

# VIGO COUNTY COUNCIL SUNSHINE MEETING

April 6, 2021

5:00 P.M.

## Table of Contents

Agenda.....	2
Notice to Taxpayers.....	3
Encumbrances.....	4
CORRESPONDENCE:	
Duke Energy Renewable Services, LLC 10-year real & personal property tax abatement.....	10
Commissioners .....	26
Parks & Recreation.....	28
LIT/PSAP .....	31
Vigo County Courts.....	33
Building Inspection.....	41
Commissioners .....	50
Duke Energy Renewable Services, LLC .....	62
Resolution of Re-Allocation of Existing Appropriation 2021-01 Commissioners.....	71
Salary Ordinance 2021-11 Commissioners .....	72
Resolution of Re-Allocation of Existing Appropriation 2021-02 Parks & Rec .....	73
Salary Ordinance 2021-07 LIT-PSAP .....	74
Salary Ordinance 2021-08 Vigo County Courts.....	75
Additional Appropriation Ordinance 2021-06 Vigo County Courts .....	76
Salary Ordinance 2021-09 Building Inspection.....	77
Additional Appropriation Ordinance 2021-07 Building Inspection .....	78
Salary Ordinance 2021-10 Commissioners .....	79
Additional Appropriation Ordinance 2021-08 Commissioners.....	80

# **VIGO COUNTY COUNCIL SUNSHINE MEETING**

## **Agenda**

**Tuesday, April 6, 2021 at 5:00 P.M.**

**Council Chambers, Vigo County Annex**

1. Pledge of Allegiance
2. Calling of the roll
3. First reading by summary reference of proposed ordinances and resolutions
  - i. ROC 2021-016, Resolution 2021-03: Duke Energy Renewable Services, LLC – 10-year real and personal property tax abatement
  - ii. ROC 2021-010, Resolution of Reallocation 2021-01, Salary Ordinance 2021-11: Commissioners – out-of-series transfer
  - iii. ROC 2021-015, Resolution of Reallocation 2021-02: Parks & Recreation – out-of-series transfer
  - iv. ROC 2021-011, Salary Ordinance 2021-07: LIT/PSAP – add 3 shift supervisor and 3 assistant supervisor stipends
  - v. ROC 2021-012, Salary Ordinance 2021-08, Additional Appropriation Ordinance 2021-06: Vigo County Courts – Amend job description and rate of compensation
  - vi. ROC 2021-013, Salary Ordinance 2021-09, Additional Appropriation Ordinance 2021-07: Building Inspection – Amend title, job description and classification
  - vii. ROC 2021-014, Salary Ordinance 2021-10, Additional Appropriation Ordinance 2021-08: Commissioners – Amend job description, classification and FLSA status
4. Public comment.
5. Communications from elected officials, other officials, or agencies of the County
  - i. Encumbrances
6. Reports from committee(s)
7. Ordinances relating to appropriations
  - i. Resolution 2021-03; ROC 2021-16: Duke Energy Renewable Services, LLC 10-year real and personal property tax abatement
  - ii. Resolution of Re-Allocation of Existing Appropriation 2021-01; ROC 2021-10: Commissioners
  - iii. Salary Ordinance 2021-11; ROC 2021-10: Commissioners
  - iv. Resolution of Re-Allocation of Existing Appropriation 2021-02; ROC 2021-15: Parks & Recreation
  - v. Salary Ordinance 2021-07; ROC 2021-011: LIT/PSAP
  - vi. Salary Ordinance 2021-08; ROC 2021-012: Vigo County Courts
  - vii. Additional Appropriation Ordinance 2021-06; ROC 2021-012: Vigo County Courts
  - viii. Salary Ordinance 2021-09; ROC 2021-013: Building Inspection
  - ix. Additional Appropriation Ordinance 2021-07; ROC 2021-013: Building Inspection
  - x. Salary Ordinance 2021-10; ROC 2021-14: Commissioners
  - xi. Additional Appropriation Ordinance 2021-08; ROC 2021-14: Commissioners
8. 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 5:00 p.m. on Tuesday, April 13, 2021 to consider the following appropriations in excess of the budget of the current year. The Vigo County Council will also meet on Tuesday, April 6, 2021, at the same location for a Sunshine Meeting.

**REQUESTED**

**COUNTY GENERAL FUND/1000**

**Courts/0232**

1000.10010.000.0232 Salaries	\$ 7,048
1000.15210.000.0232 FICA/SS	560
1000.15220.000.0232 PERF	<u>1,000</u>
<b>TOTAL VIGO COUNTY COURTS</b>	<b>\$ 8,608</b>

**COUNTY GENERAL FUND/1000**

**Building Inspection/0314**

1000.10010.000.0314 Salaries	\$ 5,934
1000.15210.000.0314 FICA/SS	454
1000.15220.000.0314 PERF	<u>843</u>
<b>TOTAL BUILDING INSPECTION</b>	<b>\$ 7,231</b>

**COUNTY GENERAL FUND/1000**

**Commissioners/0068**

1000.10010.000.0314 Salaries	\$ 6,507
1000.15210.000.0314 FICA/SS	498
1000.15220.000.0314 PERF	<u>924</u>
<b>TOTAL COMMISSIONERS</b>	<b>\$ 7,929</b>

Pursuant to State of Indiana Executive Order 20-09 (the "Order"), the meeting will be made available by electronic means. Any votes conducted will be by roll call vote. In accordance with the Indiana Open Door Law and the Order, media and members of the public are encouraged to observe the meeting at <https://www.vigocounty.in.gov/departments/division.php?structureid=71> . Members of the public may submit comments prior to the meeting to [county.council@vigocounty.in.gov](mailto:county.council@vigocounty.in.gov)

**JAMES W. BRAMBLE**

**VIGO COUNTY AUDITOR**

**TO BE PUBLISHED: Friday, March 26, 2021.**

Fund	▲ Fund Desc	▲ Acct	▲ Acct Desc	Loc	▲ Loc Desc	Amount	Receipt	Check
<input type="checkbox"/> Effective Date : 01/04/2021(125 Items, 6,275,960.41)								
<input type="checkbox"/> Bundle : ENCUMBER(125 Items, 6,275,960.41)								
<input type="checkbox"/> Fund : 1000(75 Items, 601,376.39)								
<input type="checkbox"/> Fund Desc : General Fund(75 Items, 601,376.39)								
1000	General Fund	21000	Office Supplies	0002	Auditor	3,926.50		
1000	General Fund	30750	Licenses	0002	Auditor	3,062.58		
1000	General Fund	37850	Professional Services	0002	Auditor	3,239.75		
1000	General Fund	37850	Professional Services	0002	Auditor	4,130.00		
1000	General Fund	37850	Professional Services	0002	Auditor	6,523.85		
1000	General Fund	21000	Office Supplies	0003	Treasurer	307.64		
1000	General Fund	37400	Mileage	0003	Treasurer	29.60		
1000	General Fund	21100	Other Supplies	0005	Sheriff	4,853.77		
1000	General Fund	22200	Animal Control Supplies	0005	Sheriff	297.00		
1000	General Fund	35550	Vehicle Repair	0005	Sheriff	19.99		
1000	General Fund	22100	Vehicle Maintenance Supplies	0006	Surveyor	744.60		
1000	General Fund	33300	Contractual Services	0006	Surveyor	1,000.00		
1000	General Fund	39200	Service Agreements	0006	Surveyor	35.01		
1000	General Fund	32850	Transporation of Corpse	0007	Coroner	3,358.00		
1000	General Fund	37000	Autopsy Fee	0007	Coroner	13,200.00		
1000	General Fund	21000	Office Supplies	0009	Prosecuting Attorney	385.11		
1000	General Fund	33300	Contractual Services	0009	Prosecuting Attorney	882.92		
1000	General Fund	36900	Trial & Investigations	0009	Prosecuting Attorney	806.62		
1000	General Fund	44600	Office Machines	0009	Prosecuting Attorney	1,590.02		
1000	General Fund	38200	4H AG Fair Maint	0011	COOP Ext Service (Agent)	3,022.00		
1000	General Fund	21000	Office Supplies	0061	County Council	80.92		
1000	General Fund	37650	Ed, Counseling & Training	0061	County Council	300.00		
1000	General Fund	39200	Service Agreements	0061	County Council	187.47		
1000	General Fund	30050	Postage	0068	Commissioners	28,560.00		
1000	General Fund	30400	Workmen's Compensation	0068	Commissioners	107,114.00		
1000	General Fund	30750	Licenses	0106	Information Services	945.92		
1000	General Fund	33313	Telecommunications	0106	Information Services	327.81		
1000	General Fund	39200	Service Agreements	0106	Information Services	343.82		
1000	General Fund	44510	Equipment New	0106	Information Services	749.99		

<b>Fund</b>	<b>Fund Desc</b>	<b>Acct</b>	<b>Acct Desc</b>	<b>Loc</b>	<b>Loc Desc</b>	<b>Amount Receipt</b>	<b>Check</b>
1000	General Fund	21200	Janitor/Cleaning Supplies	0161	Courthouse (Bldg Maint)	7,697.24	
1000	General Fund	21500	Plumbing Supplies	0161	Courthouse (Bldg Maint)	639.00	
1000	General Fund	33300	Contractual Services	0161	Courthouse (Bldg Maint)	4,090.00	
1000	General Fund	35450	Building Repair	0161	Courthouse (Bldg Maint)	42,692.04	
1000	General Fund	39300	Lawn Care	0161	Courthouse (Bldg Maint)	35.12	
1000	General Fund	44500	Sweepers & Buffers	0161	Courthouse (Bldg Maint)	2,000.00	
1000	General Fund	44510	Equipment New	0161	Courthouse (Bldg Maint)	2,929.40	
1000	General Fund	21000	Office Supplies	0232	Circuit Court	294.90	
1000	General Fund	32330	Lodging & Food Jury	0232	Circuit Court	125.16	
1000	General Fund	44480	Office Furniture	0232	Circuit Court	693.70	
1000	General Fund	44520	System Hardware	0232	Circuit Court	39,307.02	
1000	General Fund	39200	Service Agreements	0234	Juvenile Court	12.03	
1000	General Fund	21000	Office Supplies	0271	Public Defender	2,639.81	
1000	General Fund	21000	Office Supplies	0302	Emergency Services	13.04	
1000	General Fund	33300	Contractual Services	0302	Emergency Services	14.11	
1000	General Fund	21000	Office Supplies	0309	Human Relations/Resources	1,273.45	
1000	General Fund	37650	Ed, Counseling & Training	0309	Human Relations/Resources	3,097.00	
1000	General Fund	21600	Institutional Supplies	0380	Jail	15,085.81	
1000	General Fund	25400	Foods	0380	Jail	9,017.73	
1000	General Fund	32100	Care of Patients & Inmates	0380	Jail	119,580.00	
1000	General Fund	33300	Contractual Services	0380	Jail	37,187.07	
1000	General Fund	33310	Contractual Services-Other	0380	Jail	47,816.60	
1000	General Fund	37650	Ed, Counseling & Training	0380	Jail	1,145.00	
1000	General Fund	44460	Vehicles	0380	Jail	2,278.00	
1000	General Fund	44510	Equipment New	0380	Jail	28,546.82	
1000	General Fund	44521	Locks-Video & Audio	0380	Jail	31,587.89	
1000	General Fund	21000	Office Supplies	0622	County Home	395.25	
1000	General Fund	21600	Institutional Supplies	0622	County Home	2,602.31	
1000	General Fund	21850	Recreational Supplies	0622	County Home	492.41	
1000	General Fund	24400	Gasoline	0622	County Home	516.90	
1000	General Fund	24500	Wearing Apparel	0622	County Home	1,167.26	
1000	General Fund	25400	Foods	0622	County Home	2,454.63	
1000	General Fund	30050	Postage	0622	County Home	22.00	

