

**VIGO COUNTY COUNCIL SUNSHINE MEETING**  
**October 5, 2021**  
**5:00 P.M.**

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# **VIGO COUNTY COUNCIL SUNSHINE MEETING**

## **Agenda**

**Tuesday, October 5, 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 2021-043, Additional Appropriation, Prosecutor – Trials & Investigations
  - ii. ROC 2021-044, Out-of-Series Transfer: Vigo County Auditor – reallocation of appropriation from COVID 19 Expenses/CV Relief to Coronavirus Relief/Payroll, SS.FICA and PERF
  - iii. ROC 2021-045, Salary Ordinance 2021-15, Vigo County Sheriff
  - iv. ROC 2021-046, Out-of-Series Transfer: Vigo County Council – reallocation of appropriation from Payroll Adjustments to Professional Services
4. Public comment.
5. Communications from elected officials, other officials, or agencies of the County
6. Reports from committee(s)
  - i. Annual Budget Committee
7. Ordinances relating to appropriations
  - i. Additional Appropriation 2021-25; ROC 2021-43: Prosecutor – Trials & Investigations
  - ii. Resolution of Reallocation of Existing Appropriation 2021-16; ROC 2021-44: Vigo County Auditor
  - iii. Salary Ordinance 2021-15; ROC 2021-45: Vigo County Sheriff
  - iv. Resolution of Reallocation of Existing Appropriation 2021-17; ROC 2021-46: Vigo County Council
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, October 12, 2021 to consider the following appropriations in excess of the budget of the current year. The Vigo County Council will also meet on Tuesday, October 5, 2021, at the same location for a Sunshine Meeting.

REQUESTED

**COUNTY GENERAL FUND/1000**

**Prosecutor/0009**

1000.36900.000.0009 Trials & Investigations

\$ 26,900

**Total County General Fund**

**\$ 26,900**

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/department/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, September 24, 2021.**



**TERRY R. MODESITT  
PROSECUTING ATTORNEY  
OF VIGO COUNTY**  
VIGO COUNTY COURT HOUSE  
33 SOUTH THIRD STREET  
TERRE HAUTE, IN 47807  
PHONE (812) 462-3305  
FAX (812) 238-1096



To: Vigo County Council

September 13, 2021

RE: Vigo County Prosecutor's Office Council Request

It is respectfully requested that the following additional appropriation be discussed at the next Council Meetings.

**An additional appropriation of \$26,900 into the Prosecutor – Trials & Investigations Fund 0101-General, Line Item Code 36900.**

The amount of this request is based upon the bills listed below and an additional \$10,000 to carry us through the end of the year.

This line item had an initial appropriation for 2021 of \$30,000, which has generally been sufficient in prior years. However, with the court delays created by COVID in 2020 and early 2021, there has been a rush of trials since reopening the Courts. As of this time, the Prosecutor's Office has already utilized all but approximately \$5,000 of these funds. And we anticipate the pace of jury trials to continue through 2022. Consistent with that expectation, we requested additional funds be appropriated for the 2022 budget.

In addition, attached please find two outstanding bills for the testimony of Dr. Bamidele Adeagbo, Forensic Pathologist. While Dr. Adeagbo has indicated a willingness to discuss the final amount of these bills and future bills for his preparation and testimony, due to potential ethical conflicts these conversations have not happened. So we are requesting the full amount to cover these expenses.

<u>Name</u>	<u>Cause Number</u>	<u>Amount</u>
State v. Ashley Richey	84D06-1807-F2-002470	\$6,700.00
State v. Durend Randall	84D01-1911-MR-004391	\$10,200.00

Should the bills be negotiated down or the additional funds not be fully needed for trials and investigations as we close out 2021, the Prosecutor's Office once again commits to the fact that none of these funds will be transferred to different line items or used for other purposes. They will only be utilized within this line item to meet the needs of our trials and investigations. And any unused funds will revert back to the County General fund at the end of this year.

