



*Meeting  
of the  
Vigo County Council  
November 12, 2019*

# VIGO COUNTY COUNCIL

November 12, 2019

6:00 P.M.

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# **VIGO COUNTY COUNCIL**

## **Agenda**

**Tuesday, November 12, 2019 at 6:00 P.M.**

**Council Chambers, Vigo County Government Center**

1. Pledge of Allegiance
2. Calling of the roll
3. Corrections to the journal of the preceding meeting, if needed
  - a. October 03, 2019
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. Annual Budget Committee
    - i. Final Reading of Abatement for Midwest Investments LLC, Resolution 2019-16 Real Property Tax Abatement Midwest Investments LLC
    - ii. Final Reading of Abatement for D&D Automation Inc., Resolution 2019-17 Personal Property Tax Abatement D&D Automation Inc.
  - b. Budget Adjustment
    - i. Resolution of Re-Allocation of Existing Appropriation 2019-05: ROC 19-059 General Fund/Sheriff
    - ii. Additional Appropriation Ordinance 2019-36: ROC 19-061 Jail
    - iii. Additional Appropriation Ordinance 2019-37: ROC 19-062 Sheriff
    - iv. Additional Appropriation Ordinance 2019-38: ROC 19-063 IT
    - v. Additional Appropriation Ordinance 2019-39: ROC 19-064 Health
    - vi. Salary Ordinance 2019-12: ROC 19-065 Juvenile Corrections
    - vii. Additional Appropriation Ordinance 2019-40: ROC 19-066 LOIT Special Distribution
    - viii. Additional Appropriation Ordinance 2019-41: ROC 19-067 Edit/Engineer
    - ix. Additional Appropriation Ordinance 2019-42: ROC 19-068 LEPC/EMA
9. Other Ordinances and Resolutions
10. Honorary resolutions
11. Resolutions relating to fiscal policies of the Council
12. First Reading by summary reference of proposed ordinances and resolutions
13. Appointments
14. Adjournment

**NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS**

Notice is hereby given the Taxpayers of Vigo County, Indiana, that the Vigo County Council will meet at the Vigo County Government Center, 127 Oak Street, Terre Haute, Indiana at 6:00 pm on November 12, 2019 to consider the following appropriations in excess of the budget of the current year.

**County General Fund (1000)**

**Sheriff**

1000.10010.000.0005 Payroll Salaries	10,000
1000.15210.000.0005 FICA	765

**IT**

1000.10010.000.0106 Payroll Salaries	11,000
1000.15210.000.0106 FICA	845
1000.15220.000.0106 PERF	1,562

**Jail**

1000.10010.000.0380 Payroll Salaries	600,000
1000.15210.000.0380 FICA	45,900
1000.15220.000.0380 PERF	85,200
1000.15230.000.0380 Group Insurance	35,000

<b>Total County General Fund</b>	<b>790,272</b>
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**Health Fund (1159)**

1159.15230.000.0000 Group Insurance	34,415
<b>Total Health Fund</b>	<b>34,415</b>

**LOIT Special Distribution Fund (1229)**

1229.32397.000.0000 Paving, Road Repair, & Gen Hwy	\$ 627,902
<b>Total LOIT Special Distribution Fund</b>	<b>\$ 627,902</b>

**EDIT (1112)**

1112.44008.000.0000 Community Crossings Grant Match	\$ 656,676
<b>Total EDIT Fund</b>	<b>\$ 656,676</b>

**Local Emergency Planning Committee Fund (1152)**

1152.33300.000.0000 Contractual Services	\$ 2,000
1152.36100.000.0000 Printing	\$ 500
1152.37600.000.0000 Official Meetings	\$ 1,600
1152.44510.000.0000 Equipment New	\$ 900
<b>Total LEPC Fund</b>	<b>\$ 5,000</b>

JAMES W. BRAMBLE  
VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday, November 1, 2019

**FINAL ACTION BY VIGO COUNTY COUNCIL  
REGARDING RESOLUTION NO. 2019-16**

WHEREAS, the Vigo County Council adopted Resolution 2019-16, on the 12<sup>th</sup> day of November, 2019, and pursuant to Indiana Law has published notice of the adoption and substance of said Resolution including a description of the affected area, known as 1207 E. Dallas Drive, Terre Haute, IN 47802 and legally described as:

Part of the North Half of the Northeast Quarter of the Northwest Quarter of Section Thirty-four (34), Township Eleven (11) North, Range Nine (9) West, Honey Creek Township, Vigo County, Indiana, more particularly described as follows:

Commencing at a 1" iron pin at the Northeast Corner of the Northwest Quarter of Section 34, being the Point of Beginning; thence along the East Line of the Northwest Quarter of said section, South 00 degrees 20 minutes 44 seconds West, 661.04 feet to a 5/8 inch rebar with cap stamped 29600015; thence along the South Line of the North Half of the Northeast Quarter of the Northwest Quarter of said section, South 89 degrees 56 minutes 54 seconds West, 1327.92 feet to a 5/8 inch rebar with cap stamped 29600015; thence along the West Line of the Northeast Quarter of the Northwest Quarter of said section, North 00 degrees 13 minutes 16 seconds East, 662.23 feet to a 1 inch iron pin at the Northwest Corner of the Northeast Quarter of the Northwest Quarter of said section; thence along the North Line of Section 34, South 90 degrees 00 minutes 00 seconds East, 706.67 feet to a 5/8 inch rebar with cap stamped 29600015; thence South 00 degrees 00 minutes 00 seconds East, 237.63 feet to a 5/8 inch rebar with cap stamped 29600015, thence South 90 degrees 00 minutes 00 seconds East, 284.62 feet to a 5/8 inch rebar with cap stamped 29600015; thence North 00 degrees 00 minutes 00 seconds East, 237.63 feet to a 5/8 inch rebar with cap stamped 29600015 on the North Line of said section; thence along the North Line of said section, South 90 degrees 00 minutes 00 seconds East, 338.07 feet to the Point of Beginning, containing 18.65 acres, more or less,

and notice that a description of the affected area is available for inspection in the office of the Vigo County Assessor and further stating a date on which the Vigo County Council would receive and hear remonstrances and objections; and

WHEREAS, the Vigo County Council has conducted the hearing as required by law and has received no remonstrances or objections to designation of the affected area as a revitalization area or to approval of the Application and the Statement of Benefits heretofore filed; and