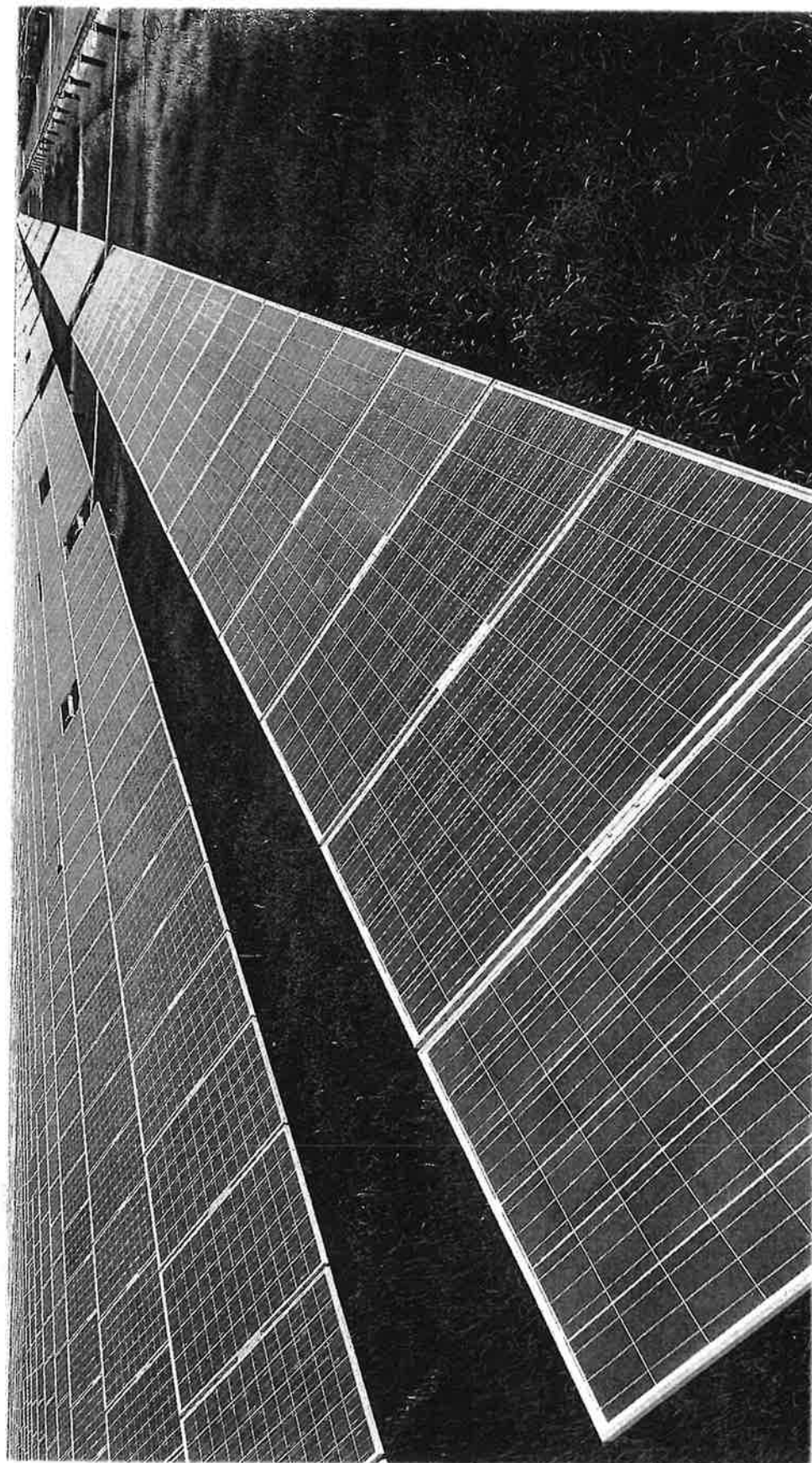
Fund	Fund Desc	Acct	Acct Desc	Loc	Loc Desc	Amount	Receipt	Check
1000	General Fund	31001	Special Events	0622	County Home	292.77		
1000	General Fund	33313	Telecommunications	0622	County Home	89.58		
1000	General Fund	33700	Electricity	0622	County Home	61.52		
1000	General Fund	33800	Gas/Water/Fuel Oil & Coal	0622	County Home	104.97		
1000	General Fund	35450	Building Repair	0622	County Home	363.09		
1000	General Fund	35550	Vehicle Repair	0622	County Home	149.23		
1000	General Fund	37850	Professional Services	0622	County Home	30.00		
1000	General Fund	39200	Service Agreements	0622	County Home	698.04		
1000	General Fund	44255	Kitchen Utensils/Equipment	0622	County Home	496.00		
1000	General Fund	21000	Office Supplies	0660	IV-D Program(Child Support)	499.54		
1000	General Fund	36250	Equipment Rental	0660	IV-D Program(Child Support)	12.50		
1000	General Fund	33300	Contractual Services	9608	Adult Protective Services	205.56		
1000	General Fund	44460	Vehicles	9608	Adult Protective Services	900.00		
						<b>601,376.39</b>		
						<b>601,376.39</b>		
<b>Fund : 1112(7 Items, 4,495,066.89)</b>								
<b>Fund Desc : EDIT-County Portion(7 Items, 4,495,066.89)</b>								
1112	EDIT-County Portion	33150	Code Enforcement	0000	No Department	5,000.00		
1112	EDIT-County Portion	33315	Contractual Svcs-Broadband	0000	No Department	2,844,943.00		
1112	EDIT-County Portion	44020	Springhill	0000	No Department	568,169.02		
1112	EDIT-County Portion	44030	Clinton Road	0000	No Department	269,307.97		
1112	EDIT-County Portion	44035	Harlan Road Project	0000	No Department	252,686.72		
1112	EDIT-County Portion	44047	Capital Improvement Board Proj	0000	No Department	250,000.00		
1112	EDIT-County Portion	44101	Improvements-Parks	0000	No Department	304,960.18		
						<b>4,495,066.89</b>		
						<b>4,495,066.89</b>		
<b>Fund : 1135(2 Items, 272,481.28)</b>								
<b>Fund Desc : Cumulative Bridge(2 Items, 272,481.28)</b>								
1135	Cumulative Bridge	33310	Contractual Services-Other	0000	No Department	75,000.00		
1135	Cumulative Bridge	33500	Bridge& Pipe Replacement/Rehab	0000	No Department	197,481.28		
						<b>272,481.28</b>		
						<b>272,481.28</b>		

Fund	Fund Desc	Acct	Acct Desc	Loc	Loc Desc	Amount	Receipt	Check
<b>Fund : 1159(5 Items, 914.66)</b>								
<b>Fund Desc : Health(5 Items, 914.66)</b>								
1159	Health	21100	Other Supplies	0000	No Department	97.50		
1159	Health	24400	Gasoline	0000	No Department	160.13		
1159	Health	35550	Vehicle Repair	0000	No Department	24.90		
1159	Health	37850	Professional Services	0000	No Department	71.22		
1159	Health	39200	Service Agreements	0000	No Department	560.91		
						<b>914.66</b>		
						<b>914.66</b>		
<b>Fund : 1169(3 Items, 105,327.20)</b>								
<b>Fund Desc : Local Road &amp; Street(3 Items, 105,327.20)</b>								
1169	Local Road & Street	23300	Road Signs	0000	No Department	185.69		
1169	Local Road & Street	23400	Bituminous	0000	No Department	93,384.30		
1169	Local Road & Street	23450	Gravel Stones Etc	0000	No Department	11,757.21		
						<b>105,327.20</b>		
						<b>105,327.20</b>		
<b>Fund : 1176(12 Items, 386,227.69)</b>								
<b>Fund Desc : Highway(12 Items, 386,227.69)</b>								
1176	Highway	30100	Telephone	0530	Highway Adminstration	63.35		
1176	Highway	33700	Electricity	0530	Highway Adminstration	2,939.65		
1176	Highway	33800	Gas/Water/Fuel Oil & Coal	0530	Highway Adminstration	2,251.78		
1176	Highway	33900	Solid Waste/Sewage Disposal	0530	Highway Adminstration	47.32		
1176	Highway	35450	Building Repair	0530	Highway Adminstration	55.17		
1176	Highway	37650	Ed, Counseling & Training	0530	Highway Adminstration	5,709.59		
1176	Highway	23600	Hardware-ETC	0531	Maintenance & Repair	925.41		
1176	Highway	23960	Paving & Repairs Sup	0531	Maintenance & Repair	117,877.60		
1176	Highway	24300	Miscellaneous	0531	Maintenance & Repair	40,533.52		
1176	Highway	24400	Gasoline	0532	Construction & Reconstruction	20,739.19		
1176	Highway	44460	Vehicles	0532	Construction & Reconstruction	187,680.15		
1176	Highway	44510	Equipment New	0532	Construction & Reconstruction	7,404.96		
						<b>386,227.69</b>		
						<b>386,227.69</b>		

Fund	▲ Fund Desc	▲ Acct	▲ Acct Desc	Loc	▲ Loc Desc	Amount Receipt	Check
☐ Fund : 1178(1 Items, 21,999.00)							
☐ Fund Desc : Parks And Rec Non-Revert Cap(1 Items, 21,999.00)							
1178	Parks And Rec Non-Revert Cap 44101	Improvements-Parks		0000	No Department	21,999.00	
☐ Fund : 1179(1 Items, 4,770.63)							
☐ Fund Desc : Parks And Rec Non-Reverting(1 Items, 4,770.63)							
1179	Parks And Rec Non-Reverting 31001	Special Events		0000	No Department	4,770.63	
☐ Fund : 1202(1 Items, 565.96)							
☐ Fund Desc : Surveyors Cornerstone(1 Items, 565.96)							
1202	Surveyors Cornerstone 42480	Stakes & Field Equipment		0000	No Department	565.96	
☐ Fund : 1219(9 Items, 31,135.42)							
☐ Fund Desc : Park & Recreation(9 Items, 31,135.42)							
1219	Park & Recreation 21050	Maint & Repair Supplies		0000	No Department	4,714.06	
1219	Park & Recreation 21100	Other Supplies		0000	No Department	647.08	
1219	Park & Recreation 21101	Other Resource Materials		0000	No Department	2,515.30	
1219	Park & Recreation 32001	Employee Safety		0000	No Department	186.02	
1219	Park & Recreation 33300	Contractual Services		0000	No Department	2,000.00	
1219	Park & Recreation 33700	Electricity		0000	No Department	3,471.19	
1219	Park & Recreation 35550	Vehicle Repair		0000	No Department	880.19	
1219	Park & Recreation 44150	Land Acquisition		0000	No Department	16,341.78	
1219	Park & Recreation 44260	Tools		0000	No Department	379.80	
						<b>31,135.42</b>	
						<b>31,135.42</b>	
☐ Fund : 1222(3 Items, 30,409.66)							
☐ Fund Desc : Vigo County 911(3 Items, 30,409.66)							
1222	Vigo County 911 30100	Telephone		0000	No Department	6,773.54	

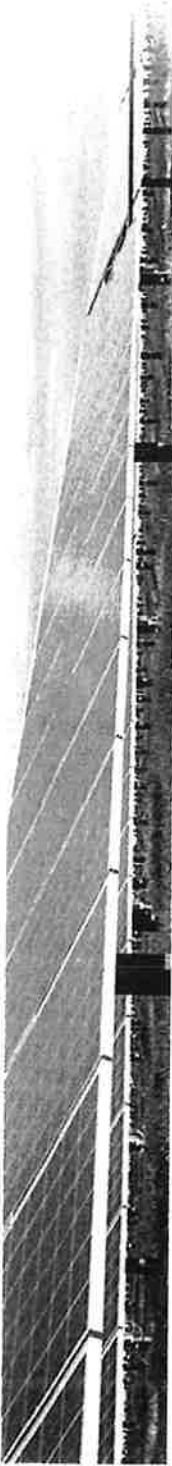


Fund	Fund Desc	Acct	Acct Desc	Loc	Loc Desc	Amount Receipt	Check
1222	Vigo County 911	33300	Contractual Services	0000	No Department	1,132.19	
1222	Vigo County 911	44510	Equipment New	0000	No Department	22,503.93	
Fund : 1233(1 Items, 231,000.00)							
Fund Desc : LIT-Corr/Rehab Facilities(1 Items, 231,000.00)							
1233	LIT-Corr/Rehab Facilities	44510	Equipment New	0000	No Department	231,000.00	
Fund : 1235(2 Items, 92,145.25)							
Fund Desc : LIT - Dedicated to PSAP(2 Items, 92,145.25)							
1235	LIT - Dedicated to PSAP	33300	Contractual Services	0000	No Department	553.25	
1235	LIT - Dedicated to PSAP	44510	Equipment New	0000	No Department	91,592.00	
Fund : 2501(1 Items, 861.30)							
Fund Desc : User Fee Infraction Deferral(1 Items, 861.30)							
2501	User Fee Infraction Deferral	31420	Community Grants	0000	No Department	861.30	
Fund : 4967(2 Items, 1,679.08)							
Fund Desc : Seized Assets/Drug Task Force(2 Items, 1,679.08)							
4967	Seized Assets/Drug Task Force	36700	Operating Expenses	0000	No Department	360.21	
4967	Seized Assets/Drug Task Force	44510	Equipment New	0000	No Department	1,318.87	
Fund : 6275(2 Items, 6,275,960.41)							
Fund Desc : Seized Assets/Drug Task Force(2 Items, 6,275,960.41)							
6275	Seized Assets/Drug Task Force	36700	Operating Expenses	0000	No Department	6,275,960.41	
6275	Seized Assets/Drug Task Force	44510	Equipment New	0000	No Department	6,275,960.41	

