL
Agenda
Tuesday November 15, 2016 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. October 11, 2016 County Council Meeting
4. Public comment
5. Communications from elected officials, other officials, or agencies of the County
6. Reports from standing committees
7. Reports from select committees
8. Ordinances relating to appropriations
 - a. Special Projects Committee
 - i. Additional Appropriation 2016-57
 - b. Budget Adjustment Committee
 - i. Additional Appropriation 2016-58
 - ii. Transfer 2016-10
 - iii. Transfer 2016-11
 - iv. Additional Appropriation 2016-59
 - c. Personnel Committee
 - i. Salary Ordinance 2016-17
 - ii. Salary Ordinance 2016-18
 - iii. Salary Ordinance 2016-19
 - iv. Salary Ordinance 2016-20
 - v. Additional Appropriation 2016-60
9. Honorary resolutions
10. Resolutions relating to fiscal policies of the Council
11. First reading by summary reference of proposed ordinances and resolutions
12. Appointments
13. 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 November 15, 2016 to consider the following appropriations in excess of the budget of the current year.

HIGHWAY	
Paving	\$28,678
TOTAL HIGHWAY	\$28,678
LOCAL ROAD MATCHING GRANT FUND	\$999,875
TOTAL LOCAL ROAD MATCHING GRANT FUND	\$999,875
INFRACTION DEFERRAL	
Community Grants	\$50,000
TOTAL INFRACTION DEFERRAL	\$50,000
EDIT	
THEDC	\$600,000
TOTAL EDIT	\$600,000

TIMOTHY M. SEPRODI
VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday November 4, 2016
TRIBUNE-STAR

ADDITIONAL APPROPRIATION ORDINANCE 2016-57

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>EDIT</u>			
33340	THEDC	\$600,000	
TOTAL EDIT FUND		\$600,000	\$600,000

Approved on this 15th day of November, 2016.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mark Bird _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Tim P. Curley _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Kathy Miller _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Ed Ping _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Bill Thomas _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Rick Burger, President _____

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2016-58

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>HIGHWAY</u>		
23960 Paving	\$28,678	
TOTAL HIGHWAY FUND	\$28,678	\$28,678

Approved on this 15th day of November, 2016.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
				Mark Bird _____
				Tim P. Curley _____
				Kathy Miller _____
				Mike Morris _____
				Ed Ping _____
				Bill Thomas _____
				Rick Burger, President _____

Attest:

Timothy M. Seprodi
Vigo County Auditor

RESOLUTION 2016-10

A RESOLUTION TO TRANSFER AN UNOBLIGATED CASH BALANCE FROM THE ECONOMIC DEVELOPMENT INCOME TAX FUND (EDIT) TO THE COUNTY RAINY DAY FUND.

WHEREAS, Indiana Code 6-3.5-7-12.7 allows counties to transfer money that has been deposited in the economic development income tax fund established by the county to any other fund of the county to be used for the purposes of the fund to which the money is transferred. The executive shall adjust the unit's capital improvement plan adopted to reflect the transfer; and

WHEREAS, Indiana Code 36-1-8-5.1 allows counties to transfer said money from the economic development income tax fund to the county Rainy Day Fund;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF VIGO COUNTY, INDIANA, AS FOLLOWS:

1. The tranfer of \$999,875 from the economic development income tax fund to the Rainy Day Fund for the purpose of a match for a Local Road Grant (Community Crossings) established by HEA 1001.

	<u>REQUESTED</u>	<u>APPROVED</u>
<u>EDIT</u> From: 1112 - EDIT	\$999,875	
<u>RAINY DAY</u> To: 1186 - Rainy Day Fund	\$999,875	\$999,875

Approved on this 15th day of November, 2016.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mark Bird _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Tim P. Curley _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Kathy Miller _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Ed Ping _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Bill Thomas _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Rick Burger, President _____

Attest:

Timothy M. Seprodi
Vigo County Auditor

RESOLUTION 2016-11

A RESOLUTION TO TRANSFER MONEY FROM THE COUNTY RAINY DAY FUND TO THE LOCAL ROAD MATCHING GRANT FUND.