WHEREAS, said matter is before the Vigo County Council for final action pursuant to Indiana law; and

WHEREAS, the Vigo County Council has received and examined, prior to such hearing, a Statement of Benefits on the form prescribed by the State Board of Tax Commissioners, and has heard all appropriate evidence concerning the proposed project and has found and does find:

1. That the area has become undesirable for, or impossible of, normal development and occupancy because of a lack of development, cessation of growth, deterioration of improvements or character of occupancy, age, obsolescence, substandard buildings, or other factors which have impaired values or prevent a normal development of property or use of property.
2. That the estimate of the cost of the redevelopment and rehabilitation is reasonable for projects of that type.
3. That the estimate of individuals who will be employed or whose employment will be retained as a result of the redevelopment and rehabilitation can reasonably be expected to result from the proposed project.
4. The estimate of annual salaries of those individuals who will be employed or whose employment will be retained can reasonably be expected to result from the proposed redevelopment and rehabilitation and the project.
5. That the benefits can reasonably be expected to result from the proposed redevelopment and rehabilitation and the project.

6. That the totality of benefits of the Project are sufficient to justify an eight (8) year real property tax deduction from assessed valuation to result therefrom under Indiana statutes, and each and all of such deductions should be, and are hereby, allowed.
7. That the real property is located within an Economic Revitalization Area as required by Indiana Code 6-1.1-12.1-2 for the type of facility proposed by Petitioner.
8. That all qualifications for establishing an economic revitalization area have been met.
9. That the Petition for designating the subject property as an Economic Revitalization Area for the purposes of an eight (8) year real property improvement tax abatement and the Statement of Benefits (copies of which were submitted with the Petition) are hereby approved and the real estate described hereinabove is hereby designated as an Economic Revitalization Area pursuant to I.C. 6-1.1-12.1-1 *et. seq.*

NOW, THEREFORE, for final action on Resolution 2019-16, the Vigo County Council, RESOLVES, FINDS AND DETERMINES that:

1. All of the requirements for designation of the real estate described in Resolution 2019-16, as an Economic Revitalization Area have been met, the foregoing findings are true and that all information required to be submitted has been submitted in proper form.
2. Resolution 2019-16, is in all respects confirmed and approved (as modified to incorporate therein this final action) and that the benefits of the proposed project and the redevelopment and rehabilitation are sufficient to justify an eight (8) year real property tax abatement under Indiana statutes for the proposed redevelopment and rehabilitation described in the petitioner's Statement of Benefits and the deduction for the proposed project and redevelopment and rehabilitation and the statements of benefits submitted are approved and the

Council authorizes and directs the endorsement of said Statement of Benefits to show such approval and that the real estate described in Resolution 2019-16, is declared an economic revitalization area for the purposes of an eight (8) year real property tax abatement and the said real estate is hereby designated as an Economic Revitalization Area pursuant to I.C. 6-1.1-12.1-1 *et. seq.* and petitioner is entitled to the eight (8) year real property tax abatement as provided therein in connection with the proposed development and the project.

3. Said Resolution supplements any other designation of the real estate as a Revitalization Area or similar designation.
4. That this Final Action, findings and confirmation of Resolution 2019-16, shall be incorporated in and be a part of Resolution 2019-16.

[SIGNATURE PAGE TO FOLLOW]



PASSED in open Council this 12<sup>th</sup> day of November, 2019.

\_\_\_\_\_  
Aaron Loudermilk

\_\_\_\_\_  
James R. Mann, II

\_\_\_\_\_  
Mike Morris

\_\_\_\_\_  
Vicki Weger

\_\_\_\_\_  
David Thompson

\_\_\_\_\_  
Chris Switzer

\_\_\_\_\_  
Lisa Spence-Bunnett

This instrument prepared by Jeffry A. Lind, LIND LAW FIRM, 400 Ohio Street, Terre Haute,  
IN 47807; (812) 234-5463

**FINAL ACTION BY Vigo County Council  
REGARDING RESOLUTION NO. 2019- 17**

WHEREAS, the Vigo County Council adopted Resolution 2019- 17, on the 12<sup>th</sup> day of November, 2019, and pursuant to Indiana Law has published notice of the adoption and substance of said Resolution including a description of the affected area, known as 1207 E. Dallas Drive, Terre Haute, IN 47802 and legally described as:

Part of the North Half of the Northeast Quarter of the Northwest Quarter of Section Thirty-four (34), Township Eleven (11) North, Range Nine (9) West, Honey Creek Township, Vigo County, Indiana, more particularly described as follows:

Commencing at a 1" iron pin at the Northeast Corner of the Northwest Quarter of Section 34, being the Point of Beginning; thence along the East Line of the Northwest Quarter of said section, South 00 degrees 20 minutes 44 seconds West, 661.04 feet to a 5/8 inch rebar with cap stamped 29600015; thence along the South Line of the North Half of the Northeast Quarter of the Northwest Quarter of said section, South 89 degrees 56 minutes 54 seconds West, 1327.92 feet to a 5/8 inch rebar with cap stamped 29600015; thence along the West Line of the Northeast Quarter of the Northwest Quarter of said section, North 00 degrees 13 minutes 16 seconds East, 662.23 feet to a 1 inch iron pin at the Northwest Corner of the Northeast Quarter of the Northwest Quarter of said section; thence along the North Line of Section 34, South 90 degrees 00 minutes 00 seconds East, 706.67 feet to a 5/8 inch rebar with cap stamped 29600015; thence South 00 degrees 00 minutes 00 seconds East, 237.63 feet to a 5/8 inch rebar with cap stamped 29600015, thence South 90 degrees 00 minutes 00 seconds East, 284.62 feet to a 5/8 inch rebar with cap stamped 29600015; thence North 00 degrees 00 minutes 00 seconds East, 237.63 feet to a 5/8 inch rebar with cap stamped 29600015 on the North Line of said section; thence along the North Line of said section, South 90 degrees 00 minutes 00 seconds East, 338.07 feet to the Point of Beginning, containing 18.65 acres, more or less,

and notice that a description of the affected area is available for inspection in the office of the Vigo County Assessor and further stating a date on which the Vigo County Council would receive and hear remonstrances and objections; and