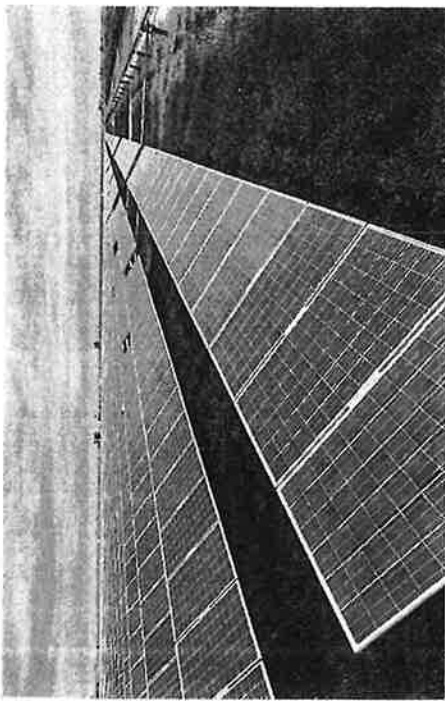


# Hoosier Jack Solar Vigo County



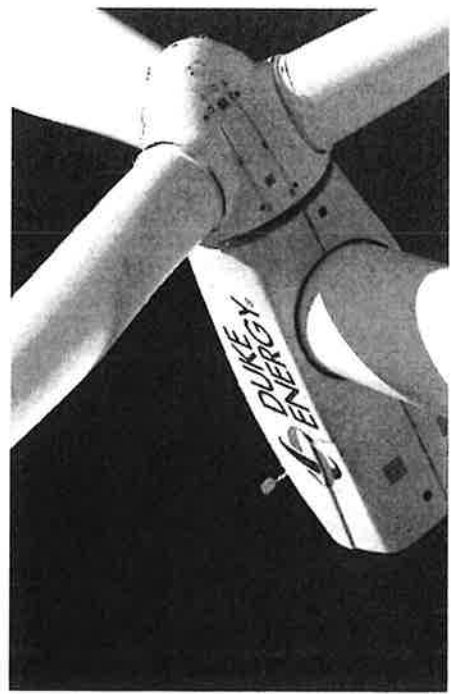


## Duke Energy Renewables' Business Model: Develop, Build, Own, Operate Renewable Generation Facilities



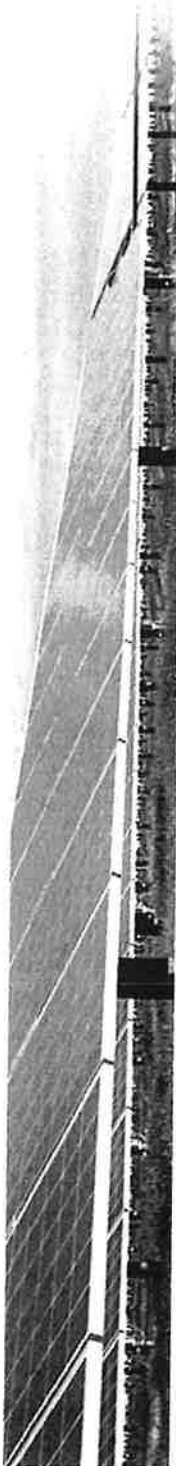
### Solar

- 50 operating facilities totaling 1,468 MW
- 5 operating facilities >100 MW in size
- Additional projects under construction



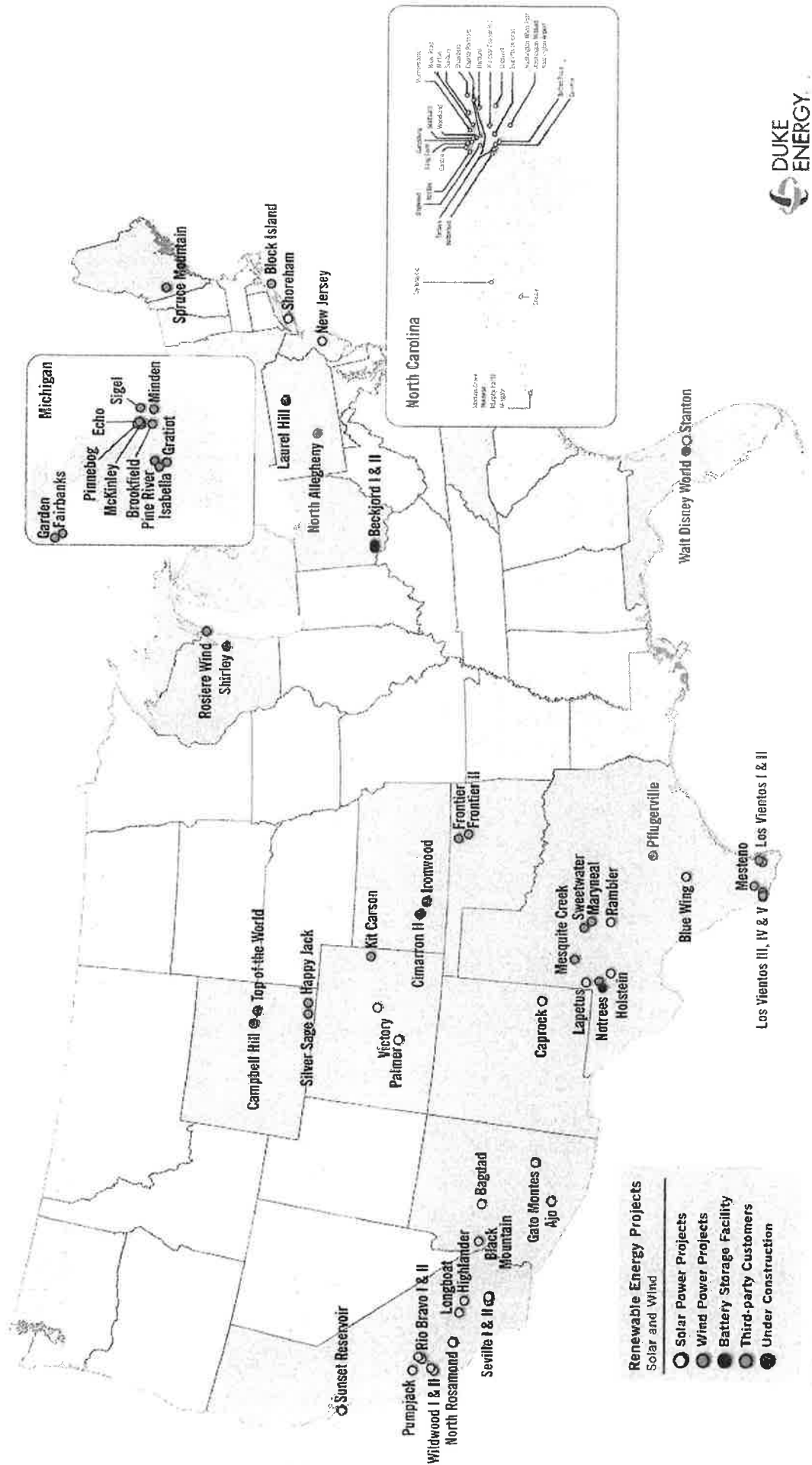
### Wind

- 22 operating facilities totaling 2,984 MW
- Additional projects under construction