WHEREAS, Indiana Code 36-1-8-5.1 allows counties to transfer money that has been deposited in the Rainy Day Fund established by the county to any other fund of the county; and

WHEREAS, HEA 1001 established a Local Road and Bridge matching grant fund to make available funding to local communities for road and bridge improvements; and allows counties to transfer money from the Rainy Day Fund to the Local Road Matching Grant Fund as the match

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF VIGO COUNTY, INDIANA, AS FOLLOWS:

1. The transfer of \$999,875 from the Rainy Day Fund to the Local Road Matching Grant Fund (Community Crossings) established by HEA 1001.

<u>RAINY DAY</u>	<u>REQUESTED</u>	<u>APPROVED</u>
From: 1186 - Rainy Day Fund	\$999,875	
<u>LOCAL ROAD MATCHING GRANT FUND</u>		
To: 9101 - Local Road Matching Grant Fund	\$999,875	\$999,875

Approved on this 15th day of November, 2016.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mark Bird
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Tim P. Curley
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Kathy Miller
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Ed Ping
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Bill Thomas
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2016-59

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>LOCAL ROAD MATCHING GRANT FUND</u>		
9101 - Local Road Matching Grant Fund	\$999,875	
TOTAL LOCAL ROAD MATCHING GRANT FUND	\$999,875	\$999,875

Approved on this 15th day of November, 2016.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mark Bird _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Tim P. Curley _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Kathy Miller _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Ed Ping _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Bill Thomas _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Rick Burger, President _____

Attest:

Timothy M. Seprodi
Vigo County Auditor

SALARY ORDINANCE 2016-17

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, 2016, 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 Supplemental Adult Probation Fund the following:

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>JUVENILE DETENTION</u>		
Relief Staff Detention Officer Part-Time from \$10/hr to \$12/hr Effective for 2017	\$12/hr	\$12/hr

Approved on this 15th day of November 2016.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Mark Bird
<hr/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Tim P. Curley
<hr/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Kathy Miller
<hr/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Mike Morris
<hr/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Ed Ping
<hr/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Bill Thomas
<hr/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Rick Burger, President
<hr/>		

Attest:

Timothy M. Seprodi
Vigo County Auditor

SALARY ORDINANCE 2016-18

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, 2016, 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 Supplemental Adult Probation Fund the following:

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>DISPATCH/E9-1-1</u>		
Annual Total Hours 1911 hours to 1949 hours	AMEND	AMEND

Approved on this 15th day of November, 2016.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Mark Bird
<hr/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Tim P. Curley
<hr/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Kathy Miller
<hr/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Mike Morris
<hr/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Ed Ping
<hr/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Bill Thomas
<hr/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Rick Burger, President
<hr/>		

Attest:

Timothy M. Seprodi
Vigo County Auditor

SALARY ORDINANCE 2016-19

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, 2016, 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 Supplemental Adult Probation Fund the following:

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>PARKS</u>		
Griffin Bike Park Manager	\$ 34,600	\$ 34,600
Job Description & Classification - PAT A		
Effective for 2017		

Approved on this 15th day of November, 2016.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mark Bird
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Tim P. Curley
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Kathy Miller
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Ed Ping
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Bill Thomas
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

SALARY ORDINANCE 2016-20

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, 2016, 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 Supplemental Adult Probation Fund the following:

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>DRUG COURT</u>		
Drug Court Coordinator - PAT A	\$ 34,600	\$ 34,600
Position, Job Description & Classification		
Effective for 2017		

Approved on this 15th day of November, 2016.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Mark Bird	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Tim P. Curley	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Kathy Miller	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Mike Morris	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Ed Ping	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Bill Thomas	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Rick Burger, President	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2016-60

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>INFRACTIONAL DEFERRAL</u>		
31420 Community Grants	\$50,000	
TOTAL INFRACTION DEFERRAL FUND	\$50,000	\$50,000
Effective for 2017		

Approved on this 15th day of November, 2016.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Mark Bird	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Tim P. Curley	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Kathy Miller	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Mike Morris	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Ed Ping	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Bill Thomas	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Rick Burger, President	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		

Attest:

Timothy M. Sepodi
Vigo County Auditor

TERRE HAUTE

2015-2016

September 12, 2016

Vigo County Council
c/o Cheryl Loudermilk & Kylissa Miller
Vigo County Annex
131 Oak Street
Terre Haute, IN 47802

TERRE HAUTE
ECONOMIC
DEVELOPMENT
CORPORATION

630 Wabash Avenue, Suite 101
Terre Haute, IN 47807

Phone: 812.234.2524
Fax: 812.232.6054

www.terrehauteedc.com

Dear Council Members:

As Council members are aware, the former International Paper property located at 2401 Prairieton Road (64.72 acres) was recently purchased by Highland TH LLC. Given the fact that the project for which Highland purchased the property does not appear to be moving forward, Highland is willing to sell the property for the amount it was purchased for - \$550,000.