WHEREAS, the Vigo County Council has conducted the hearing as required by law and has received no remonstrances or objections to designation of the affected area as a revitalization area or to approval of the Application and the Statement of Benefits heretofore filed; and

WHEREAS, said matter is before the Vigo County Council for final action pursuant to Indiana law; and

WHEREAS, the Vigo County Council has received and examined, prior to such hearing, a Statement of Benefits on the form prescribed by the State Board of Tax Commissioners and has heard all appropriate evidence concerning the proposed project and has found and does find:

1. That the area has become undesirable for, or impossible of, normal development and occupancy because of a lack of development, cessation of growth, deterioration of improvements or character of occupancy, age, obsolescence, substandard buildings, or other factors which have impaired values or prevent a normal development of property or use of property.
2. That the estimate of the cost of the redevelopment and rehabilitation is reasonable for projects of that type.
3. That the estimate of individuals who will be employed or whose employment will be retained as a result of the redevelopment and rehabilitation can reasonably be expected to result from the proposed project.
4. The estimate of annual salaries of those individuals who will be employed or whose employment will be retained can reasonably be expected to result from the proposed redevelopment and rehabilitation and the project.
5. That the benefits can reasonably be expected to result from the proposed redevelopment and rehabilitation and the project.

6. That the totality of benefits of the Project are sufficient to justify an eight (8) year personal property tax deduction from assessed valuation to result therefrom under Indiana statutes, and each and all of such deductions should be, and are hereby, allowed.
7. That the real property is located within an Economic Revitalization Area as required by Indiana Code 6-1.1-12.1-2 for the type of facility proposed by Petitioner.
8. That all qualifications for establishing an economic revitalization area have been met.
9. That the Petition for designating the subject property as an Economic Revitalization Area for the purposes of an eight (8) year personal property tax abatement and the Statement of Benefits on new, or new to Indiana, equipment (copies of which were submitted with the Petition) are hereby approved and the real estate described hereinabove is hereby designated as an Economic Revitalization Area pursuant to I.C. 6-1.1-12.1-1 *et. seq.*

NOW, THEREFORE, for final action on Resolution 2019-17, the Vigo County Council, RESOLVES, FINDS AND DETERMINES that:

1. All of the requirements for designation of the real estate described in Resolution 2019-17, as an Economic Revitalization Area have been met, the foregoing findings are true and that all information required to be submitted has been submitted in proper form.
2. Resolution 2019-17, is in all respects confirmed and approved (as modified to incorporate therein this final action) and that the benefits of the proposed project and the redevelopment and rehabilitation are sufficient to justify an eight (8) year personal property tax abatement under Indiana statutes for the proposed redevelopment and rehabilitation described in the petitioner's Statement of Benefits and the deduction for the proposed project and redevelopment and rehabilitation and the statements of benefits submitted are approved and the

Council authorizes and directs the endorsement of said Statement of Benefits to show such approval and that the real estate described in Resolution 2019-17, is declared an economic revitalization area for the purposes of an eight (8) year personal property tax abatement and the said real estate is hereby designated as an Economic Revitalization Area pursuant to I.C. 6-1.1-12.1-1 *et. seq.* and petitioner is entitled to the eight (8) year personal property tax abatement as provided therein in connection with the proposed development and the project.

3. Said Resolution supplements any other designation of the real estate as a Revitalization Area or similar designation.
4. That this Final Action, findings and confirmation of Resolution 2019-17, shall be incorporated in and be a part of Resolution 2019-17.

[SIGNATURES ON FOLLOWING PAGE]

PASSED in open Council this 12<sup>th</sup> day of November, 2019.

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Aaron Loudermilk

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James R. Mann, II

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Mike Morris

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Vicki Weger

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David Thompson

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Chris Switzer

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Lisa Spence-Bunnett

This instrument prepared by Jeffry A. Lind, LIND LAW FIRM, 400 Ohio Street, Terre Haute,  
IN 47807; (812) 234-5463

## RESOLUTION OF RE-ALLOCATION OF EXISTING APPROPRIATION 2019-05

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

	<u>REQUESTED</u>	<u>APPROVED</u>
<b><u>General Fund/ Sheriff</u></b>		
<b>From:</b> 1000.21000.000.0005 Office Supplies	\$4,000	\$4,000
1000.22200.000.0005 Animal Control Supplies	\$2,000	\$2,000
<b>To:</b> 1000.33300.000.0005 Contractual Services	\$6,000	\$6,000

*Approved on this 12th day of November, 2019.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence-Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
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"/>	Jim Mann _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk, President _____

*Attest:*

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor

**ADDITIONAL APPROPRIATION ORDINANCE 2019-36**

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>ADVERTISED</u>	<u>APPROPRIATED</u>
<b><u>Co General Fund/ Jail (1000.0380)</u></b>		
1000.10010.000.0380 Payroll Salaries	\$ 600,000	\$ 600,000
1000.15210.000.0380 FICA	\$ 45,900	\$ 45,900
1000.15220.000.0380 PERF	\$ 85,200	\$ 85,200
1000.15230.000.0380 Group Insurance	\$ 35,000	\$ 35,000
<b>TOTAL COUNTY GENERAL</b>	<b>\$ 766,100</b>	<b>\$ 766,100</b>

*Approved on this 12th day of November, 2019.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence - Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
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"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk, President _____

*Attest:*

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor



## ADDITIONAL APPROPRIATION ORDINANCE 2019-37

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>ADVERTISED</u>	<u>APPROPRIATED</u>
<b><u>Co General Fund/ Sheriff (1000.0005)</u></b>		
1000.10010.000.0005 Payroll Salaries	\$10,000	\$10,000
1000.15210.000.0005 FICA	\$765	\$765
<b>TOTAL COUNTY GENERAL</b>	<b>\$10,765</b>	<b>\$10,765</b>

*Approved on this 12th day of November, 2019.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Lisa Spence - Bunnett		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Chris Switzer		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
David Thompson		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Vicki Weger		
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"/>	
James R. Mann II		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aaron Loudermilk, President		

*Attest:*

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor

**ADDITIONAL APPROPRIATION ORDINANCE 2019-38**

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>ADVERTISED</u>	<u>APPROPRIATED</u>
<b><u>Co General Fund/ IT (1000.0106)</u></b>		
1000.10010.000.0106 Payroll Salaries	\$11,000	\$11,000
1000.15210.000.0106 FICA	\$845	\$845
1000.15220.000.0106 PERF	\$1,562	\$1,562
<b>TOTAL COUNTY GENERAL</b>	<b>\$13,407</b>	<b>\$13,407</b>