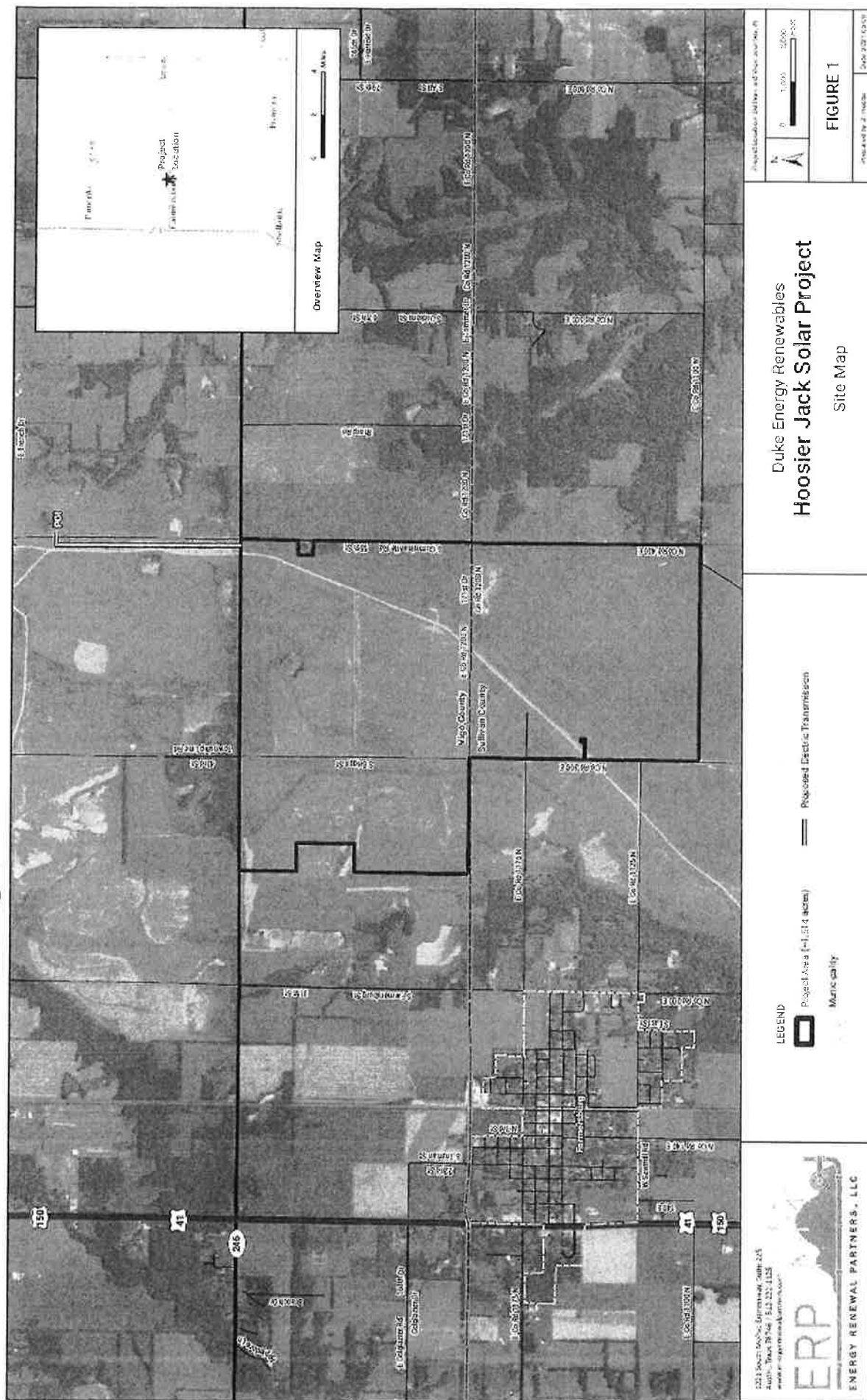
# Portfolio

## Duke Energy Renewables

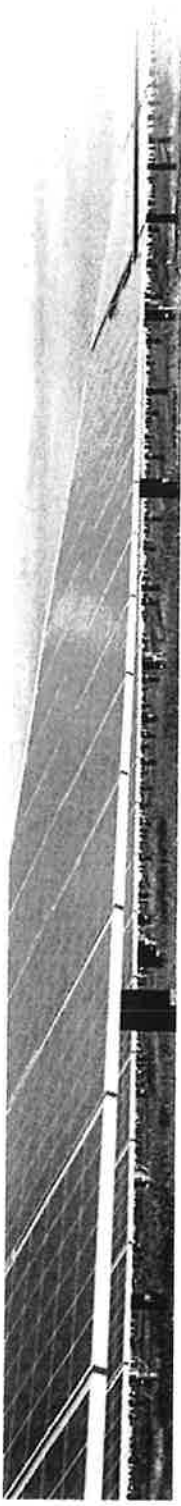




## Hoosier Jack Solar Location







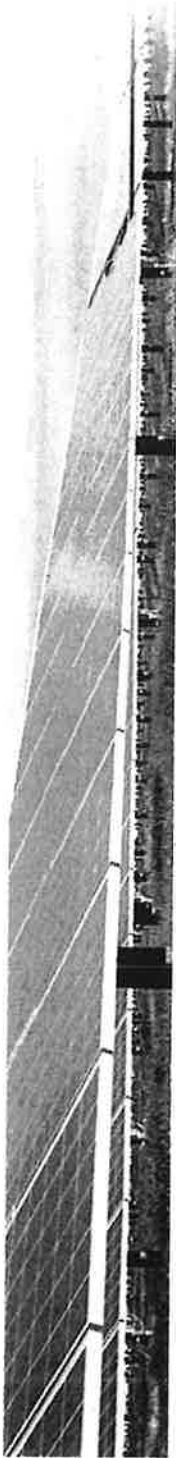
## Hoosier Jack Solar Project Summary

- 175-MW ground-mounted solar generation facility
- Clean, sustainable electricity to power the equivalent of 35,000 homes
- Bi-facial panels on single-axis trackers
- 1,500 total acres
  - 900 acres in Vigo County (Pierson Township)
  - 600 acres in Sullivan County (Jackson Township)
- Reclaimed coal strip mine, currently row crop ag land
- Connect to Duke Energy Indiana 138-kV transmission line through a new utility-owned interconnection switching station
- Short-listed for potential power purchase agreement
- Construction to begin in 2023
- Operations by mid-2024



## Community Benefits

- Tax revenue
  - Long-term boost in revenue via property taxes for the local taxing jurisdictions
  - Approximately \$50 million in additional property taxes over 35 years (\$29MM Vigo & \$21MM Sullivan)
- Construction jobs and benefits
  - Hundreds of construction jobs over 12- to 18-months, peaking at 200 jobs
  - Substantial economic stimulus would be provided to local businesses
- Long-term jobs and benefits
  - 2 to 4 permanent, full-time jobs during operations
  - Local services will be required for vegetation management and other maintenance services
- Steady, supplemental source of revenue for participating landowners



## Additional Community Benefits

The Project is consistent with and will help advance the goals of the Vigo County Comprehensive Plan by developing former strip mine land, contributing to the creation of a diverse tax base that expands commercial opportunities and investment and growing its grid of energy resources to enable the area to compete in a global economy.



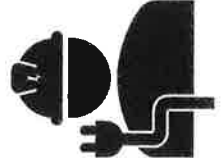
Duke will seek opportunities to support the local community through the Duke Energy Foundation. Duke has supported communities in a variety of ways, such as college scholarship funds through area high schools.

Solar farms bring significant investment to local communities with minimal impact on schools and other public services. During both construction and operation, the project will stimulate local economic activity.

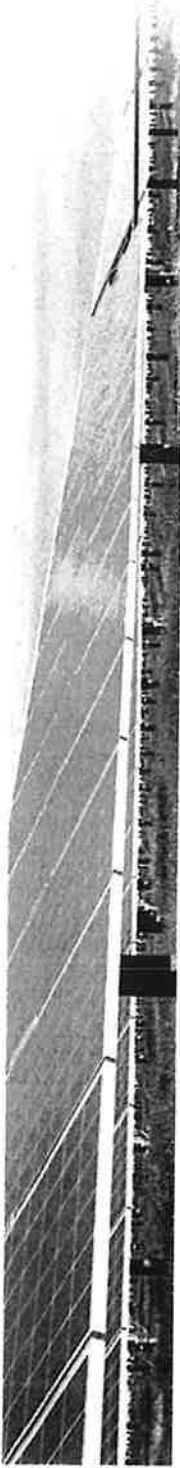


Solar energy is safe, clean and quiet. Communities benefit from the sustainable and independent power source offered by a utility-scale solar project. There are virtually zero impacts to local surroundings and land.

Renewable energy is a mega trend in the energy sector and hosting a utility-scale renewable energy project offers community residents unique educational opportunities.

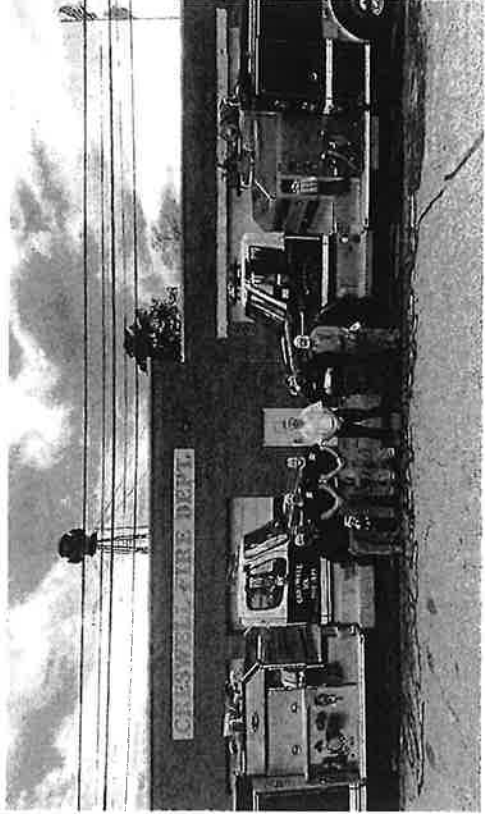


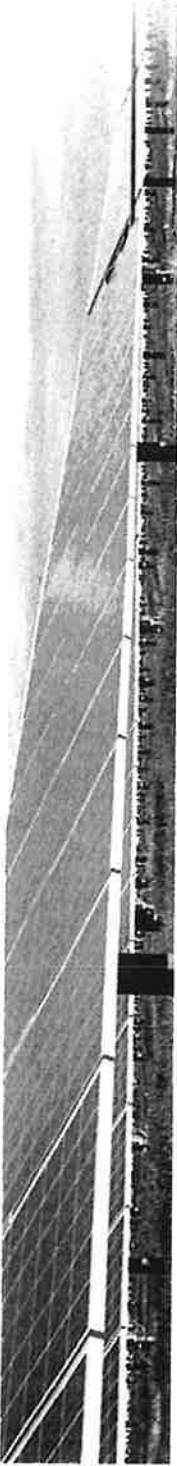




## 2020 Community Involvement Examples

- Energy education program (Warren County, NC)
- Tours for students (Tucumcari, NM)
- College scholarships for graduating HS seniors (Maryneal, TX)
- Internet connectivity for rural students (Cabarrus County, NC)
- Science fair funding (Austin, TX)
- Farm Bureau Foundation (Lee County, IL)
- Cromebooks & charging carts (Surry County, NC)
- 4-H (Lee County, IL)
- Fire department equipment (Nash County, NC and Maryneal, TX)
- Ballfield improvement project (Kay County, OK)
- Improve rural 911 service (Warren County, NC)
- Smart boards for schools (Kay County, OK)





## In a Nutshell...

- Increase local tax revenue, benefiting Vigo County District, Vigo County, Pierson Township, Library and Busseron Cons. District
- Participating landowners will benefit from increased and consistent income on their land
- Substantial economic stimulus over a period of 12-18 months by providing hundreds of jobs and ancillary benefits to local hotels, restaurants and stores
- 2-4 new long-term jobs and additional opportunities for contracted services for local businesses, such as vegetation and drainage management
- The methods of construction and equipment installed will not have a detrimental impact to land
- At the end of project life, the facilities will be removed and the land will be restored, including de-compacting the soil
- By planting and maintaining a consistent, year-round vegetative cover of native grasses and forbs, the quality of the land and soils will be preserved or improved
- Pollinators will be planted to improve habitat for butterflies, bees and other species
- No increase, and likely a decrease, in stormwater runoff and flooding
- Surface and subsurface stormwater drainage will be maintained or improved
- No detrimental impact to wildlife and their habitat
- No introduction of hazardous materials to the land

APPLICATION FOR DECLARATION OF AN  
ECONOMIC REVITALIZATION AREA AND FOR TAX ABATEMENT FOR  
UTILITY PERSONAL PROPERTY

Duke Energy Renewables Solar, LLC (“DERS”) applies to the Vigo County Council as the county executive designating body under I.C. §6-1.1-12.1, *et seq*, on behalf of Pierson and Linton Townships, Vigo County, Indiana (“Council”) to declare certain real and personal property in Pierson and Linton Townships an Economic Revitalization Area (“ERA”) and to provide for the abatement of taxation on such personal property to be located on owned and leased real estate within Pierson and Linton Townships, and in support thereof, states and shows as follows:

1. DERS intends to erect Hoosier Jack Solar, a solar energy development of photovoltaic panels ranging from three hundred twenty (320) to four hundred fifty (450) watts each with a total generating capacity of one hundred seventy-five (175) MWac of energy for delivery to the Duke Energy Indiana one hundred thirty-eight (138) kV transmission line near Farmersburg, Indiana (the “Facility”). The Vigo County portion of the Facility will be approximately eight hundred ninety-six (896) acres total, on acreage leased on the Peabody mine site in Pierson and Linton Townships, in Vigo County, Indiana currently owned by Farmer Jack, LLC and Hoosier Jack, LLC. The subject property for the proposed Facility site is depicted in the attached Exhibit A (the “Proposed Facility Subject Property” & “Property Facility Parcel List.”)

2. It is projected that construction of the Facility will begin after zoning approvals, and confirmation of the PPA contract with a projected construction commencement date of mid-2023, and is anticipated to be completed before the end of 2024.

3. It is expected that construction of the Facility will locally employ approximately two hundred (200) workers on-site for the duration of the construction period over twelve to eighteen months.

4. The completed Facility will require two (2) to four (4) permanent full-time operations and maintenance employees

5. The total cost of the Facility (Vigo County portion) is estimated approximately one hundred million dollars (\$100,000,000.00) as set forth in the Statement of Benefits / Utility Distributable (Form SB-1/UD) attached hereto as Exhibit B (with “Cost Analysis Summary.”)

6. An Economic Revitalization Area designation for the purposes of tax abatement for personal property is sought for the Facility in order to induce DERS to construct and maintain the Facility in Pierson and Linton Townships, Vigo County, Indiana.

7. Construction and maintenance of the Facility depends on, among other things, the declaration of an ERA by the Vigo County Council and a resolution approving a subsequent tax abatement for personal property for a period of ten (10) years. The abatement of taxation is a substantial incentive for DERS to construct and develop the Facility in Pierson and Linton Townships, Vigo County, Indiana.

WHEREFORE, DERS applies to the Vigo County Council on behalf of Pierson and Linton Townships, Indiana to adopt a resolution at its regularly constituted meeting declaring the Facility as an Economic Revitalization Area pursuant to I.C. §6-1.1-12.1, *et seq.* and that deductions from the Facility be granted for a period of ten (10) years. DERS requests that a public hearing on this application be held, and requests that the Vigo County Council confirm its resolution declaring the Facility as an Economic Revitalization Area.