Respectfully Submitted,

Robert E. Roberts  
Chief Deputy Prosecuting Attorney

Bamidele Adeagbo, MD  
 Department of Pathology and Laboratory  
 3901 South Seventh St. Terre Haute  
 IN 47802  
**Phone** 732 646 2665



**INVOICE: STATE OF INDIANA V. DUREND M. RANDALL CAUSE NO. 84D01-1911-MR-4391**

BILL TO	COMMENTS
Eric A Frey #6992-84 Deputy Prosecuting Attorney Vigo County Prosecutor's Office 33 S. 3 <sup>rd</sup> Street	Kristin Szczerbirk # 27641-07PD Attorney for Defendant 111 Oak St. Terre Haute IN 47807
	NONE

DATE OF SERVICE	DESCRIPTION	UNIT PRICE, PER ITEM OR HOUR	TOTAL HOURS	TOTAL
04/05/21- 05/12/21	Document review and trial prep including digital presentation and other medical record review		12 hours	\$7500.00
04/09/2021	Deposition		2 hours	\$2500.00
05/06/2021	Pretrial-Interview with Erick A Frey		1 hour	\$2500.00
05/12/2021	Travel time: Office-to-Vigo County Court		20 min	\$100.00
05/12/2021	Trial Testimony			\$5000.00
05/12/2021	Travel time: Office-to-Vigo County Court		20 min	\$100.00
			TOTAL (USD)	\$17700.00
			DISCOUNT	\$7500.00
			<b>TOTAL DUE BY DATE</b>	<b>\$10,200.00</b>

Thank you for your business!





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

Vigo County Council  
121 Oak Street  
Terre Haute, IN 47807

**RE: Out of Series Transfer**

Dear County Council:

I would like to request the following out of series transfer to clear up the following accounts for the 2021 year.

**FROM:**

<b>County General/COVID 19 Expenses/CV Relief</b>	
1000.39990.000.9800	<b>\$148,050.000</b>

**INTO:**

<b>County General/Coronavirus Relief/Payroll</b>	
1000.10010.000.9800	<b>\$121,500.00</b>

<b>County General/Coronavirus Relief/SS.FICA</b>	
1000.15210.000.9800	<b>\$ 9,300.00</b>

<b>County General/Coronavirus Relief/PERF</b>	
1000.15220.000.9800	<b>\$ 17,250.00</b>

Thank you for your consideration in this matter.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James W. Bramble". The signature is fluid and cursive.

James W. Bramble

## McCammon, Karen

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**From:** Miller, Kylissa  
**Sent:** Monday, September 20, 2021 9:28 AM  
**To:** McCammon, Karen  
**Subject:** FW: Supervisor stipend change  
**Attachments:** SUPERVISOR STIPENDS.XLSX

Kylissa

**From:** Fell, Derek A [mailto:Derek.Fell@vigosheriff.in.gov]  
**Sent:** Friday, September 17, 2021 10:26 AM  
**To:** Loudermilk, Cheryl <Cheryl.Loudermilk@VigoCounty.IN.Gov>; Andis, Jewellyn <Jewellyn.Andis@VigoCounty.IN.Gov>; Miller, Kylissa <Kylissa.Miller@VigoCounty.IN.Gov>  
**Cc:** Pam Moats <Pam.moats@vigosheriff.in.gov>; John Plasse <John.Plasse@vigosheriff.in.gov>  
**Subject:** Supervisor stipend change

### WARNING

This email originated from outside of the Vigo County Government organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Vigo County IT Dept.

Good morning,

We (the Sheriff) is requesting a change in structure to our supervisor stipend pay. It has been his goal from day one to do away with First Sergeants through attrition and create more Sergeants. For an agency our size it does not make sense to have First Sergeants in a proper rank structure. That said, attached is our requested change, which will actually save \$1,000 in supervisor stipends. When the time is appropriate I can provide names to confirm their respective stipend pay on paychecks once change is approved. What would the next step be for us to finalize this process as far as compensation (paychecks) is concerned?

Respectfully,

Derek Fell  
Chief of Operations  
Vigo County Sheriff's Office  
[Derek.Fell@Vigosheriff.in.gov](mailto:Derek.Fell@Vigosheriff.in.gov)  
Office: 812-462-3226

This message including any attachments is intended for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you have received this communication in error, please notify the Vigo County Sheriff's Office immediately, and destroy the original message and all copies thereof (including electronic media).