*Approved on this 12th day of November, 2019.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence - Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
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"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk, President _____

*Attest:*

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor

## ADDITIONAL APPROPRIATION ORDINANCE 2019-39

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 County Health 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>ADVERTISED</u>	<u>APPROPRIATED</u>
<b><u>Health Fund (1159)</u></b>		
1159.15230.000.0000 Group Insurance	\$ 34,415	\$ 34,415
<b>TOTAL HEALTH FUND</b>	<b>\$ 34,415</b>	<b>\$ 34,415</b>

*Approved on this 12th day of November, 2019.*

<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	
		Lisa Spence - Bunnett
<hr/>		
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	
		Chris Switzer
<hr/>		
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	
		David Thompson
<hr/>		
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	
		Vicki Weger
<hr/>		
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	
		Mike Morris
<hr/>		
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	
		James R. Mann II
<hr/>		
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	
		Aaron Loudermilk, President
<hr/>		

*Attest:*

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor

**ADDITIONAL APPROPRIATION ORDINANCE 2019-40**

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 LOIT Special Distribution 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>ADVERTISED</u>	<u>APPROPRIATED</u>
<b><u>LOIT Special Distribution (1229)</u></b>		
1229.32397.000.0000 Paving, Road Repair, Gen Highway	\$ 627,902	\$ 627,902
<b>TOTAL LOIT SPECIAL DISTRIBUTION</b>	<b>\$ 627,902</b>	<b>\$ 627,902</b>

*Approved on this 12th day of November, 2019.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Lisa Spence - Bunnett	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Chris Switzer	_____
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"/>		
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"/>	Mike Morris	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	James R. Mann II	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Aaron Loudermilk, President	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		

*Attest:*

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor

**ADDITIONAL APPROPRIATION ORDINANCE 2019-41**

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 the EDIT 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.

<b><u>EDIT</u></b>	<b><u>ADVERTISED</u></b>	<b><u>APPROPRIATED</u></b>
1112.44008.000.0000 Community Crossing Grant Match	\$ 656,676	\$ 656,676
<b>Total</b>	<b>\$ 656,676</b>	<b>\$ 656,676</b>

*Approved on this 12th day of November, 2019.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Lisa Spence - Bunnett	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Chris Switzer	_____
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"/>		
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"/>	Mike Morris	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	James R. Mann II	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Aaron Loudermilk, President	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		

*Attest:*

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor

**ADDITIONAL APPROPRIATION ORDINANCE 2019-42**

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 Local Emergency Planning Committee 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.

<b><u>Local Emergency Planning Committee - LEPC</u></b>	<b><u>ADVERTISED</u></b>	<b><u>APPROPRIATED</u></b>
1152.33300.000.0000 Contractual Services	\$ 2,000	\$ 2,000
1152.36100.000.0000 Printing	\$ 500	\$ 500
1152.37600.000.0000 Official Meetings	\$ 1,600	\$ 1,600
1152.44510.000.0000 Equipment New	\$ 900	\$ 900
<b>Total</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>

*Approved on this 12th day of November, 2019.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Lisa Spence - Bunnett	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Chris Switzer	_____
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"/>		
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"/>	Mike Morris	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	James R. Mann II	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Aaron Loudermilk, President	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		

*Attest:*

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor

## SALARY ORDINANCE 2019-12

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, 2019, 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 General Fund the following:

<u>General Fund</u>	<u>REQUESTED</u>	<u>APPROPRIATED</u>
Juvenile Center	COMOT C	COMOT C
Office Manager		
b. Revise Job Description		
Effective November 13, 2019		

*Approved on this 12th day of November, 2019.*

<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	Lisa Spence - Bunnett _____
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	Chris Switzer _____
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	David Thompson _____
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	Vicki Weger _____
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	Mike Morris _____
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	James R. Mann II _____
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	Aaron Loudermilk, President _____

*Attest:*

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor

# Vigo County Sheriff's Office



John Plasse  
SHERIFF

Sept 23, 2019

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

RE: Transfer of Funds, out of series

County Council/Auditor:

I am requesting the transfer of funds in the amount of \$6,000.00, to Contractual Services, 1000-33300-000-0005. These funds would be transferred from Office Supplies, 1000-21000-000-0005 in the amount of \$4,000.00 and Animal Control Supplies, 1000-22200-000-0005, in the amount of \$2,000.00

This transfer is needed to help offset the cost of the set-up of new squad cars.

Respectfully Submitted,

  
Sheriff John Plasse



# TRANSFER OF FUNDS

DATE 9/23/2019

DEPT SHERIFF

## TRANSFER FROM

PLEASE LIST ACCOUNTS ONLY ONCE WITH TOTAL AMOUNT TO BE TRANSFERRED

FUND	ACCOUNT	OBJECT	LOCATION	ACCOUNT NAME	TRANSFER AMT
1000	21000	000	0005	OFFICE SUPPLIES	4,000.00
1000	22200	000	0005	ANIMAL CONTROL SUPPLIES	2,000.00

TOTAL \$6,000.00

## TRANSFER TO

PLEASE LIST ACCOUNTS ONLY ONCE WITH TOTAL AMOUNT TO BE TRANSFERRED

FUND	ACCOUNT	OBJECT	LOCATION	ACCOUNT NAME	TRANSFER AMT
1000	33300	000	0005	CONTRACTUAL SERVICES	\$6,000.00

TOTAL \$6,000.00

\*\*\*\* IF ADDITIONAL LINES ARE NECESSARY PLEASE USE AN ADDITIONAL FORM

Notes .

NANCY C ROBERTS

CONTACT PERSON

  
AUTHORIZED SIGNATURE

For Auditor Use Only



**Vigo County Auditor**  
VIGO COUNTY ANNEX  
131 OAK STREET  
TERRE HAUTE, INDIANA 47807  
(812) 462-3361 FAX: (812) 231-0091

Vigo County Council  
121 Oak Street  
Terre Haute, IN 47807

RE: Additional Appropriation

County Council:

I would like to request the following additional appropriations to clear up some of the 2019 Budget issues.