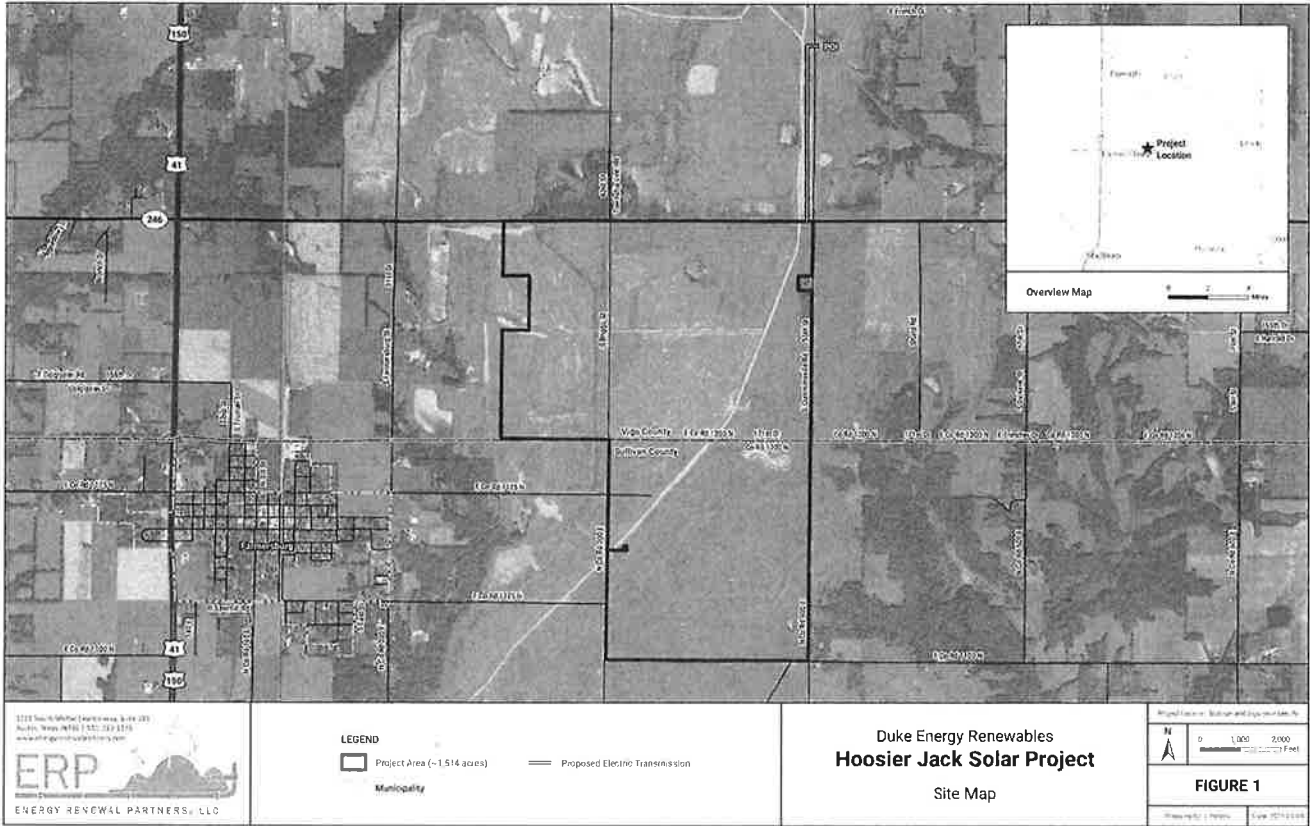
Respectfully submitted,

Duke Energy Renewables Solar, LLC

By: \_\_\_\_\_

Its: \_\_\_\_\_

# **EXHIBIT A** **PROPOSED FACILITY SUBJECT PROPERTY MAP**



**EXHIBIT A**  
**PROPOSED FACILITY SITE PARCEL LIST**

Exhibit A  
Duke Energy Renewables Solar, LLC  
Hoosier Jack  
Vigo County

Parcel ID	County	Taxing District	Acreage
84-14-31-200-003.000-015	Vigo	Pierson Township	40.00
84-14-31-200-001.000-015	Vigo	Pierson Township	40.00
84-14-31-100-001.000-015	Vigo	Pierson Township	70.00
84-14-31-200-005.000-015	Vigo	Pierson Township	17.50
84-14-31-200-006.000-015	Vigo	Pierson Township	20.00
84-14-31-400-002.000-015	Vigo	Pierson Township	60.00
84-14-31-100-002.000-015	Vigo	Pierson Township	70.75
84-14-31-300-001.000-015	Vigo	Pierson Township	17.25
84-14-31-300-002.000-015	Vigo	Pierson Township	17.25
84-14-31-300-003.000-015	Vigo	Pierson Township	35.00
84-14-31-400-001.000-015	Vigo	Pierson Township	40.00
84-14-31-200-002.000-015	Vigo	Pierson Township	40.00
84-14-31-400-003.000-015	Vigo	Pierson Township	60.00
84-14-31-300-004.000-015	Vigo	Pierson Township	67.75
84-14-31-300-005.000-015	Vigo	Pierson Township	2.25
84-13-36-200-002.000-006	Vigo	Linton Township	25.00
84-13-36-200-003.000-006	Vigo	Linton Township	15.00
84-13-36-200-001.000-006	Vigo	Linton Township	40.00
84-13-36-200-004.000-006	Vigo	Linton Township	20.00
84-13-36-200-005.000-006	Vigo	Linton Township	10.00
84-13-36-200-006.000-006	Vigo	Linton Township	10.00
84-13-36-200-007.000-006	Vigo	Linton Township	20.00
84-13-36-400-001.000-006	Vigo	Linton Township	30.60
84-13-36-400-003.000-006	Vigo	Linton Township	1.40
84-13-36-400-004.000-006	Vigo	Linton Township	43.48
84-13-36-502-002.000-006	Vigo	Linton Township	6.15
84-13-36-400-007.000-006	Vigo	Linton Township	0.84
84-13-36-400-006.000-006	Vigo	Linton Township	4.00
84-13-36-400-010.000-006	Vigo	Linton Township	10.00
84-13-36-400-005.000-006	Vigo	Linton Township	9.00
84-13-36-400-008.000-006	Vigo	Linton Township	20.00
84-13-36-400-009.000-006	Vigo	Linton Township	33.16
Total Pierson and Linton Township Acreage			896.38

# EXHIBIT B

## SB-1 DRAFT & COST ANALYSIS SUMMARY



### STATEMENT OF BENEFITS UTILITY DISTRIBUTABLE PROPERTY

State Form 52446 (R3 / 11-15)

Prescribed by the Department of Local Government Finance

#### 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.

**FORM  
SB - 1 / UD**

#### 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, Form UD-ERA must be filed with the county assessor. Form UD-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/UD annually to show compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
5. For a Form SB-1/UD 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/UD 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>Duke Energy Renewables Solar, LLC</b>		Name of contact person <b>Tyler Coon</b>							
Address of taxpayer (number and street, city, state and ZIP code) <b>550 S. Caldwell St., Charlotte, NC 28202</b>		Title of contact person <b>Business Development Manager</b>							
Telephone number <b>( 980 ) 373-9621</b>	Fax number <b>( )</b>	Telephone number <b>( 317 ) 838-2806</b>	E-mail address of contact person <b>Tyler.Coon@duke-energy.com</b>						
SECTION 2		LOCATION AND DESCRIPTION OF PROPOSED PROJECT							
Name of designating body <b>Vigo County Council</b>		Resolution number <b>21-</b>							
Location of property <b>Pierson Township</b>		County <b>Vigo County</b>		Taxing district <b>84-015</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>175 MWac solar-powered electric generation facility on 900 acres of leased and/or purchased land in Pierson Township.</b>		ESTIMATED							
			Start Date	Completion Date					
		Manufacturing Equipment	<b>06/2023</b>	<b>12/2024</b>					
		Research & Development Equipment	<b>n/a</b>	<b>n/a</b>					
		Logistical Distribution Equipment	<b>n/a</b>	<b>n/a</b>					
		Information Technology Equipment	<b>n/a</b>	<b>n/a</b>					
SECTION 3		ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT							
Current number <b>0</b>	Salaries <b>n/a</b>	Number retained <b>0</b>	Salaries <b>n/a</b>	Number additional <b>3</b>	Salaries <b>\$240,000</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		Research & Development Equipment		Logistical Distribution Equipment		Information Technology Equipment	
		Cost	Assessed Value	Cost	Assessed Value	Cost	Assessed Value	Cost	Assessed Value
Current values		<b>0</b>	<b>0</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
Plus estimated values of proposed project		<b>100,000,000</b>		<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
Less values of any property being replaced		<b>0</b>	<b>0</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
Net estimated values upon completion of project		<b>100,000,000</b>		<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
SECTION 5		WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER							
Estimated solid waste converted (pounds) <b>n/a</b>		Estimated hazardous waste converted (pounds) <b>n/a</b>							
Other benefits:									
SECTION 6		TAXPAYER CERTIFICATION							
I hereby certify that the representations in this statement are true.									
Signature of authorized representative		Title <b>Vice President</b>		Date signed (month, day, year)					
E-mail address <b>Brian.Stallman@duke-energy.com</b>		Telephone number <b>( 513 ) 287-2026</b>		Fax number <b>( )</b>					

## **EXHIBIT B, Cont'd.**

### **Duke Energy Renewables Solar, LLC Vigo County Hoosier Jack Solar Investment**

No Project at Farmer Jack site	Taxable Cost / Value (Millions)	Vigo County Taxes Without Project (35 Year Projection)
Existing Agricultural Land 900 Acres (Assessed)	0.45	<u>\$360,999</u>

Hoosier Jack Investment and County Tax Benefits Projection (with abatement)	Taxable Cost / Value (Millions)	Vigo County Taxes with Project (35 Year Projection)
Project Costs		
Solar modules, inverters, trackers racks and related project costs	95.0	\$20,478,584
Real estate and real property site improvements	9.5	<u>\$5,036,670</u>
Total 35 Year Taxes with Hoosier Jack Solar Project		<u>\$25,515,254</u>



## **EXHIBIT B, Cont'd.**

Duke Energy Renewables Solar, LLC  
Vigo County Hoosier Jack Solar Investment  
10 Year Property Tax Abatement Schedule

<b>Tax Year</b>	<b>Improvement Cost</b>	<b>True Tax Value</b>	<b>Tax Abatement %</b>	<b>Abated</b>	<b>Paid</b>
1	\$100,000,000	\$42,833,333	100%	\$953,856	\$0
2	\$100,000,000	\$91,750,000	90%	\$1,838,864	\$204,318
3	\$100,000,000	\$83,666,667	80%	\$1,490,539	\$372,635
4	\$100,000,000	\$75,583,333	70%	\$1,178,216	\$504,950
5	\$100,000,000	\$67,500,000	60%	\$901,895	\$601,263
6	\$100,000,000	\$59,416,667	50%	\$661,575	\$661,575
7	\$100,000,000	\$51,333,333	40%	\$457,257	\$685,886
8	\$100,000,000	\$43,250,000	30%	\$288,940	\$674,194
9	\$100,000,000	\$35,166,667	20%	\$156,625	\$626,502
10	\$100,000,000	\$31,833,333	10%	\$70,890	\$638,007
Total				<u>\$7,998,658</u>	<u>\$4,969,330</u>



## THE BOARD OF COMMISSIONERS OF VIGO COUNTY

### ***Commissioners***

**Brendan Kearns, 1<sup>st</sup> District**

**Chris Switzer, 2<sup>nd</sup> District**

**Mike Morris, 3<sup>rd</sup> District**

650 S. 1<sup>st</sup> Street  
Terre Haute, Indiana 47807  
(812) 462-3367  
Fax: (812) 234-2409

March 5, 2021

Jim Bramble  
Vigo County Auditor  
131 Oak Street  
Terre Haute, IN 47807

Via Hand Delivery


Re: Transfer of Money

Dear Mr. Bramble:

The Vigo County Board of Commissioners are requesting a transfer per attached document. This will pay for legal services provided by Modesitt Law Firm.