We believe this property is key in regard to the future redevelopment of the east side of the Wabash River. More specifically, we believe the property holds tremendous potential as a future venue for recreational/sporting activities, commercial activities and other potential uses that can draw significant economic opportunity to our community.

Please consider this letter as a request for an additional appropriation from the Economic Development Income Tax (EDIT) fund on behalf of the Vigo County Redevelopment Commission in the amount of \$600,000 for the purchase of the property (\$550,000) as well as an additional sum (\$50,000) for the mowing, brush removal and general up-keep of the property in the near future.

Also, it should be noted that the purchase of the property would be contingent upon the Redevelopment Commission (a.) being satisfied that the property has a relatively-clean bill of health from an environmental standpoint and (b.) that Highland TH LLC holds clear title to the property.

I would be happy to share additional thoughts regarding the economic potential of this property with the County Council at the Council's convenience.

Sincerely,

Steve Witt

Steve Witt
President

cc: Ms. Judith A. Anderson, President – Vigo County Commissioners
Ms. Mary Caye Pfister, President – Vigo County Redevelopment
Commission



Vigo County Highway Department

3250 E. Haythorne Avenue, Terre Haute, Indiana 47805

Telephone: (812) 466-9635

Fax: (812) 460-1590

October 3, 2016

Vigo County Council
c/o Vigo County Auditor
121 Oak Street
Terre Haute, IN 47807


Re: Additional Appropriation

County Auditor & County Council:

The roads in Mantia Subdivision were rebuilt under the understanding that the homeowners would help with the cost and that there was a bond that was coming to help with the costs of this Subdivision. The bond money is 28677.47 and has been put in Highway Misc Revenue (1176.09900.000.0000). We ask that that money be transferred to Wheel Tax and Paving (1176.23960.000.0532) so that we can pay Wabash Valley Asphalt.

Thank you for your time.

Respectfully Submitted


Daniel Bennett, Superintendent



Vigo County Engineering Department

121 Oak Street, Terre Haute, Indiana 47807

Telephone: (812) 462-3419

Fax: (812) 812-231-6245

To : Vigo County Council
From : Jerry Netherlain, Vigo County Engineer
Re : Transfer From EDIT to Special Grant Fund for Community Crossings Grant Match
Date : October 24th, 2016

Vigo County applied for and was successful in obtaining a nearly one million dollar grant for the improvement of Vigo County roadways. This grant requires a 50% local match. This match is required to come from specific funds and must be placed in a special grant fund set up by the Auditor.

One of the projects approved for this grant was the Springhill Road Project. The money for this project has already been appropriated in the 2016 budget. This request is not asking for additional appropriations. I would ask that the amount of \$999,874.50 be transferred from the Springhill Road EDIT line item into this special grant fund.

Amount : \$999,874.50
From : EDIT 1112.44020.000.0000
To : Special Grant Fund to be set up by Auditor

Thank You,

A handwritten signature in black ink, appearing to read "Jerry Netherlain".

Jerry Netherlain
Vigo County Engineer

Jerry Netherlain P.E. , L.S. ~ Vigo County Engineer

Combined Ledger by Location (Current Month) within Date Span 01-01-2016 thru 09-30-2016

Notes: Includes transactions after the last posted date of 07/31/2016.

Fund 1112 EDIT-County Portion for 01/01/2016 thru 09/30/2016

Loc 0000 No Department

1112.44006.000.0000 Intersection Improvements

No Department

Estimated	Revenue	Receipts	Appropriation	Expenditure	Unexpended:	Balances
Current	0.00	0.00	0.00	0.00		119,875.07
Total	0.00	0.00	159,339.45	39,464.38	Cash:	(39,464.38)

1112.44011.000.0000 Riley Locks Project

No Department

Estimated	Revenue	Receipts	Appropriation	Expenditure	Unexpended:	Balances
Current	0.00	0.00	0.00	0.00		0.00
Total	0.00	0.00	0.00	0.00	Cash:	0.00

1112.44020.000.0000 Springhill

No Department

09/20/2016 09/20/2016 Claim/RegDocket 5,000.00 BK:007 CK:135151 Inv:8029 Vend:009367 SJCA P.C.

