

MADISON COUNTY COUNCIL MINUTES

June 12, 2012

The Madison County Council was called to order by President Mike Phipps. The following Council Members were present:

John Bostic, Jr.
Mike Gaskill
Rick Gardner
Larry Higgins
David McCartney
Buddy Patterson (absent)
Mike Phipps

Also present were Council Attorney Susan Traynor-Chastain, County Auditor Kathy Stoops-Wright and First Deputy Auditor Patty Mauck.

Councilman Mike Gaskill made a motion to consider the following items on the agenda:

AIC outstanding invoices
Auditor/ Treasurer Software maintenance
Edward Byrne Memorial Justice Assistance Grant Letter
Elected Officials Training Fund
Ordinance to borrow funds for the reconstruction of Fosters Branch Drain
Planning Commission transfer of funds
Appointment to the Alcohol Beverage Commission
Appointment to the Pendleton Library Board
Proposal to form a rules committee
County Assessor request for out of state travel
Pam Jones, Voters Registration request to address the Council
Pendleton Fire Chief Danny Gardner request to address the Council

Motion was seconded by Larry Higgins. Councilman John Bostic would like to modify the motion by adding the following items to the agenda:

County Public Safety-sheriff
County Public Safety-jail
County Public Safety-probation
Sheriff-general fund
Commissioners-general fund
ITS-sick days' payout
Voter's Registration-sick days' payout

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Motion seconded by Larry Higgins. A roll call vote was taken:

Bostic-yes	Higgins – yes
McCartney-no	Gardner – no
Gaskill – no	Phipps – no

2 Ayes 4 Nays 1 Absent Motion carried.

A roll call vote was then taken on the original motion:

Bostic-no	Higgins – no
McCartney-yes	Gardner – yes
Gaskill – yes	Phipps –yes

4 Ayes 2 Nays 1 Absent Motion carried.

Approval of the minutes for April 3, 2012 was tabled upon motion made by Mike Gaskill and seconded by Rick Gardner.

6 Ayes 0 Nays 1 Absent Motion carried.

Announcements:

Larry Davis, County Assessor, asked for permission to attend the International Association of Assessing Officials Conference on September 9, 2012 thru September 12, 2012 in Kansas City, Missouri. The conference will be paid from the Sales Disclosure Fund. The cost is \$500.00/person for registration, which he is asking for three employees to attend, and it is \$26.00/diem/person/day for food. The hotel cost has not yet been determined. Motion to approve out of state travel made by

Councilman Bostic asked Mr. Davis if the reassessment is complete. Mr. Davis responded that 100% of the field work was completed by March 1, 2012 but they are still working on the data entry. They also still have appeals that are part of the reassessment. Councilman Bostic asked if how many employees are still being paid out of that fund. Mr. Davis responded 1 part time and 6 fulltime. Councilman Bostic asked if there should not be any employees still working since reassessment is done. Mr. Davis stated reassessment is not all complete since there is still data entry. Mr. Davis invited Councilman Bostic to come into his office and they would discuss what the process of reassessment is and what is left to complete.

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Pam Jones, Voters Registration, came before the Council to read the following letter she sent to the Council for requesting additional money for part time help:

June 4, 2012
Madison County Council
16 E. 9th Street
Anderson, IN

The purpose of this letter is to request that you hear our additional appropriation request for \$21,192.23 on your June 12, 2012 meeting.

Concerning the Temporary Help appropriation, we would like to share our findings after researching the issues discussed at the April County Council meeting concerning our work load as it relates to the two office staff positions that were eliminated. It is not the intent of this letter to discuss the elimination of those two positions but to let you be aware of the situations we are now faced with; the actions we are taking to address those situations, and ultimately the reason we are in need of the additional appropriations. Below is a list of what we must do with each application:

- 1) Sort & date stamp
- 2) Trim & alphabetize
- 3) Enter all information into SVRS (Statewide Voter Registration System)
- 4) Print label, place on application
- 5) Scan all necessary documents into system
- 6) Save all information in system
- 7) Some will need to be associated manually
- 8) File
- 9) Print, stamp and mail acknowledgement card for each application

The following is required if a voter transfers registration to another county or state:

- 10) Change status in SVRS
- 11) Write comments in SVRS as to why change was made
- 12) Pull application from active file, make note on application then re-file in cancellation file

The following is required for death notices & department of correction (DOC) notices:

- 13) Pull application from active file, make note on application then re-file in cancellation file
- 14) Type, print, stuff & stamp cancellation letter to DOC