Sincerely,

  
Ivan Morris

  
Brendan Kearns

  
Chris Switzer

# TRANSFER OF FUNDS

DATE 3/5/2021

DEPT 0068

## TRANSFER FROM

PLEASE LIST ACCOUNTS ONLY ONCE WITH TOTAL AMOUNT TO BE TRANSFERRED

FUND	ACCOUNT	OBJECT	LOCATION	ACCOUNT NAME	TRANSFER AMT
1000	10010	000	0068	PAYROLL SALARIES	55,700.00
1000	15210	000	0068	FICA	4,260.00
1000	15220	000	0068	PERF	7,910.00
1000	15230	000	0068	GROUP INSURANCE	12,000.00

TOTAL **\$79,870.00**

## TRANSFER TO

PLEASE LIST ACCOUNTS ONLY ONCE WITH TOTAL AMOUNT TO BE TRANSFERRED

FUND	ACCOUNT	OBJECT	LOCATION	ACCOUNT NAME	TRANSFER AMT
1000	30700	000	0068	LEGAL SERVICES	\$79,870.00

TOTAL **\$79,870.00**

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

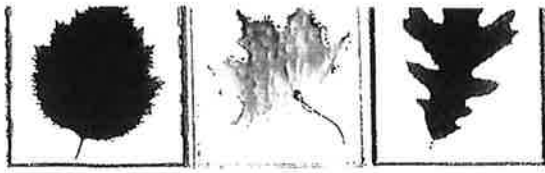
Notes

CONTACT PERSON



AUTHORIZED SIGNATURE

For Auditor Use Only



VIGO COUNTY  
PARKS & RECREATION  
DEPARTMENT

March 26th, 2021,

To the Vigo County Council,

The Vigo County Parks and Recreation Department respectfully requests an out of series transfer from 24300 miscellaneous to 33300 contractual services and from 44100 facility improvements to 33300 contractual services for the purpose of fulfilling contracts to mow and maintain our satellite parks and to pump and clean restroom facilities in these parks.

These maintenance contracts and others are needed in providing the community with the best service. We do not anticipate these mowing services being needed next season as we are transitioning into our new shop in West Terre Haute this off season.

**Out of Series Transfer Request:**

Miscellaneous to Contractual Services 1179.24300.000.0000 to 1179.33300.000.0000	<b>\$12,000.00</b>
---	--------------------

Facility Improvements to Contractual Services 1179.44100.000.0000 to 1179.33300.000.0000	<b>\$7,300.00</b>
---	-------------------

Please let us know if you have any questions.  
Thank you,

Adam Grossman  
Superintendent

Adam Grossman, Superintendent  
Brian Gilbert, Assistant Superintendent

Vigo County Government Building  
155 Oak Street, Terre Haute, In 47807  
Phone: 812-462-3392  
Fax: 812-232-2862  
vigoparks.org

# TRANSFER OF FUNDS

DATE 3/22/2021

DEPT Parks Department

## TRANSFER FROM

PLEASE LIST ACCOUNTS ONLY ONCE WITH TOTAL AMOUNT TO BE TRANSFERRED

FUND	ACCOUNT	OBJECT	LOCATION	ACCOUNT NAME	TRANSFER AMT
1179	24300	000	0000	Miscellaneous	12,000.00
1179	44100	000	0000	Facility Improvements	7,300.00

TOTAL **\$19,300.00**

## TRANSFER TO

PLEASE LIST ACCOUNTS ONLY ONCE WITH TOTAL AMOUNT TO BE TRANSFERRED

FUND	ACCOUNT	OBJECT	LOCATION	ACCOUNT NAME	TRANSFER AMT
1179	33300	000	0000	Contractual Services	\$12,000.00
1179	33300	000	0000	Contractual Services	\$7,300.00

TOTAL **\$19,300.00**

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

Notes

Adam Grossman

CONTACT PERSON

AUTHORIZED SIGNATURE

For Auditor Use Only

2021-2025 Capital Improvement Plan		
Capital Improvement Action Item		Anticipated Expense
Waterline Replacement (outside Parks budget)		\$130,000
<i>Fowler/Hawthorn Park</i>		
Dumptruck, mowers, vehicle replacement, attachments, ORV's		\$225,000
<i>All three parks, including Bicentennial Park</i>		
Hawthorn Park Roadways (outside Parks budget)		\$70,000
<i>Widen when possible, (pave or micro)</i>		
Electric upgrade		\$20,000
<i>Prairie Creek campgrounds</i>		
ADA campsites		\$24,000
<i>Fowler/Hawthorn/Prairie Creek</i>		
Riley Lock Improvements		\$10,000
<i>Complete better access to the Park</i>		
Automated gates		\$36,000
<i>Fowler/Hawthorn/Prairie Creek/Griffin Bike Park</i>		
Staffing		\$80,000
<i>Bike Park Manager into 1219, transition more seasonal staff into part time</i>		
LED lighting/Solar		\$20,000
<i>Grants when possible, all parks, anytime re-installing lighting</i>		
Land acquisition/Park development (outside Parks budget)		\$150,000
<i>Bicentennial Park (grants when possible)</i>		
	\$	765,000.00



## VIGO COUNTY E911

201 CHERRY ST  
TERRE HAUTE, IN 47807  
812-462-3226 X7327

Date: March 18, 2021

Dear County Council,

I would like to be put on the County Council agenda in April, 2021 to ask for the following stipends to be added. I would like to have 3 (three) \$1,500.00 stipends to be given to the Shift Supervisors and 3 (three) \$1,000.00 stipends to be given to 3 assistants to help do supervisory functions while the supervisor is busy or out of the office.

After thinking about the last request, I realized \$500.00 per person was not going to make any impact to entice people to take on the added responsibility. Without adding onto the current supervisor pay, I was unable to ask for any more in the stipend due to the assistant would be making more than the supervisor. I also considered other options and I feel at this time this would be my best course of action. I have the extra money in my budget due to 2 full time dispatch positions that have not been filled at this time and the part time/overtime money that isn't being used since I do not have any part time people.

I have prepared the following to see the money portion of this request:

3 @ \$1,500.00 per year = \$4,500.00

3 @ \$1,000.00 per year = \$3,000.00

Total for the 6 pays is \$7,500.00.

We have had 6 pays at this time which I had 1 supervisor position at \$19.90 / hour. This would be equal to;

2 pays @ 80 hours = \$1,592.00 x 2 = \$3,184.00

4 pays @ 72 hours = \$1,432.80 x 4 = \$5,731.20

Total for the Supervisor position that was changed to a dispatcher position prior to the change is \$ 8,915.20.

We have had 6 pays at this time which I had 1 dispatcher position at \$18.17 / hour. This would be equal to;

2 pays @ 80 hours = \$1,453.60 x 2 = \$2,907.20

4 pays @ 72 hours = \$1,308.24 x 4 = \$5,232.96

Total for the 6 pays is \$ 8,140.16

With the 6 pays so far this year, we have not paid out due to 2 positions being vacant is \$17,055.36. This is without the part time/overtime money being effected.

Thank you for your consideration,

Vickie Oster

Vigo County 911 Director



# JOB CLASSIFICATION REVIEW FORM

## County of Vigo, Indiana an Equal Opportunity Employer

This form is to be completed by the employee holding the position and/or the Elected Official/Department Head having hiring, promotion, and termination authority for the office/department. This form is intended to serve as a classification evaluation instrument for the Vigo County Council in reviewing requests for classification of jobs.

**Attach additional pages as needed; return to Human Resources**

Job title: Court System Administrator Payroll no. on salary ordinance: \_\_\_\_\_  
Department: Court Date: March 19, 2021

☒ Full-time ☐ Part-time ☐ Exempt ☐ Non-exempt

Current pay grade: PAT A Requested pay grade: \_\_\_\_\_

Current pay \$ 44,987.00 <sup>43,531.96</sup> per Year Proposed pay \$ 52,000.00 per Year

Employee(s) in this position: Lloyd J. Labree

\$ 50,580 (Without longevity & phone spend)  
per Judge Lewis 3/22/21

### TYPE OF ACTION REQUESTED

- ☐ Create position ☐ Abolish position ☐ Seniority review  
☐ Qualifications requirements review ☒ Pay policy application/interpretation issues  
☐ Reclassification due to change in duties, responsibilities, work conditions, etc.  
☐ Other *Please describe:*

### Questions 1 through 3 to be completed jointly by the employee and/or Elected Official/Department Head initiating the review

1. Describe why this new position/added employee/classification review is necessary.

Due to significant changes in the Court system, the change in the ways trials are presented to juries, the new Vigo County Jail soon to open with several video courts contained within and those added responsibilities. Making sure the videos and zoom functions are operating properly throughout multiple buildings along with all of the other computers and recording equipment in the courts. Also taking care of computers and constantly changing programs throughout the courts, clerk's office and prosecutor's office.

2. Have you previously requested this new position/added employee/reclassification of this existing position? ☐ yes ☒ no  
If yes, describe date and outcome of that request:
3. If this is a request for classification review of an existing position, review the current job description and make any revisions that are necessary to describe the job being performed. *Attach a copy of the existing job description with your revisions marked.*

Do these revisions constitute *additional* duties and responsibilities since the adoption of the existing job description? ☒ yes ☐ no If not, explain why the existing description is no longer accurate:

<b>Questions 4 through 8 to be completed by Elected Official/Department Head</b>
--

4. Are the job functions described on this form currently being performed by your office/ department?  
☒ yes ☐ no If yes, name those job title(s) and classifications:  
Job title: By Current employee \*Classification: \_\_\_\_\_  
Job title: \_\_\_\_\_ \*Classification: \_\_\_\_\_  
Job title: \_\_\_\_\_ \*Classification: \_\_\_\_\_  
*\* Current classification of position may be impacted by the creation of or reclassification of another position.*
5. Is this request a result of new legislation, a mandate or litigation? ☐ yes ☒ no  
If yes, specify statute citation and/or case:
6. Is this request based on increased volume of work? ☒ yes ☐ no If yes, please explain:  
See answer to question 1
7. If you answered yes, to question 6, are there existing technologies that could lessen the volume for this or related positions? ☐ yes ☒ no If yes, please describe, including estimated costs:
8. State specifically how creation of a new position/added employee/reclassification of this position would benefit the County:  
Continuous, efficient flow of the Vigo County Court System in these constantly changing times.

**AUTHORIZATION BY EMPLOYEE:**

Signature of employee(s) assigned to the position being considered for reclassification.

I understand that this request in no way jeopardizes my employment, and that if the reclassification review proceeds, it may result in the position being upgraded, downgraded, or remaining classified the same.

  
Employee signature

Date: 03-18-21

\_\_\_\_\_  
Employee signature

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

\_\_\_\_\_  
Employee signature

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

\_\_\_\_\_  
Employee signature


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

**AUTHORIZATION BY APPOINTING AUTHORITY:**

Signature required by Elected Official/Department Head

I have reviewed this reclassification request with the employee(s), and ☐ agree ☐ disagree.  
If *disagree*, please comment:

\_\_\_\_\_  
\_\_\_\_\_  
I understand that this request is subject to an organizational assessment of my office/department employment operations, and that I will be available to personally participate and provide requested information to the County Council, and consultants of the Council.

  
Signature of Elected Official/Department Head

Date: 3-18-21

Michael J. Lewis, Chief Judge  
Name typed or printed

**POSITION DESCRIPTION  
COUNTY OF VIGO, INDIANA**

**POSITION:** Systems Administrator  
**DEPARTMENT:** Courts  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** February 2015

**STATUS:** Full-time

**DATE REVISED:**

**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 undue hardship.

Incumbent serves as Systems Administrator for Vigo County Courts, responsible for assisting various departments, including, but not limited to, Superior/Circuit Courts, Clerks Office, Various Courthouse departments, Adult Probation, Juvenile Court, Juvenile Probation, IV-D, Sheriff, and other Court Pretrial services with maintenance and support of computer components or technical needs.

**DUTIES:**

- \*Designs and implements IT strategies and infrastructure based on the needs of the courts.
- \*Builds and maintains relationships with outside vendors or other government employees both local and state.
- \*Oversees IT operations of vendors or state run software/hardware systems, including troubleshooting or assisting with issues that may not be operated locally.
- \*Works to increase end user efficiency from a technical or operational standpoint.
- \*Leads or oversees IT projects from installation to day to day operations.
- \*Identifies and eliminates security risks, based in procedures, software and hardware environments located both local and remote.
- \*Support outside network/hardware/software, based on the needs of the end users. These items may include but not limited to Cell Phones, Laptops, Tablets, Splash Top, or other remote connection devices. May also include some internet connection support for remote users.
- \*Maintains and schedules backups for all courts, including recordings, verifying validity of recordings, verifying software/hardware used to complete recordings, and troubleshooting problems with recording and/or audio equipment. Backups may include but not limited to off-site storage or disaster recovery operations.

\*Assists with creation and maintenance of budget for hardware/software needs. This may include special projects or implementation of hardware upgrades, routine maintenance, or increased need of technology within the court system.