Estimated	Revenue	Receipts	Appropriation	Expenditure	Unexpended:	Balances
Current	0.00	0.00	0.00	5,000.00		2,095,666.01
Total	0.00	0.00	2,130,416.51	34,750.50	Cash:	(34,750.50)

1112.44030.000.0000 Clinton Road

No Department

Estimated	Revenue	Receipts	Appropriation	Expenditure	Unexpended:	Balances
Current	0.00	0.00	0.00	0.00		510,198.80
Total	0.00	0.00	564,797.55	54,598.75	Cash:	(54,598.75)

1112.44034.000.0000 Fruitridge & Haythorne

No Department

Estimated	Revenue	Receipts	Appropriation	Expenditure	Unexpended:	Balances
Current	0.00	0.00	0.00	0.00		241,827.80
Total	0.00	0.00	257,583.74	15,755.94	Cash:	(15,755.94)

Financial System

10/04/2016 01:14 PM by esivant

SPRINGHILL ROAD PROJECT

Phase I – 3rd Street to 7th Street

Phase II – 7th Street to Canal Road

Phase I is proposed to be funded with 100% local funds. This will allow the project to possibly be built next spring (2016), and no later than spring of the following year.

Phase II of the Springhill Road project was identified as a high accident area. After a collaborative effort between the Vigo County Engineer's Office and West Central Indiana Economic Development District, we were able to qualify this project and obtain \$1,749,460 of Federal Safety Funds to use for this phase. This funding is 90% Federal and 10% Local. This will require an investment by Vigo County of \$194,844. This will not be enough to complete the project. It will fund Phase II all the way to construction with some amount likely left over which can be rolled into the construction phase.

Justification of requested appropriation for Springhill Road:

PHASE I

• Survey, Design, Utility Coordination	\$ 110,320
• Right-of-way acquisition(??amount not estimatable??)	\$ 150,000
• Construction	\$1,500,000
• Construction Engineering	<u>\$ 180,000</u>

Total \$1,940,320

Amount already appropriated \$ 614,814

Amount Required to fund remainder of project \$1,325,506

PHASE II

Amount required to match \$1,749,460 of Federal Safety Money \$ 194,384

Total Appropriation Requested for both Phases I & II \$1,519,890

This appropriation will completely build Phase I and move Phase II to the construction phase, likely with some remaining funds for construction.

Vigo County
Juvenile Justice
Center

James R. Jenkins
Director

RECEIVED
SEP 28 2016
VIGO COUNTY AUDITOR

September 28, 2016

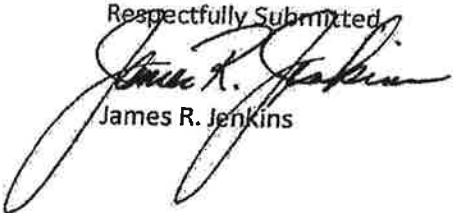
Vigo County Council
C/o Vigo County Auditor
121 Oak Street
Terre Haute, In 47807

Re: Additional Salary for Part Time Employee's

County Auditor/Council:

I would like to request the rate of part time Relief Staff Detention Officer's to be raised from \$10.00 dollars per hour to \$12.00 per hour. The Juvenile Center is experiencing a high rate of turn over with part time staff do to the amount of pay. This rate change needs made to be more competitive in the correction field.

Respectfully Submitted,


James R. Jenkins

\$4,000

Paige, Jackee

From: Miller, Kylissa
Sent: Wednesday, October 05, 2016 12:36 PM
To: Paige, Jackee
Subject: Log Sheet Documents
Attachments: Kylissa Miller.vcf

The 2017 Salary Ordinance requires a correction on the Civilian POLE classification page for the positions within the Dispatch/E9-1-1 department. The 2016 annualized compensation amounts are based on 1911 hours annually and there was a change in the shifts resulting in a an increase to 1949 hours annually and an increase in the annualized compensation. I have made the adjustments but I would like to verify current employees and rates before creating a final document. Please move forward with the publication of the log sheet and the document will be prepared prior to the Personnel committee meeting. If necessary, please use this correspondence for documentation in the log sheet packet.

If you have any questions or need additional information, please contact me.