**General Fund / Jail - 24 Jailers**

1000.10010.000.0380 - Payroll Salaries	\$ 600,000
1000.15210.000.0380 - SS/ FICA	45,900
1000.15220.000.0380 - PERF	85,200
1000.15230.000.0380 - Insurance	<u>35,000</u>
<b>Total</b>	<b>\$766,100</b>

**General Fund/ Sheriff**

1000.10010.000.0005 - Payroll Salaries	\$ 10,000
1000.15210.000.0005 - SS/FICA	<u>765</u>
<b>Total</b>	<b>\$ 10,765</b>

**General Fund/ IT (Overtime Malware Attack)**

1000.10010.000.0106 - Payroll Salaries	\$ 11,000
1000.15210.000.0106 - SS/FICA	845
1000.15220.000.0106 - PERF	<u>1,562</u>
<b>Total</b>	<b>\$ 13,407</b>

**Total General Fund**

**\$790,272**

**Health Fund**

1159.15230.000.0000 - Insurance

\$ 34,415

**Total Health Fund**

**\$ 34,415**

Thank you for your consideration in this matter.

Respectfully Submitted,

James W. Bramble



James R. Jenkins  
Director

September 30, 2019


Vigo County Auditor  
Attn: James Bramble  
121 Oak Street  
Terre Haute, In 47807

Re: Job Classification

County Auditor

I would like to request to be added to the next County Council Meeting to discuss the re-classification off the Office Manager position. This request is of an immediate nature as it concerns the Department of Corrections Audit which has become a year round event and needs attention on a daily basics.

Respectfully Submitted,



James R. Jenkins

**Waggoner • Irwin • Scheele**  
& Associates INC

**MEMO**

**TO: Vigo County Personnel Committee**

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

**DATE: October 28, 2019**

**RE: Reclassification Request – Juvenile Center**

As requested, Waggoner, Irwin, Scheele, and Associates, reviewed the reclassification request for the Juvenile Center Office Manager.

**Office Manager**

This is a reclassification request. The position is currently classified at COMOT C Non-exempt. The department is requesting a job title change to Compliance Manager/Office Manager and a change in classification. The job description has been updated and the position will now be responsible for completing annual Department of Corrections audit, and providing secretarial and administrative assistance to Juvenile Center staff.

One job duty has been updated: Serves as compliance manager for Department of Corrections audit, responsible for meeting deadlines as established by D.O.C., serving as department liaison during examinations, and overseeing, supervising, and preparing state standards.

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

**Recommendation:** The change to the job description adds clarity to the function of the position. While the position increased in factor points, it did not justify a change in classification. Therefore, it is recommended the position remain classified at COMOT C Non-exempt, and the title remain Office Manager.

**POSITION DESCRIPTION  
COUNTY OF VIGO, INDIANA**

**POSITION:** Office Manager  
**DEPARTMENT:** Juvenile Center  
**WORK SCHEDULE:** As assigned  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** November 2014  
**DATE REVISED:** October 2019

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position 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 present an undue hardship.

Incumbent serves as Office Manager for Vigo County Juvenile Center, responsible for completing annual Department of Corrections audit, and providing secretarial and administrative assistance to Juvenile Center staff.

**DUTIES:**

Serves as compliance manager for Department of Corrections audit, responsible for meeting deadlines as established by D.O.C., serving as department liaison during examinations, and overseeing, supervising, and preparing state standards.

Supervises and directs assigned staff, including periodically analyzing workload, reviewing position documentation, providing orientation and training, establishing specific work goals, communicating and administering personnel programs and procedures, maintaining discipline and recommending corrective action, and keeping supervisor and assigned staff informed of organizational development.

Maintains various financial responsibilities, including, but not limited to, processing accounts payable and account receivable, paying and balancing claims and vendors and balance budgets, balancing yearly general fund budget, budget transfer, account histories, and quietus, balancing non-reverting lunch fund budget, balancing educational fund, and processing monthly and yearly financial reports. Reviews medical claims billed to Justice Center, and contacts insurance companies and hospitals to review claims.

Maintains employee attendance records, tracking all attendance and reporting attendance to State Board of Accounts, and prepares monthly and yearly attendance report.

Maintains office supplies, ordering supplies as needed.

Juvenile center/office mngr

Maintains employee files, including tracking training hours to ensure compliance with required training, and maintaining new hires documents, and reporting all information to Human Resources and Payroll staff.

Answers telephone and greets office visitors, determining nature of call, providing information and assistance, taking messages, and/or directing callers to appropriate individual or department.

Tracks and maintains daily population on all detainees within the Juvenile Justice Center for state audits and grant information. Schedules appointments for detainees, including, but not limited to, medical and dentist appointments.

Teaches CPR and First Aid Training.

Performs related duties as assigned.

#### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

Associates degree in Office Administration or related field or work experience equivalent.

Must be at least 21 years of age.

Possession of or ability to obtain and maintain CPR/First Aid Instructor, Non-reverting lunch fund and IDACS training, OC Spray, Bloodborne Pathogens, and Handle With Care/Restraint Training.

Ability to meet all Department hiring requirements, including passage of a criminal history check, BMV check, medical exam and a drug test.

Knowledge of standard Department practices and procedures, labor laws, state standards and ability to prepare state standards for annual state audit, maintain information for standards daily.

Working knowledge of standard office procedures and computer software applications used by the Department, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard accounting practices and principles and ability to perform arithmetic calculations, maintain financial records, and prepare related financial reports, claims and payroll.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed written reports as required.

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

Ability to supervise and direct assigned staff, including periodically analyzing workload, reviewing position documentation, providing orientation and training, establishing specific work goals, communicating and administering personnel programs and procedures, maintaining discipline and recommending corrective action, and keeping supervisor and assigned staff informed of organizational development.

Ability to operate standard office equipment, including computer, typewriter, calculator, fax machine, copier, and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, 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 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 understand, memorize, retain and carry out oral or written instructions and present findings in written or oral form.

Ability to occasionally work extended, weekend, and/or evening hours, and occasionally travel out of town, for training, sometimes overnight.