# 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: Removing 2 F/Sgts, 1 Lt and adding 5 Sgts Payroll no. on salary ordinance: \_\_\_\_\_

Department: Vigo County Sheriff's Office Date: 9-17-21

Full-time  Part-time  Exempt  Non-exempt

Current pay grade: Requested pay grade: \_\_\_\_\_

Current pay Range of \$1,500 to \$3,500 (Sgt to Lt) Proposed pay *See attachment*

Employee(s) in this position:

There are appx 15 persons involved in the rank structure. \_\_\_\_\_

### 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.

We believe First Sgt rank is to supervise Sgt rank. An agency our size does not fit this rank structure. We would like more line level Sgts. This requested change reverts back to how the rank structure was (Lt's and Sgts) prior to 2010.

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:

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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? G yes G no If not, explain why the existing description is no longer accurate:

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**Questions 4 through 8 to be completed by Elected Official/Department Head**

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: Sergeant \*Classification: \_\_\_\_\_

Job title: First Sergeant \*Classification: \_\_\_\_\_

Job title: Lieutenant \*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.

It would not benefit the "county" necessarily. It benefits proper rank structure and the true purpose of first sergeants. It creates a smoother rank structure. It does save \$1,000 per year to the taxpayer.



# **New Position/Added Employee Request Policy and Procedure**

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

This policy and procedure is intended to assist the Vigo County Council in evaluating requests for new positions and/or added employees, as specified by IC 36-2-5-3, that authorizes the county fiscal body to fix the job classification, compensation, and number of officers, deputies, and employees.

### **I. TERMS AND CONDITIONS**

The Vigo County Council establishes the following terms and conditions for evaluating requests for new positions and/or added employees:

- A. Offices/departments submitting such requests shall provide all necessary information on forms prescribed by Council, and shall follow the procedures set forth by Council.
- B. Offices/departments submitting such requests may be subject to an organizational assessment of office/department operations. This may involve recommendations for alternative methods of accomplishing the proposed job functions, such as reorganization, adjusting work hours/shifts, utilizing part-time personnel, independent contracting, equipment, and/or new technologies.
- C. New position and/or added employee requests will be subject to available funding. Positions funded in whole or in part by special funding sources, such as grants and/or user fees, may be abolished, if such funding is no longer forthcoming.
- D. New position and/or added employee requests should follow a long-range organizational plan.
- E. An authorized new position, classification, and salary shall be included in the appropriate office/department annual budget.

## II. PROCEDURES

In order to provide a systematic method to process new position and/or added employee requests, offices/departments submitting requests shall use the following steps:

- STEP 1: Obtain a *Job Classification Review Form* from Human Resources (HR) and complete the form.
- " If requesting added employee(s) for an existing position, review the current job description and make any revisions that are necessary to describe the job being performed. Attach to the *Job Classification Review Form* a copy of the existing job description with your revisions marked.
- " If requesting a new position, complete a job questionnaire for the appropriate job category (from Human Resources) and return to the HR for preparation of a draft job description. Attach the draft to the *Job Classification Review Form*.
- STEP 2: Submit the completed *Job Classification Review Form* and supporting documentation described above to HR.
- STEP 3: The *Job Classification Review Form* and related documentation will be submitted with a presentation before the County Council.
- STEP 4: The request will be assessed, including review of the organizational plan, probable funding impact, and alternative methods of performing the proposed job functions.
- STEP 5: An assessment report will be prepared and submitted to the County Council.
- STEP 6: The County Council will review and evaluate the new position/ added employee request, supporting documentation, and assessment report, and will submit a recommendation for approval/denial.
- STEP 7: County Council shall review all pertinent information and shall make a final determination for approval/denial.