Kylissa



Job Category: Civilian POLE

21

VIGO COUNTY
GENERAL EMPLOYEE SALARY ORDINANCE, CIVILIAN POLE
2017

Amended 11/15/16

Job Category: Civilian POLE

Department	Title	2016 Compensation Annualized	2017 Approved Compensation Annualized	Classification	External Midpoint Hourly Rate	External Midpoint Salary	94% External Midpoint Hourly Rate	94% External Midpoint Salary
Jail	Corporal	\$ 33,034	\$ 34,503	Civilian POLE B	\$17.65	\$36,705	16.588	\$34,503
Jail	Corporal	\$ 33,034	\$ 34,503	Civilian POLE B	\$17.65	\$36,705	16.588	\$34,503
Jail	Corporal	\$ 33,034	\$ 34,503	Civilian POLE B	\$17.65	\$36,705	16.588	\$34,503
Juvenile Center	Shift Supervisor	\$ 33,034	\$ 34,503	Civilian POLE B	\$17.65	\$36,705	16.588	\$34,503
Juvenile Center	Shift Supervisor	\$ 33,034	\$ 34,503	Civilian POLE B	\$17.65	\$36,705	16.588	\$34,503
Juvenile Center	Shift Supervisor	\$ 33,034	\$ 34,503	Civilian POLE B	\$17.65	\$36,705	16.588	\$34,503
Juvenile Center	Shift Supervisor	\$ 33,034	\$ 34,503	Civilian POLE B	\$17.65	\$36,705	16.588	\$34,503
Dispatch	* IDACS Coordinator	\$ 37,127	\$ 37,127	Civilian POLE C	\$18.52	\$36,100	17.411	\$33,934
Dispatch	* IDACS Coordinator	\$ 37,127	\$ 37,127	Civilian POLE C	\$18.52	\$36,100	17.411	\$33,934
Dispatch	* Shift Supervisor	\$ 36,190	\$ 36,190	Civilian POLE C	\$18.52	\$36,100	17.411	\$33,934
Dispatch	* Shift Supervisor	\$ 36,190	\$ 36,190	Civilian POLE C	\$18.52	\$36,100	17.411	\$33,934
Dispatch	* Shift Supervisor	\$ 36,190	\$ 36,190	Civilian POLE C	\$18.52	\$36,100	17.411	\$33,934
Dispatch	* Shift Supervisor	\$ 36,190	\$ 36,190	Civilian POLE C	\$18.52	\$36,100	17.411	\$33,934
Dispatch	Training Coordinator/Dispatcher	\$ 32,490	\$ 33,933	Civilian POLE C	\$18.52	\$36,100	17.411	\$33,934
Dispatch	* Training Coordinator/Dispatcher	\$ 36,190	\$ 36,190	Civilian POLE C	\$18.52	\$36,100	17.411	\$33,934
Jail	Sex Registry Officer/Instructor	\$ 34,673	\$ 36,215	Civilian POLE C	\$18.52	\$38,526	17.411	\$36,214
Jail	Sex and Violent Offender Registry Officer	\$ 34,673	\$ 36,215	Civilian POLE C	\$18.52	\$38,526	17.411	\$36,214
Jail	* Sergeant	\$ 34,878	\$ 36,215	Civilian POLE C	\$18.52	\$38,526	17.411	\$36,214
Jail	Sergeant	\$ 34,673	\$ 36,215	Civilian POLE C	\$18.52	\$38,526	17.411	\$36,214
Jail	Sergeant	\$ 34,673	\$ 36,215	Civilian POLE C	\$18.52	\$38,526	17.411	\$36,214
Jail	Senior Sergeant	\$ 37,951	\$ 39,638	Civilian POLE D	\$20.27	\$42,168	19.057	\$39,638
Juvenile Center	* Senior Supervisor	\$ 38,279	\$ 39,638	Civilian POLE D	\$20.27	\$42,168	19.057	\$39,638
Prosecutor	* Investigator	\$ 37,560	\$ 37,560	Civilian POLE D	\$20.27	\$36,897	19.057	\$34,683
Prosecutor	* Investigator	\$ 36,923	\$ 36,923	Civilian POLE D	\$20.27	\$36,897	19.057	\$34,683
Prosecutor/APS	Investigator	\$ 33,207	\$ 34,684	Civilian POLE D	\$20.27	\$36,897	19.057	\$34,683
Prosecutor/APS	Investigator	\$ 33,207	\$ 34,684	Civilian POLE D	\$20.27	\$36,897	19.057	\$34,683
Public Defender	* Investigator	\$ 37,127	\$ 37,127	Civilian POLE D	\$20.27	\$36,897	19.057	\$34,683
Public Defender	* Investigator	\$ 37,693	\$ 37,693	Civilian POLE D	\$20.27	\$36,897	19.057	\$34,683
Public Defender	* Investigator	\$ 37,693	\$ 37,693	Civilian POLE D	\$20.27	\$36,897	19.057	\$34,683
Public Defender	Investigator	\$ 33,207	\$ 34,684	Civilian POLE D	\$20.27	\$36,897	19.057	\$34,683