\*Create and maintain databases written in Access or SQL. Databases include but not limited to financial or case manager needs. Updates or additional features added to jury database based on the needs of the state or courts.

Prevents or removes viral or malicious software from workstations, and adds hardware or changes hardware based on needs of court staff.

Provides training on usage of hardware and software, and assists end users with software installation and utilization.

Maintains inventory of software and hardware, including updating hardware and software. Advises Judge of new equipment or other purchases needed.

Assists with training or installation of transcription hardware and software.

Makes changes/updates to website for Courts, Adult Probation, and Juvenile and Jury Administration.

Troubleshoots and coordinates with vendor for various systems.

Maintains accurate inventory of computer hardware.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

\*High school diploma or GED, with minimum of five (5) years of experience in computer related field. Minimum of two (2) years of experience overseeing IT teams and projects. Computer Science and/or Information Technology degree preferred, or equivalent combination of education, training and experience.

Possession of or ability to obtain required certifications, such as VMWare certified Associate in data center and A+ certification.

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

Working knowledge of or ability to develop an understanding of installed operating system, including internal policies, procedures, and services to solve routine problems and recommend system enhancements to increase productivity and quality of services.

Working knowledge of Malicious or Viral software security using both hardware/software and policies to maintain a safe working environment.

\*Strong working knowledge of Microsoft Software including but not limited to server, end user OS, Office and other word processing programs, Access/SQL, and Visual Basic. Working knowledge of VMWare based software/hardware used in a data center/cluster and cloud based environment.

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

Ability to effectively communicate orally and in writing with co-workers, other County departments, State Judicial/Supreme Court, law enforcement agencies (County/City), various Courthouses, 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 and Federal 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 understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to properly operate standard operating equipment, including computer, transcriber/Dictaphone, copier, telephone, and various technology equipment.

Ability to work alone with minimum supervision and with others in a team environment. Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to occasionally apply knowledge of people and/or locations, and perform arithmetic calculations.

Ability to occasionally read and interpret detailed legal documents, prints, sketches, layouts, specification, and maps.

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

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

## **II. DIFFICULTY OF WORK:**

Incumbent's duties are somewhat restricted in scope, but are of substantial intricacy, with several variables and considerations. Incumbent performs duties according to priorities as set forth by Judges' schedules and the needs of the department. Incumbent receives general supervision. Decisions are restricted by only the broadest policy and/or guidance for Judge.

## **III. RESPONSIBILITY:**

Incumbent applies standardized practices to individual cases, where desired results are clearly indicated, and referring unusual/unprecedented situations to Judge as needed. Incumbent receives indirect or occasional supervision, with work reviewed primarily for appropriate supervision or direction of assigned operations, and effect on department goals and objectives.

## **IV. PERSONAL WORK RELATIONSHIPS:**

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

Incumbent reports directly to the presiding Judge.

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

Incumbent performs majority of duties in a standard office environment, involving sitting/walking at will, lifting/carrying equipment weighing over 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, keyboarding, close vision, color/depth perception, handling/grasping objects, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended, weekends, and/or evening hours, and occasionally travels out of town for conferences, sometimes overnight.

## APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Systems Administrator for Vigo County Courts 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 X \_\_\_\_\_

  
Applicant/Employee Signature

03-18-21  
Date

Lloyd S. Labree  
Print or Type Name



# JOB CLASSIFICATION REVIEW FORM

## County of Vigo, Indiana an Equal Opportunity Employer

This form is to be completed by the employee holding the position and/or the Elected Official/Department Head having hiring, promotion, and termination authority for the office/department. This form is intended to serve as a classification evaluation instrument for the Vigo County Council in reviewing requests for classification of jobs.

*^ Attach additional pages as needed; return to Human Resources*

Current: Secretary

Job title: Administrative Assistant

Payroll no. on  
salary ordinance: \_\_\_\_\_

Department: Building Inspection Date: \_\_\_\_\_

☒ Full-time ☐ Part-time ☐ Exempt ☒ Non-exempt

Current pay grade: COMOT A Requested pay grade: COMOT C

Current pay \$ 17.39 per hr Proposed pay \$ 20.15 per hr

Employee(s) in this position:

Carrie Lindsay

### TYPE OF ACTION REQUESTED

- ☐ Create position ☐ Abolish position ☐ Seniority review  
☐ Qualifications requirements review ☐ Pay policy application/interpretation issues  
☒ Reclassification due to change in duties, responsibilities, work conditions, etc.  
☐ Other *Please describe:*

**Questions 1 through 3 to be completed jointly by the employee and/or  
Elected Official/Department Head initiating the review**

1. Describe why this new position/added employee/classification review is necessary.

The reclassification is necessary due to the fact that the job duties have changed since the original classification. Please see attached documentation.

2. Have you previously requested this new position/added employee/reclassification of this existing position? G yes ☒ no  
If yes, describe date and outcome of that request:

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3. If this is a request for classification review of an existing position, review the current job description and make any revisions that are necessary to describe the job being performed. *Attach a copy of the existing job description with your revisions marked.*

Do these revisions constitute *additional* duties and responsibilities since the adoption of the existing job description? ☒ yes G no If not, explain why the existing description is no longer accurate:

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<b>Questions 4 through 8 to be completed by Elected Official/Department Head</b>
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4. Are the job functions described on this form currently being performed by your office/ department?

G yes G no If yes, name those job title(s) and classifications:

Job title: \_\_\_\_\_ \*Classification: \_\_\_\_\_

Job title: \_\_\_\_\_ \*Classification: \_\_\_\_\_

Job title: \_\_\_\_\_ \*Classification: \_\_\_\_\_

*\* Current classification of position may be impacted by the creation of or reclassification of another position.*

5. Is this request a result of new legislation, a mandate or litigation? G yes G no

If yes, specify statute citation and/or case:

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6. Is this request based on increased volume of work? G yes G no If yes, please explain:

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7. If you answered yes, to question 6, are there existing technologies that could lessen the volume for this or related positions? G yes G no If yes, please describe, including estimated costs:

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8. State specifically how creation of a new position/added employee/reclassification of this position would benefit the County:

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### AUTHORIZATION BY EMPLOYEE:

Signature of employee(s) assigned to the position being considered for reclassification.

I understand that this request in no way jeopardizes my employment, and that if the reclassification review proceeds, it may result in the position being upgraded, downgraded, or remaining classified the same.

Carmie Ruidsay

Employee signature

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

\_\_\_\_\_  
Employee signature

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

\_\_\_\_\_  
Employee signature

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

\_\_\_\_\_  
Employee signature

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

### AUTHORIZATION BY APPOINTING AUTHORITY:

Signature required by Elected Official/Department Head

I have reviewed this reclassification request with the employee(s), and ☒ agree ☐ disagree.  
If *disagree*, please comment:

\_\_\_\_\_  
\_\_\_\_\_  
I understand that this request is subject to an organizational assessment of my office/department employment operations, and that I will be available to personally participate and provide requested information to the County Council, and consultants of the Council.

Chris Switzer

Signature of Elected Official/Department Head

Date: 3/9/21

Chris Switzer  
Name typed or printed

## UPDATED DUTIES

The current classification has this position listed as secretary, when in fact it is more of an Administrative Assistant.

### **Duties:**

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

Answers questions concerning procedures for obtaining permits within the County and questions regarding compliance of County ordinances. Completes complaint forms and attaches required documentation such as parcel number and owner information.

Issues various permits, including demolition, building, remodeling, electrical, and plumbing permits. Sort, record, and file completed daily inspections and compliant sheets.

Types, listing, and submitting claim forms of invoices received, posting claims to the computer ledgers and the ledger journals, correcting discrepancies with vendors on invoices and statements, and reconciling on accounts to account history received from Auditor's Office.

Quietus money received from building and demolition permits and towed automobiles, submitting to Auditor's Office and making daily deposit to Treasurer's Office, including maintaining accurate ledger records of deposits and claims paid, filing hard copies in appropriate fund file and ledger.

Orders office supplies and maintains inventory. Keeps all employees supplied with essential needs for their work performance.

Maintains all emails coming into the Building Inspection and resolving any issues from said emails.

Records attendance daily and issues report to Human Resources.

Prepares minutes, claim reports, and other reports for the Building Inspection quarterly meeting with the Advisory Board.

Calculates, submits, and posts payroll and submits to payroll department. Set up new vendor claim files and employee service records yearly.

Types code enforcement letters, mails by appropriate means, and posts on work board.

Prints pictures for Ordinance Enforcer and Building Inspectors. Sends reports and monthly list of permits issued to various recipients, including the County Assessor, and maintaining monthly

count of totals for all permits issued and all work completed and complies a quarterly report for the Advisory Board meetings and Commissioner's Office.

Processes mail and maintains filing and filing systems.

Maintains copies of ordinances and informational form packets available for public upon request.

Maintains records for State Board of Accounts.

Performs related duties as assigned.

**POSITION DESCRIPTION  
COUNTY OF VIGO, INDIANA**

**POSITION:** Secretary  
**DEPARTMENT:** Building Inspection  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** November 2014  
**DATES 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 Secretary for the Vigo County Building Inspection Department, responsible for processing various permit applications and providing administrative support to Department personnel.

**DUTIES:**

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, scheduling and recording appointments, taking messages and/or directing callers to appropriate individual or department.

Answers basic questions concerning procedures for obtaining permits within the County and questions regarding compliance with codes. Completes complaint forms and attaches required overview sheet with parcel number and owner information.

Issues various permits, including demolition, building, remodeling, electrical, and plumbing permits, including sorting, recording, and filing completed daily inspections and compliant sheets.

Checks electronic mail (e-mail) for messages, receives, sorts, and distributes daily mail, orders office supplies when needed

Quietus money received from building and demolition permits and towed automobiles, submitting to Auditor's office and making daily deposit to Treasurer's office, including maintaining accurate ledger records of deposits and claims paid, filing hard copies in appropriate fund file.

Records attendance daily and issues quarterly report to Human Resources.

Types code enforcement letters, mails by appropriate means, and posts on work board.

Building insp/secretary

Prints pictures for Ordinance Enforcer and Building Inspectors, and sends report and monthly list of permits issued to various recipients, including the County Assessor, and maintaining monthly count of totals for all permits issued and all work completed and compiles quarterly report for Advisory Board meetings and Commissioners Office.

Maintains copies of ordinances and informational form packets available for public upon request.

Performs related duties as assigned.

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

High school diploma or GED.

Working knowledge of standard office procedures and Department software programs, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.  
Working knowledge of County permit processes for various areas.

Working knowledge of standard accounting and bookkeeping practices, and ability to perform arithmetic calculations, balance various accounts, and maintain complete financial records.

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

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

Ability to operate standard office equipment, including computer, 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, analyze and evaluate data, and make determinations based on data analyses.

Ability to work with others in a team environment and occasionally work alone with minimum supervision.

Ability to occasionally work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

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

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

## **II. RESPONSIBILITY:**

Incumbent performs secretarial duties according to standard Department policies and procedures with work priorities primarily determined by service needs of the public. Incumbent receives general supervision with assignments guided by broad policies and/or general objectives, referring to supervisor when interpretations of department policies and programs are thought necessary. Decisions are mostly determined by specific instructions or routine, existing, well established policies and procedures. Errors in work are primarily detected or prevented through standard bookkeeping checks. Undetected errors could result in loss of time to correct error.

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

Incumbent maintains frequent contact with co-workers, other County departments, and the public for the purpose of exchanging information.

Incumbent reports directly to Building Commissioner.

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

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, speaking clearly, and hearing sounds/communication.



## APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Secretary for the Building Inspection 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

## JOB CLASSIFICATION REVIEW FORM

### County of Vigo, Indiana *an Equal Opportunity Employer*

This form is to be completed by the employee holding the position and/or the Elected Official/Department Head having hiring, promotion, and termination authority for the office/department. This form is intended to serve as a classification evaluation instrument for the Vigo County Council in reviewing requests for classification of jobs.