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

## **II. RESPONSIBILITY:**

Incumbent performs duties according to standard policies and practices of the Department with work priorities determined by supervisor. Incumbent receives indirect or occasional supervision with assignments guided by definite objectives using a variety of methods or procedures, referring to supervisor when interpretations of Department policies are thought necessary. Frequently, decisions are made which are restricted only by organization-wide policies. Errors in work are primarily detected or prevented through notification from other department/agencies/or the public. Undetected errors could result in loss of time to correct error and/or work delays in other departments or agencies.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, and the public, for purposes of giving and receiving information.

Incumbent reports directly to Director.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment in a detention center, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing 25-50 pounds, keyboarding, speaking clearly, and hearing sounds/communication. Incumbent maintains frequent contact with detainees and may be exposed to irate/violent individuals. Incumbent occasionally works extended, weekend, and/or evening hours, and occasionally travels out of town, for training, sometimes overnight.

## **APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Office Manager for the Juvenile Center 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

Juvenile center/office mngr





## Vigo County Auditor

VIGO COUNTY ANNEX  
131 OAK STREET  
TERRE HAUTE, INDIANA 47807  
(812) 462-3361 FAX: (812) 231-0091

Vigo County Council  
121 Oak Street  
Terre Haute, IN 47807

RE: Additional Appropriation

County Council:

I would like to request the following additional appropriations to clear up some of the 2019 Budget issues.

**LOIT/ Special Distribution/1229**

1229.32297.000.0000

\$627,901.69

**Total**

**\$627,901.69**

Thank you for your consideration in this matter.

Respectfully Submitted,

James W. Bramble



# Vigo County Engineering Department

121 Oak Street – Government Building, Terre Haute, Indiana 47807

Telephone: (812) 462-3419

Fax: (812) 231-6245

**Larry Robbins P.E. – County Engineer**

September 23, 2019

**RE: Additional Appropriation**  
**Fund: 9109 Local Road Matching Grant**  
**Amount: \$656,675.52**

This request is to cover change orders, non-reimbursable expenses, and shortfalls for the 2 previous Community Crossing Grant Applications. There were a number of factors that contributed to the shortfall in the account that I will elaborate on and explain in detail.

A handwritten signature in cursive script, appearing to read "Larry Robbins", is written over a horizontal line.

Larry Robbins, P.E.  
County Engineer

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**BUDGET MEMORANDUM - REVISED**

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**TO:** VIGO COUNTY COUNCIL  
**FROM:** KEITH HOLBERT  
**SUBJECT:** 2019 LEPC BUDGET  
**DATE:** SEPTEMBER 19, 2019  
**CC:** JAMES BRAMBLE, CHERYL LOUDERMILK  
KEITH HOLBERT, TROY RAMSEY, DORENE HOJNICKI

---

**PRIORITIES:**

Continue to provide quality training to response agencies in Vigo County

**BUDGET CONCERNS:**

1. The Vigo County LEPC receives funds from the Indiana Emergency Response Commission (IERC) annually. These funds come from the SARA Title II report filings for our county and may only be used by the LEPC and cannot be put into the general fund. It is listed as LEPC with Fund # 1152
2. The LEPC 2019 budget proposal was submitted in June 2018. A total budget of \$33,000 was requested. Mr. Kesler who was the Deputy Director for Administration, was also the treasurer for the LEPC, was out on medical leave for the most of 2019. His replacement was not hired until August 2019.
3. Expenditures so far for 2019 have been:  
  
33300 - \$1050.35  
  
36100 - \$17.57  
  
37600 - \$1056.24
4. The Vigo County LEPC is asking for appropriations that were requested in the 2019 budget proposal to cover expenditures for 2019

Respectfully submitted.

Attachments: Copy of LEPC 2019 Budget proposal

**Budget Estimate - Form 1**

Vigo County

Loc: 0000 No Department

Fund: 1152 LEPC

For Calendar Year ~~2015~~ 2019

Account/Description	Items	Total Estimate	Approved
<b>2 SUPPLIES</b>			
Office Supplies			
21000 Office Supplies	500	500	
Repair and Maintenance Supplies			
21050 Maint & Repair Supplies	2,500	2,500	
<b>Total SUPPLIES</b>		3,000	
<b>3 OTHER SERVICES and CHARGES</b>			
Professional Services			
33300 Contractual Services	2,500		
37650 Ed, Counseling & Training	2,500	5,000	
Communication and Transportation			
30060 Freight	250	250	
Printing and Advertising			
36100 Printing	750	750	
Repairs and Maintenance			
35500 Repair Equipment	2,000	2,000	
Other Services and Charges			
37200 Travel Expenses	2,000		
37300 Registration Fees	4,000		
37400 Mileage	1,000		
37600 Official Meetings	2,500	9,000	
<b>Total OTHER SERVICES and CHARGES</b>		20,000	
<b>4 CAPITAL OUTLAYS</b>			
Machinery and Equipment			
44510 Equipment New	10,000	10,000	
<b>Total CAPITAL OUTLAYS</b>			
<b>Total Budget Estimate</b>		<b>\$33,000</b>	

**Budget Estimate - Form 1**

Loc: 0000 No Department

Fund: 1152 LEPC

Vigo County

For Calendar Year ~~2015~~ 2019  
XXXX

Account/Description	Items	Total Estimate	Approved
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(I) (We) hereby certify that the foregoing is a true and fair estimate of the necessary expense of the 0000 No Department for the calendar year 2015 for the purposes therein specified.

  
\_\_\_\_\_  
Department Head



# STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51767 (R6 / 10-14)

Prescribed by the Department of Local Government Finance

This statement is being completed for real property that qualifies under the following Indiana Code (check one box):

- ☐ Redevelopment or rehabilitation of real estate improvements (IC 6-1.1-12.1-4)  
☐ Residentially distressed area (IC 6-1.1-12.1-4.1)

## INSTRUCTIONS:

1. This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise, this statement must be submitted to the designating body BEFORE the redevelopment or rehabilitation of real property for which the person wishes to claim a deduction.
2. The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the initiation of the redevelopment or rehabilitation for which the person desires to claim a deduction.
3. To obtain a deduction, a Form 322/RE must be filed with the County Auditor before May 10 in the year in which the addition to assessed valuation is made or not later than thirty (30) days after the assessment notice is mailed to the property owner if it was mailed after April 10. A property owner who failed to file a deduction application within the prescribed deadline may file an application between March 1 and May 10 of a subsequent year.
4. A property owner who files for the deduction must provide the County Auditor and designating body with a Form CF-1/Real Property. The Form CF-1/Real Property should be attached to the Form 322/RE when the deduction is first claimed and then updated annually for each year the deduction is applicable. IC 6-1.1-12.1-5.1(b)
5. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/Real Property that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. IC 6-1.1-12.1-17

20\_\_ PAY 20\_\_

FORM SB-1 / Real Property

## PRIVACY NOTICE

Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.