Note: Dispatchers have a separate longevity program.

* Positions were classified based on the draft job description. Drafts sent 2/17/2015.

^ Positions were classified based on the draft job description. Drafts sent 11/18/2015.

*Incumbents are grandfathered in at the higher rate.

Waggoner • Irwin • Scheele
& Associates INC

MEMO

TO: Vigo County Personnel Committee

FROM: Addie Rooker and Lori Seelen
Waggoner, Irwin, Scheele & Associates, INC.

DATE: September 22, 2016

RE: Classification Review – Parks and Recreation

As requested, Waggoner, Irwin, Scheele, and Associates, reviewed the following position for the Vigo County Parks and Recreation Department.

Griffin Bike Park Manager (Parks)

This is a new position request. The Vigo County Parks Department will be opening the Griffin Bike Park in October 2016, creating a need for a position to oversee the operations of this division of the department. A job description has been created, and the position will report to the Park Superintendent.

Job duties for this position will include: Coordinating and supervising interns and volunteer groups; Developing and implementing program plans for proposed programming; Conducting marketing operations including maintaining all media, advertising, and social media sites; Organizing and leading department special events to solicit and promote national and international events; Researching and applying for grants; and Receiving and responding to complaints.

Job requirements for this position will include: Baccalaureate degree in park and recreation administration, business administration, non-profit leadership, sports and recreation, public administration, or closely related area with CPRP preferred; and possession of required certifications such as first aid/CPR.

We have assessed this position respective of other positions in the PAT job category and factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for PAT positions. Our recommendation for the position is listed below.

Recommendation: The position of Griffin Bike Park Manager factors within the PAT A range. Therefore, it is recommended that the position be classified at PAT A and Non-Exempt.

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Griffin Bike Park Manager
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: As scheduled
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: September 2016
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

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 an undue hardship.

Incumbent serves as Griffin Bike Park Manager for the Vigo County Parks and Recreation Department, responsible for oversight of operations of Griffin Bike Park.

DUTIES:

Coordinates and supervises, interns and volunteer groups, including interviewing candidates and making hiring recommendations, reviewing position documentation, and planning, delegating, and controlling work assignments.

Assists with daily operations of Administrative Office, including assisting with preparation of annual budget, and assisting Superintendent in creation and implementation of department policies and procedures.

Evaluates, oversees, and makes necessary changes to Memorandum of Understanding between Vigo County Parks Department and Friends of Griffin Bike Park as required.

Develops and implements program plans for proposed programming, including, but not limited to, program title, description, timeline, content, budget, and evaluation.

Conducts marketing operations, including, but not limited to, maintaining all media, advertising, and social media sites, developing advertising, press releases, newsletters, program guides, special announcements, posters, and flyers.

Organizes and leads department special events, and works closely with Terre Haute Convention and Visitors Bureau and Indiana Department of Tourism to solicit and promote national and international events.

Researches and applies for grants and develops park fundraisers, researches and remains current on issues to present to public, and maintains and solicits sponsorships and donations for Griffin Bike Park.

Receives and responds to all complaints in a timely manner.

Attends Board meetings to present previous months Park activities and upcoming programs.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in park and recreation administration, business administration, non-profit leadership, sports and recreation, public administration, or closely related area, or equivalent combination of education, training, and experience. CPRP preferred.

Possession of or ability to obtain required certifications, such as first aid/CPR.

Ability to meet all employer and Department hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to make practical application of principles and practices of parks administration, including applicable local, state and federal regulations.

Thorough knowledge of Department functions and ability to direct and implement programs to meet goals/initiatives and recreational needs of the community.