## CURRENT SUPERVISOR STIPENDS

<u>RANK</u>	<u>CURRENT NUMBER</u>	<u>STIPEND</u>	<u>TOTAL COST</u>
Chief Deputy	1	\$16,000.00	\$16,000.00
Chief of Operations	1	\$10,000.00	\$10,000.00
Captain	1	\$6,500.00	\$6,500.00
Lieutenant	5	\$3,500.00	\$17,500.00
First Sergeant	4	\$2,500.00	\$10,000.00
Sergeant	4	\$1,500.00	<u>\$6,000.00</u>
<b>TOTAL</b>			<b>\$33,500.00</b>

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## REQUESTED STRUCTURE CHANGE

<u>RANK</u>	<u>CURRENT NUMBER</u>	<u>STIPEND</u>	<u>TOTAL COST</u>
Chief Deputy	1	\$16,000.00	\$16,000.00
Chief of Operations	1	\$10,000.00	\$10,000.00
Captain	1	\$6,500.00	\$6,500.00
Lieutenant	4	\$3,500.00	\$14,000.00
First Sergeant	2	\$2,500.00	\$5,000.00
Sergeant	9	\$1,500.00	<u>\$13,500.00</u>
<b>TOTAL</b>			<b>\$32,500.00</b>

\*\*\*Highlighted indicate changes

\*\*\*Eventually the remaining 2 First Sergeants will fall off through attrition



**Vigo County Council**

Vigo County Government Center  
127 Oak Street  
Terre Haute, Indiana 47807

Phone: 812.231.5638  
Fax: 812.231.6245

*District 1:*

David Thompson  
President Pro Tempore  
[david.thompson@vigocounty.in.gov](mailto:david.thompson@vigocounty.in.gov)

*District 2:*

Brenda Wilson  
[brenda.wilson@vigocounty.in.gov](mailto:brenda.wilson@vigocounty.in.gov)

*District 3:*

Vicki Weger  
[vicki.weger@vigocounty.in.gov](mailto:vicki.weger@vigocounty.in.gov)

*District 4:*

Travis Norris  
[travis.norris@vigocounty.in.gov](mailto:travis.norris@vigocounty.in.gov)

*At Large:*

Aaron Loudermilk  
President  
[aaron.loudermilk@vigocounty.in.gov](mailto:aaron.loudermilk@vigocounty.in.gov)

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*Administrator:*

Kylissa Miller  
[kylissa.miller@vigocounty.in.gov](mailto:kylissa.miller@vigocounty.in.gov)

*Counsel:*

Robert Effner  
[robert.effner@effnerlaw.com](mailto:robert.effner@effnerlaw.com)

Date: September 20, 2021

To: Vigo County Auditor

From: Aaron Loudermilk, Vigo County Council President

*ADL*

Re: Reallocation of Existing Appropriation

Please place the attached out of series transfer of appropriation request on the agenda for the October meeting for consideration of the full council. The transfer will allow the Council the necessary appropriations to enter into an agreement for consultation services to update the compensation plan.

# TRANSFER OF FUNDS

DATE 9/20/2021

DEPT Council

**TRANSFER FROM**

*PLEASE LIST ACCOUNTS ONLY ONCE WITH TOTAL AMOUNT TO BE TRANSFERRED*

FUND	ACCOUNT	OBJECT	LOCATION	ACCOUNT NAME	TRANSFER AMT
1000	10015	000	0061	Payroll Adjustments	100,000.00

**TOTAL** \$100,000.00

**TRANSFER TO**

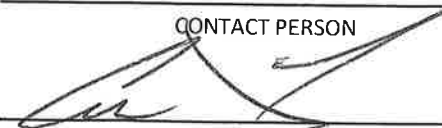
*PLEASE LIST ACCOUNTS ONLY ONCE WITH TOTAL AMOUNT TO BE TRANSFERRED*

FUND	ACCOUNT	OBJECT	LOCATION	ACCOUNT NAME	TRANSFER AMT
1000	37850	000	0061	Professional Services	\$100,000.00

**TOTAL** \$100,000.00

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

Notes

Kylissa Miller  
 \_\_\_\_\_  
 CONTACT PERSON  
  
 \_\_\_\_\_  
 AUTHORIZED SIGNATURE

For Auditor Use Only