## SECTION 1

### TAXPAYER INFORMATION

Name of taxpayer

Midwest Investments, LLC

Address of taxpayer (number and street, city, state, and ZIP code)

1207 E. Dallas Drive, Terre Haute, IN 47802

Name of contact person

David Decker

Telephone number

( 812 ) 299-1045

E-mail address

david@ddautomotive.com

## SECTION 2

### LOCATION AND DESCRIPTION OF PROPOSED PROJECT

Name of designating body

Vigo County Council

Resolution number

2019-\_\_

Location of property

1207 E. Dallas Drive, Terre Haute, IN 47802

County

Vigo

DLGF taxing district number

84-003

Description of real property improvements, redevelopment, or rehabilitation (use additional sheets if necessary)

Estimated \$547,000 in real property improvements for a new machine and tool shop facility

Estimated start date (month, day, year)

Nov. 1, 2019

Estimated completion date (month, day, year)

March 1, 2019

## SECTION 3

### ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT

Current number

10.00

Salaries

\$358,000.00

Number retained

10.00

Salaries

\$358,000.00

Number additional

3.00

Salaries

\$120,000.00

## SECTION 4

### ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT

	REAL ESTATE IMPROVEMENTS	
	COST	ASSESSED VALUE
Current values	185,000.00	52,000.00
Plus estimated values of proposed project	547,000.00	547,000.00
Less values of any property being replaced		
Net estimated values upon completion of project	732,000.00	599,000.00

## SECTION 5

### WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER

Estimated solid waste converted (pounds) \_\_\_\_\_

Estimated hazardous waste converted (pounds) \_\_\_\_\_

Other benefits

Paid holidays, paid vacations, 2 personal days, Simple IRA plan and employer contributions toward insurance and into employees health savings accounts

## SECTION 6

### TAXPAYER CERTIFICATION

I hereby certify that the representations in this statement are true.

Signature of authorized representative

*David Decker*

Date signed (month, day, year)

8/29/19

Printed name of authorized representative

David Decker

Title

Authorized Member

# FOR USE OF THE DESIGNATING BODY

We find that the applicant meets the general standards in the resolution adopted or to be adopted by this body. Said resolution, passed or to be passed under IC 6-1.1-12.1, provides for the following limitations:

- A. The designated area has been limited to a period of time not to exceed \_\_\_\_\_ calendar years\* (see below). The date this designation expires is \_\_\_\_\_.
- B. The type of deduction that is allowed in the designated area is limited to:
1. Redevelopment or rehabilitation of real estate improvements ☐ Yes ☐ No
  2. Residentially distressed areas ☐ Yes ☐ No
- C. The amount of the deduction applicable is limited to \$ \_\_\_\_\_.
- D. Other limitations or conditions (specify) \_\_\_\_\_
- E. Number of years allowed: ☐ Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 (\* see below)  
☐ Year 6 ☐ Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10
- F. For a statement of benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17?  
☐ Yes ☐ No  
 If yes, attach a copy of the abatement schedule to this form.  
 If no, the designating body is required to establish an abatement schedule before the deduction can be determined.

We have also reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above.

Approved (signature and title of authorized member of designating body)	Telephone number ( )	Date signed (month, day, year)
Printed name of authorized member of designating body	Name of designating body	
Attested by (signature and title of attester)	Printed name of attester	

\* If the designating body limits the time period during which an area is an economic revitalization area, that limitation does not limit the length of time a taxpayer is entitled to receive a deduction to a number of years that is less than the number of years designated under IC 6-1.1-12.1-17.

- A. For residentially distressed areas where the Form SB-1/Real Property was approved prior to July 1, 2013, the deductions established in IC 6-1.1-12.1-4.1 remain in effect. The deduction period may not exceed five (5) years. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. The deduction period may not exceed ten (10) years. (See IC 6-1.1-12.1-17 below.)
- B. For the redevelopment or rehabilitation of real property where the Form SB-1/Real Property was approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. (See IC 6-1.1-12.1-17 below.)

## IC 6-1.1-12.1-17

### Abatement schedules

Sec. 17. (a) A designating body may provide to a business that is established in or relocated to a revitalization area and that receives a deduction under section 4 or 4.5 of this chapter an abatement schedule based on the following factors:

- (1) The total amount of the taxpayer's investment in real and personal property.
- (2) The number of new full-time equivalent jobs created.
- (3) The average wage of the new employees compared to the state minimum wage.
- (4) The infrastructure requirements for the taxpayer's investment.

(b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. An abatement schedule may not exceed ten (10) years.

(c) An abatement schedule approved for a particular taxpayer before July 1, 2013, remains in effect until the abatement schedule expires under the terms of the resolution approving the taxpayer's statement of benefits.

**STATEMENT OF BENEFITS  
PERSONAL PROPERTY**

State Form 51764 (R4 / 11-15)

Prescribed by the Department of Local Government Finance

**AMENDED****FORM SB-1 / PP****PRIVACY NOTICE**

Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.

**INSTRUCTIONS**

1. This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise this statement must be submitted to the designating body **BEFORE** a person installs the new manufacturing equipment and/or research and development equipment, and/or logistical distribution equipment and/or information technology equipment for which the person wishes to claim a deduction.
2. The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the installation of qualifying abatable equipment for which the person desires to claim a deduction.
3. To obtain a deduction, a person must file a certified deduction schedule with the person's personal property return on a certified deduction schedule (Form 103-ERA) with the township assessor of the township where the property is situated or with the county assessor if there is no township assessor for the township. The 103-ERA must be filed between January 1 and May 15 of the assessment year in which new manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment is installed and fully functional, unless a filing extension has been obtained. A person who obtains a filing extension must file the form between January 1 and the extended due date of that year.
4. Property owners whose Statement of Benefits was approved, must submit Form CF-1/PP annually to show compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
5. For a Form SB-1/PP that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/PP that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. (IC 6-1.1-12.1-17)