Working knowledge of budget administration and grant preparation and ability to complete and submit grant applications, compile required reports, and ensure compliance with grant/funding requirements.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare Bike Park publications and detailed written reports.

Ability to coordinate and supervise interns and volunteer groups, including interviewing candidates and making hiring recommendations, reviewing position documentation, and planning, delegating, and controlling work assignments.

Ability to operate standard office equipment, such as computer, typewriter, fax machine, vehicle, copier, telephone, scanner, camera, and video camera.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Terre Haute Convention and Visitors Bureau, Indiana Department of Tourism, radio and news stations, 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 information and records according to state requirements.

Ability to understand, memorize, retain, and carry out oral or written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences in data, compile, collate, or classify data, analyze and evaluate data, and make determinations based on data analyses.

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 apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to plan and present public speaking presentation, funds raisers, and special events.

Ability to regularly work weekends and/or evening hours, and occasionally work extended hours for special events, and occasionally travel out of town for workshops and/or conferences, but not overnight.

Possession of a valid driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties that are broad in scope, applying standard practices and procedures to specific situations. Incumbent spends the majority of time evaluating educational programs, developing and presenting programs/activities, and providing information to the public. Frequently, decisions are made which are restricted only by organization-wide policies.

III. RESPONSIBILITY:

Incumbent ensures proper implementation of natural science and cultural history education programs, exercising independent judgment in selecting and modifying programs and activities accordingly. Purpose and desired results of incumbent's work are known and work is reviewed primarily for attainment of program goals and objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Terre Haute Convention and Visitors Bureau, Indiana Department of Tourism, radio and news stations, and the public for the purpose of providing education and cultural enrichment.

Incumbent reports directly to Park Superintendent.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and outdoors, involving exposure to extreme temperatures and varying weather conditions, walking on uneven terrain, working near fumes, odors, dust, and dirt, in a noisy environment, and in confined areas, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, keyboarding, close/far vision, color/depth perception, handling/grasping/fingering objects, speaking clearly, and hearing sounds/communication.

Incumbent regularly works weekends and/or evening hours, and occasionally works extended hours for special events, and occasionally travels out of town for workshops and/or conferences, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Griffin Bike Park Manager for the Parks and Recreation 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 outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

Miller, Kylissa

From: Roberts, Rob
Sent: Monday, September 19, 2016 3:05 PM
To: Miller, Kylissa
Subject: Proposed Email to the County Council Members

Kylissa, can you please provide the below message from Terry to all of the County Council members?

Dear County Council Members:

During the most recent County Council Meeting where the budget was discussed, many people came before the Council and indicated their support for Drug Court. Judge Rader indicated that he felt he could handle the needs of the Court with \$50,000 for 2017.

Earlier that same day, our office was reviewing the income we have received so far in 2016 for the Infraction Deferral program. Our estimate for 2016 was \$110,000. Fortunately, as of August, 2016, we have already exceeded that projection. Because of the extra unanticipated income, we wanted to offer to assist with funding this effort. Our proposal for the County Council would be to approve the \$50,000 amount requested by Judge Rader, with \$50,000.00 being funded through the Infraction Deferral Community Grants line item, or any other funding mechanism that would be appropriate to allocate money from this account.

As has been demonstrated by our support for the Adult Mental Health Court, the PAIR program, and the Veteran's Treatment Court, the Vigo County Prosecutor's Office is supportive of these alternative rehabilitation programs for criminal defendants. The Drug Court has a proven track record of improving lives for defendants, their friends, and families. It also reduces recidivism, which saves money for the County and the community.

When considering the request in committee this month as well as at the next County Council Meeting, I would ask that you to consider our request to assist in funding this program for 2017.

Respectfully,

Terry R. Modesitt

Robert E. Roberts

Chief Deputy Prosecuting Attorney
Vigo County Prosecutor's Office
33 South Third Street
Terre Haute, Indiana 47807
(812) 462-3305 Ext 7514
Fax: (812) 208-1096



**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Coordinator
DEPARTMENT: Drug Court
WORK SCHEDULE: As scheduled
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: October 2016
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

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 an undue hardship.

Incumbent serves as Coordinator for the Vigo County Drug Court Program, responsible for overseeing daily operations of Drug Court including formulating policy and procedures and monitoring caseload.

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.