*Λ Attach additional pages as needed; return to Human Resources*

Job title: Administrative Assistant Payroll no. on  
salary ordinance: \_\_\_\_\_  
Department: Commissioners Date: March 15  
G Full-time G Part-time G Exempt G Non-exempt  
Current pay grade: COMOT C Requested pay grade: PAT B Exempt  
Current pay \$ 20.65 per HR Proposed pay \$ 44,090 per YR  
Employee(s) in this position:  
Tammy York-Allen

### TYPE OF ACTION REQUESTED

G Create position G Abolish position G Seniority review  
G Qualifications requirements review G Pay policy application/interpretation issues  
G Reclassification due to change in duties, responsibilities, work conditions, etc.  
G Other *Please describe:*

### Questions 1 through 3 to be completed jointly by the employee and/or Elected Official/Department Head initiating the review

1. Describe why this new position/added employee/classification review is necessary.

This position has developed into one that requires a much higher standard of professionalism and ethical responsibilities than the original job description as well as having additional duties. Moving this position to a Pat B Exempt will allow the Commissioners to retain the current employee and if ever in the future it is necessary to refill this position, it will allow the ability to attract another highly skilled individual.

2. Have you previously requested this new position/added employee/reclassification of this existing position? G yes G no  
If yes, describe date and outcome of that request:

March 2020 Denied

3. If this is a request for classification review of an existing position, review the current job description and make any revisions that are necessary to describe the job being performed. *Attach a copy of the existing job description with your revisions marked.*

Do these revisions constitute *additional* duties and responsibilities since the adoption of the existing job description? G yes G no If not, explain why the existing description is no longer accurate:

<b>Questions 4 through 8 to be completed by Elected Official/Department Head</b>
--

4. Are the job functions described on this form currently being performed by your office/ department?  
G yes G no If yes, name those job title(s) and classifications:

Job title: \_\_\_\_\_ \*Classification: \_\_\_\_\_

Job title: \_\_\_\_\_ \*Classification: \_\_\_\_\_

Job title: \_\_\_\_\_ \*Classification: \_\_\_\_\_

*\* Current classification of position may be impacted by the creation of or reclassification of another position.*

5. Is this request a result of new legislation, a mandate or litigation? G yes G no  
If yes, specify statute citation and/or case:

6. Is this request based on increased volume of work? G yes G no If yes, please explain:

See attached old and proposed new job descriptions

7. If you answered yes, to question 6, are there existing technologies that could lessen the volume for this or related positions? G yes G no If yes, please describe, including estimated costs:

8. State specifically how creation of a new position/added employee/reclassification of this position would benefit the County:

This position interacts with top level professionals and elected officials. The duties assigned to this position are not just common administrative tasks but include high levels of confidentiality, ethical behavior and skills above the current job description. It is necessary for the Commissioners to have a person in this position that can adapt to the ever changing conditions and be able to handle issues with proficiency and discretion. Our hope as the Commissioners is to retain the highly skilled person who currently holds this position.

### **AUTHORIZATION BY EMPLOYEE:**

Signature of employee(s) assigned to the position being considered for reclassification.

I understand that this request in no way jeopardizes my employment, and that if the reclassification review proceeds, it may result in the position being upgraded, downgraded, or remaining classified the same.

\_\_\_\_\_  
Employee signature Date: \_\_\_\_\_

\_\_\_\_\_  
Employee signature Date: \_\_\_\_\_

\_\_\_\_\_  
Employee signature Date: \_\_\_\_\_

### **AUTHORIZATION BY APPOINTING AUTHORITY:**

Signature required by Elected Official/Department Head

I have reviewed this reclassification request with the employee(s), and G agree G disagree.  
If *disagree*, please comment:

\_\_\_\_\_  
\_\_\_\_\_  
I understand that this request is subject to an organizational assessment of my office/department employment operations, and that I will be available to personally participate and provide requested information to the County Council, and consultants of the Council.

\_\_\_\_\_  
Signature of Elected Official/Department Head Date: \_\_\_\_\_

\_\_\_\_\_  
Name typed or printed

\_\_\_\_\_  
Signature of Elected Official/Department Head

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

\_\_\_\_\_  
Name typed or printed

\_\_\_\_\_  
Signature of Elected Official/Department Head

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

\_\_\_\_\_  
Name typed or printed

**POSITION DESCRIPTION  
COUNTY OF VIGO, INDIANA**

**POSITION:** Administrative Assistant  
**DEPARTMENT:** Commissioners  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** PAT B (Professional, Administrative, Technological)

**DATE WRITTEN:** March 2021  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** 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 Administrative Assistant for the Vigo County Commissioners, responsible for performing duties in efficiently operating the Commissioner's office to accommodate the general public and county employees.

**DUTIES:**

Serves as American Disabilities Coordinator for Vigo County.

Serve as primary administrative and staff support for the Commissioners by performing a wide variety of specialized office management, administrative, and fiscal support assignments to maintain the efficient operation of the County Office.

Serve as primary resource for information about policies, programs, functions and procedures; receive office visitors and telephone calls, provide comprehensive information, resolve complaints, interpret policies and procedures; interface with the public on behalf of staff members; represent the Commissioners, interfacing with County Elected and Appointed Department Heads, other officials and the general public with regard to protocol, policies and procedures.

Aids County Commissioners in the effective execution of Commission duties; acts as liaison between Commissioners, members of the public, county departments and officials, and others. Collects and compiles information for specific decision-making or problem resolution purposes for Commissioners, individually and collectively; develops information regarding county government activities of the Commissioners for the benefit of the public.

Works to ensure that the Office of Commissioners operates in total compliance with the laws of the State of Indiana, meeting all deadlines.

Assists in the development of objectives and goals to further the department's ability to meet expectations.

Confers with the County Commissioners on administrative problems and procedures, including participate in long term planning and establish goals; evaluate office operations, review work methods and procedures; develop changes to work processes, work flow, and/or equipment used; make recommendations for resolution to ensure efficient operations.

Commissioners/admin asst.

Oversees the development and preparation of County Commission agendas and supporting materials.

Prepares agendas for Commission meetings (including certain agenda items for the Weekly public County Commissioners' Meetings); review material to determine that it is properly prepared for public presentation.

Serves as an administrator for the Vigo County Capital Improvement Board in which duties include; receiving, processing and submitting invoices, coordinating with County Auditor for recording and payment of invoices, preparation and printing of meeting materials as well as posting of Board and Board Committee meeting notices, coordinating the live broadcast of Board meetings on the County video portal and working with County IT to accomplish the same, order and distribute supplies required by the Board, coordination of room space for Board and Board Committee meetings, and perform additional administrative tasks request by Board members as required.

Maintains the calendar of three elected Commissioners including requests for meetings, scheduling changes and working to insure all officials are available when needed. Develops and maintains the holiday schedule for Commissioner and Staff.

Manages all travel and conference arrangements including hotels, flights and registrations.

Plans, arranges, and manages special meetings and events including any permits needed for special events. Attends meetings as needed.

Prepare correspondence, informational materials and documents; maintain a variety of files and records (computerized and manual), updating files and databases and generating computer reports as necessary for effective operations.

Assists the Commissioners to resolve issues in response to the public and acts as a representative of the County Commissioners, individually or collectively.

Develops and manages the annual departmental budget and ensures compliance with established laws and regulations governing the expenditure of public funds and the acquisition of goods and services.

Administers and monitors budget/expenditures during the fiscal year, maintaining and tracking a variety of fiscal and budget control documents and reports. Also assists in development of Human Resource budget. Quietus all payments that originate from the Commissioner's office.

Manages the processing of insurance claims for all liability claims and other classes of insurance and any issues impacting county government (i.e. malware attach, Community Corrections fire, Lighting Strike at the Courthouse.) Serves as the liaison with the insurance company for personal and vehicle accidents. Distributes and collects all workers' compensation invoices and payments.

Reviews and analyzes processes related to the Convention Center Project including meetings, posting notices and invoice compliance.

Serves and the point person for the Fitness Center including collecting employees' doctor releases and grant clearances.

Manages the application process with the Indiana Federal Surplus property on behalf of Vigo County.

Serves as a Notary for County Executives.

Compiles list of yearly re-appointments of positions for Commissioners and maintainsthroughout each Commissioners/admin asst.

year.

Conducts breakdown and submits utility claims to Community Corrections, Alcohol and Drug, and IV-D Court, including submitting indirect costs for County utilities.

Completes documents and titling for Bureau of Motor Vehicles (BMV) of County vehicles, license plates, and registration.

Works with Commissioners and Human Resources on yearly budgets for each department.

Prepares bi-weekly payroll and timekeeping for Commissioners and Building

Maintenance.

Answers telephone and greets visitors, providing information and assistance, taking messages, and directing to appropriate department or individual.

Orders office supplies.

Attends workshops and/or training as

requested. Performs related duties as assigned.

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

High school diploma or GED. Baccalaureate degree preferred and/or equivalent combination of work experience and education.

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

Knowledge of local, state, and federal laws, ordinances, policies, and procedures that guide the provision of local government services in general and those specific to Vigo County in particular.

Knowledge of standard management and supervisory practices.

Knowledge of the principles and practices of records management and accounts payable.

Knowledge of the county fiscal and budgeting policies and procedures, as well as laws and regulations governing the procurement of goods and services.

Skill in interpreting complex information and decisions of the Commissioners and in conveying those to others in an accurate, complete, and understandable manner.

Ability to compile, collate, classify data, and coordinate and make determinations based on data analyses.

Commissioners/admin asst.



Skill in public and interpersonal relations

Working knowledge of standard policies, practices, and legal requirements of the department and ability to apply appropriate procedures accordingly.

Knowledge of basic accounting/bookkeeping procedures, with ability to perform arithmetic operations, and maintain accurate financial records.

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

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

Ability to properly operate standard office equipment and software programs used by the department, such as computer/computer programs, calculator, fax machine, copier, and telephone.

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

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

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

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

Ability to occasionally travel out of town for training/seminars, sometimes overnight.

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

## **II. RESPONSIBILITY:**

Incumbent performs a variety of standard and recurring duties according to supervisor with work priorities determined by seasonal deadlines. Incumbent receives general supervision with assignments guided by broad policies and/or general objectives, referring to supervisor when

Commissioners/admin asst.

interpretation of department policies and programs. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily prevented or detected through supervisory review and/or notification from other departments, agencies, or the public. Undetected errors could result in loss of time to correct error, and/or loss of money to the department.

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

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

Incumbent reports directly to County Commissioners.

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

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, bending, reaching, keyboarding, speaking clearly, and hearing sounds/communication. Incumbent occasionally travels out of town for training/seminars, sometimes overnight.

Current Job  
Description

**POSITION DESCRIPTION  
COUNTY OF VIGO, INDIANA**

**POSITION:** Administrative Assistant  
**DEPARTMENT:** Commissioners  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** November 2014  
**DATE REVISED:** July 2016

**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 Administrative Assistant for the Vigo County Commissioners, responsible for performing duties in efficiently operating the Commissioner's office to accommodate the general public and county employees.

**DUTIES:**

Serves as American Disabilities Coordinator for Vigo County.

Compiles list of yearly re-appointments of positions for Commissioners and maintains throughout each year.

Conducts breakdown and submits utility claims to Community Corrections, Alcohol and Drug, and IV-D Court, including submitting indirect costs for County utilities.

Completes documents and titling for Bureau of Motor Vehicles (BMV) of County vehicles, license plates, and registration.

Works with Commissioners and Human Resources on yearly budgets for each department.

Prepares bi-weekly payroll and timekeeping for Commissioners and Building Maintenance.

Assists with recruitment and processing of new hires, including new hire reporting, providing orientation and training to cover policy, procedures, and benefits, and setting-up onsite interviews.

Answers telephone and greets visitors, providing information and assistance, taking messages, or directing to appropriate department or individual.

Assists with human resources administrative duties and projects as required.

Commissioners/admin asst.

Orders office supplies.

Attends workshops and/or training as requested.

Performs related duties as assigned.

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

High school diploma or GED. Baccalaureate degree preferred and/or equivalent combination of work experience and education.

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

Working knowledge of standard policies, practices, and legal requirements of the department and ability to apply appropriate procedures accordingly.

Knowledge of basic accounting/bookkeeping procedures, with ability to perform arithmetic operations, and maintain accurate financial records.

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

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

Ability to properly operate standard office equipment and software programs used by the department, such as computer/computer programs, calculator, fax machine, copier, and telephone.

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

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

Ability to compile, collate, classify data, and coordinate and make determinations based on data analyses.

Commissioners/admin asst.

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 occasionally travel out of town for training/seminars, sometimes overnight.

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