SECTION 1		TAXPAYER INFORMATION						
Name of taxpayer <b>D&amp;D Automation, Inc.</b>	Name of contact person <b>David Decker</b>							
Address of taxpayer (number and street, city, state, and ZIP code) <b>1207 E. Dallas Drive, Terre Haute, IN 47802</b>		Telephone number <b>( 812 ) 299-1045</b>						
SECTION 2		LOCATION AND DESCRIPTION OF PROPOSED PROJECT						
Name of designating body <b>Vigo County Council</b>		Resolution number (s) <b>2019-</b>						
Location of property <b>1207 E. Dallas Drive, Terre Haute, IN 47802</b>		County <b>Vigo</b>	DLGF taxing district number <b>84-003</b>					
Description of manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment. (Use additional sheets if necessary.) <b>\$178,200 in new, or new to Indiana, personal property being \$8,500 in computer equipment, \$4,500 in phone systems, \$10,500 in furniture and fixtures and \$154,700 in manufacturing equipment</b>		ESTIMATED						
		START DATE	COMPLETION DATE					
		Manufacturing Equipment	<b>11/01/2019</b>	<b>03/01/2020</b>				
		R & D Equipment						
		Logist Dist Equipment						
IT Equipment		<b>11/01/2019</b>	<b>03/01/2020</b>					
SECTION 3		ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT						
Current number <b>10</b>	Salaries <b>\$358,00/annually</b>	Number retained <b>10</b>	Salaries <b>\$358,00/annually</b>	Number additional <b>3</b>	Salaries <b>\$120,000 annually</b>			
SECTION 4		ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT						
NOTE: Pursuant to IC 6-1.1-12.1-5.1 (d) (2) the COST of the property is confidential.	MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT	
	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Current values	<b>803,508</b>	<b>243,736</b>					<b>28,766</b>	<b>5,946</b>
Plus estimated values of proposed project	<b>154,700</b>	<b>154,700</b>	<b>8,500</b>	<b>8,500</b>			<b>4,500</b>	<b>4,500</b>
Less values of any property being replaced								
Net estimated values upon completion of project	<b>958,208</b>	<b>154,700</b>	<b>8,500</b>	<b>8,500</b>			<b>33,266</b>	<b>10,446</b>
SECTION 5		WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER						
Estimated solid waste converted (pounds) _____		Estimated hazardous waste converted (pounds) _____						
Other benefits: Paid holidays, paid vacations, 2 personal days, Simple IRA plan and employer contributions toward insurance and into employees health savings accounts								
SECTION 6		TAXPAYER CERTIFICATION						
I hereby certify that the representations in this statement are true.								
Signature of authorized representative 		Date signed (month, day, year) <b>9/16/19</b>						
Printed name of authorized representative <b>David Decker</b>		Title <b>President</b>						



We have reviewed our prior actions relating to the designation of this economic revitalization area and find that the applicant meets the general standards adopted in the resolution previously approved by this body. Said resolution, passed under IC 6-1.1-12.1-2.5, provides for the following limitations as authorized under IC 6-1.1-12.1-2.

A. The designated area has been limited to a period of time not to exceed \_\_\_\_\_ calendar years \* (see below). The date this designation expires is \_\_\_\_\_. *NOTE: This question addresses whether the resolution contains an expiration date for the designated area.*

B. The type of deduction that is allowed in the designated area is limited to:

- |  |                              |                             |  |
|--|------------------------------|-----------------------------|--|
| 1. Installation of new manufacturing equipment;            | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enhanced Abatement per IC 6-1.1-12.1-18 |
| 2. Installation of new research and development equipment; | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Check box if an enhanced abatement was                           |
| 3. Installation of new logistical distribution equipment.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | approved for one or more of these types.                         |
| 4. Installation of new information technology equipment;   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |

C. The amount of deduction applicable to new manufacturing equipment is limited to \$ \_\_\_\_\_ cost with an assessed value of \$ \_\_\_\_\_. (One or both lines may be filled out to establish a limit, if desired.)

D. The amount of deduction applicable to new research and development equipment is limited to \$ \_\_\_\_\_ cost with an assessed value of \$ \_\_\_\_\_. (One or both lines may be filled out to establish a limit, if desired.)

E. The amount of deduction applicable to new logistical distribution equipment is limited to \$ \_\_\_\_\_ cost with an assessed value of \$ \_\_\_\_\_. (One or both lines may be filled out to establish a limit, if desired.)

F. The amount of deduction applicable to new information technology equipment is limited to \$ \_\_\_\_\_ cost with an assessed value of \$ \_\_\_\_\_. (One or both lines may be filled out to establish a limit, if desired.)

G. Other limitations or conditions (specify) \_\_\_\_\_

H. The deduction for new manufacturing equipment and/or new research and development equipment and/or new logistical distribution equipment and/or new information technology equipment installed and first claimed eligible for deduction is allowed for:

- |                                 |                                 |                                 |                                 |                                  |   |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|
| <input type="checkbox"/> Year 1 | <input type="checkbox"/> Year 2 | <input type="checkbox"/> Year 3 | <input type="checkbox"/> Year 4 | <input type="checkbox"/> Year 5  | <input type="checkbox"/> Enhanced Abatement per IC 6-1.1-12.1-18      |
| <input type="checkbox"/> Year 6 | <input type="checkbox"/> Year 7 | <input type="checkbox"/> Year 8 | <input type="checkbox"/> Year 9 | <input type="checkbox"/> Year 10 | Number of years approved: _____                                       |
|                                 |                                 |                                 |                                 |                                  | (Enter one to twenty (1-20) years; may not exceed twenty (20) years.) |

I. For a Statement of Benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17? ☐ Yes ☐ No

If yes, attach a copy of the abatement schedule to this form.

If no, the designating body is required to establish an abatement schedule before the deduction can be determined.

Also we have reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above.

Approved by: (signature and title of authorized member of designating body)	Telephone number ( )	Date signed (month, day, year)
Printed name of authorized member of designating body	Name of designating body	
Attested by: (signature and title of attester)	Printed name of attester	

\* If the designating body limits the time period during which an area is an economic revitalization area, that limitation does not limit the length of time a taxpayer is entitled to receive a deduction to a number of years that is less than the number of years designated under IC 6-1.1-12.1-17.

#### IC 6-1.1-12.1-17

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