DUTIES:

Provides fiscal oversight to Drug Court, including preparing and monitoring program budget, overseeing expenditures and collections, approving new purchases, and reviewing contracts and agreements. Maintains program certifications.

Administers and maintains records of all grant awards, ensuring timely and accurate delivery of grant reports.

Assists program participants, including conducting intake interviews, evaluating, making referrals to appropriate programs, monitoring progress, and maintaining communication with community service agencies.

Maintains client caseload, providing counseling to clients and charting client progress, and collecting urine samples.

Maintains current, accurate and confidential case files, including preparing and processing various documents and reports according to state requirements.

Analyses program statistics, including formulating and implementing program policies and procedures.

Oversees daily operations, including, but not limited to, periodically analyzing department workload, reviewing position documentation, interviewing candidates and making hiring decisions, evaluating job performances and recommending significant changes in job responsibilities, recommending promotions, transfers, or demotions, and communicating and administering personnel programs and procedures.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, counseling, disciplining, and completing employee performance appraisals, charts staff progress and development.

Assists with State Board of Accounts audits.

Promotes positive public relations.

Attends various court hearings, including providing testimony in legal proceedings/court as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree in criminal justice, social work, public administration or other human services field, plus three (3) years increasingly responsible experience in program planning and in the field of addictions, mental health, social services, or closely related field with one year supervisory experience, or any equivalent combination of education, training, and court management experience.

Ability to obtain and maintain certification in C-Sam.

Must be at least 21 years of age.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Working knowledge of and ability to make appropriate referrals to community service programs.

Working knowledge of and ability to comprehend and properly use various informational documents, such as client charts, assessment tools, claims, drug screen reports, and breathalyzer reports.

Knowledge of basic government budgeting process, and ability to count, perform arithmetic calculations to prepare and monitor program budget, including overseeing expenditures, collections, approving new purchases, and reviewing contracts and agreements

Knowledge of and ability to comprehend various reference books and manuals, including, but not limited to, program manuals, physician's desk reference, equipment manuals and handbooks.

Knowledge of standard English grammar, spelling, and punctuation, and ability to prepare and various reports as required.

Knowledge of basic filing systems and ability to create and maintain accurate and complete department files.

Ability to effectively communicate orally and in writing with co-workers, other County departments, program participants, treatment providers, various local agencies, Indiana Judicial Center, Indiana Criminal Justice Institute, Judges, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

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 oversee daily operations, including, analyzing department workload, reviewing position documentation, interviewing candidates and making hiring decisions, evaluating job performances and recommending significant changes in job responsibilities, recommending promotions, transfers, or demotions, and communicating and administering personnel programs and procedures.

Ability to supervise, direct, and evaluate assigned staff, process employee concerns and problems, counsel, discipline, and complete employee performance appraisals, and chart staff progress and development.

Ability to operate a variety of automated office machines including typewriter, calculator, copier, computer, telephone system, and fax machine, and utilize department software including Microsoft Word, Access, and Quicken. Ability to operate Alco monitor and other testing equipment and instruments.

Ability to compare or observe similarities and differences in data, compile, collate, or classify data, analyze and evaluate, and make determinations based on data analyses.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

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, occasionally under time pressure.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability read and interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to plan and present public speaking presentations, fund raisers, and special events.

Ability to provide expert testimony in legal/court proceedings.

Ability to occasionally work extended hours, and regularly work evenings, and travel out of town for training and/or conferences, sometimes overnight.

Possession of a valid driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties which are somewhat restricted in scope, but require application of sound judgment based on education, experience and training. Daily decisions are based on consideration of many variables and their potential interrelationships. Guidelines are well-established, requiring independent judgment in adapting to individual cases and situations.

III. RESPONSIBILITY:

Incumbent applies standard policies and procedures in determining appropriate programs for participants. Incumbent receives administrative or advisory direction, and refers to supervisor for unusual or unprecedented situations. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, program participants, treatment providers, various local agencies, Judges, attorneys, Indiana Judicial Center, Indiana Criminal Justice Institute, and the public for purposes of exchanging and explaining information and coordinating referral services.

Incumbent reports directly to Superior Court Division 5 Judge.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing 25-50 pounds, bending, reaching, close vision, handling/grasping objects, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to potentially violent/irate individuals. Incumbent occasionally works extended hours, and regularly works evenings, and travels out of town for training and/or conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Coordinator for the Drug Court Program 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 outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Print/Type Name