The following is required for various stages of application incompleteness:

- 15) Incomplete applications receive a phone call and a printed, stuffed & stamped letter advising how to complete application, then upon receipt of proper documentation, must begin process at #1
- 16) Any acknowledgement card returned after 7 day pending period, we must print, stuff, stamp and mail an NCOA notice. If proper documentation is provided, must begin process at #1
- 17) Any acknowledgement card returned before 7 day pending period is rejected, must write comment in SVRS as to why rejected, the must pull application and make same note on application and then file in cancellations

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Process for any given election cycle (twice yearly except on off year)

Process to be completed 2 weeks prior to Election Day:

- 18) Run various reports to make sure voter rolls are clean (no pending or incompletes)
- 19) Generate & Print three sets of 10-day list for every precinct (there are 112 precincts x 3)
- 20) Conduct Training for Poll Workers (12 – 15 sessions)
- 21) Create, Print & Assemble Training Material

Election Day Preparation to be completed approximately 1 – 7 days prior to Election Day:

- 22) Run various reports to make sure voter rolls are clean (no pending or incompletes)
- 23) Generate & Print Poll Book for every precinct (there are 112 precincts)
- 24) Create, Print & Assemble Poll Books
- 25) Pass out Poll Books at appointed times

Election Day:

- 26) Work 12 hours answering phones, researching voter registration issues
- 27) Collect Poll Books and all VRG 4/12 and Expense Claim Forms

After Election Day:

- 28) Vote must be entered into SVRS
- 29) Proof Poll Book Mark-up
- 30) Process all VRG 4/12 Forms according to above process
- 31) Process all incomplete name/address changes written in the poll book according to process above

Above are, included but not limited to, some of the main steps to the most common process in our office. Please realize we also service the counter and answer the phones, all of these processes and services are very time-consuming.

After checking with surrounding counties, in trying to figure out what they were doing differently with less staff, as was stated in the April council meeting, we have discovered that we had been providing what we would term as good customer service that we are now forced to do away with. Those things would include but are not limited to: notifying voters by sending out the poll location change cards when a voter's poll location is changed by the County Commissioners; keeping an up-to-date paper file system in case the SVRS system or internet (SVRS is a web base system) goes down, which has happened in the past. The law says it is illegal to disenfranchise any voter so this is a very critical one because if it happens during the in-person voting period (which it has) then voters would be forced to not be able to vote and would have to come back or possibly vote a provisional ballot, and that entails a whole entire process that we are not qualified to address in this office. The above procedures are not necessarily something required by law but things that our office was proud to provide by going above and beyond the law, those of which we are now forced to do away with. More importantly however, are the legal issues that we are now faced with. These are included but not limited to: 1) all applications and notices received, via hand-delivered, mail-in, BMV, on-line registrations, Dept of Corrections, Dept of Health, Secretary of State Notices, are required to be processed with 48 hours of receipt; 2) all Voter List Maintenance (also includes double checking precinct assignments) must be completed 90 days before election to provide a state-mandated process to keep voter rolls accurate and help prevent voter fraud; 3) after mailing out over 32,000 re-

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districting acknowledgement cards, we have received approximately 2000 back which we are required to work according to where each voter falls within the processes stated above, remembering we must have this completed 90 days before the fall election which would mean we will have to process the additional 2000 along with our daily work, while still trying to play catch-up from the May election, all by the beginning of August. These are the main reason we need to hire temporary help. It is imperative that we be given some sort of relief or we will certainly be unable to meet our legal deadlines. The other noteworthy item is that you need to make sure that when comparing counties, that our workload is equal. After checking with the stated comparable counties we discovered we handle more records than they do. Just as a gauge as to the amount of records we handle each year, in 2011 we handled 12,936 records; we are on target to handle 15,096 for 2012. That means we will handle and process via the above steps, 1258 records monthly just as our daily work, along with all the extra election cycle work and deadlines that we are required to meet in 2012. I have a User Registration Activity Report reflecting these numbers if you wish to view it.

Lastly, we are also sending a letter to the State Election Board so they will be notified that we, as a Voter Registration Board, have done everything within our power to be in compliance with the law and the procedures set forth by the State but at this point, this will be our notification to them that we cannot legally be held responsible for these non-compliance issues when we do not possess the resources to complete them.

The sick & vacations days appropriation is figured per the personnel policy to compensate an employee that was laid off as a result of the two employees eliminated at the April Council meeting.

Thank you for your time and consideration in this matter.

Warmly,

Pam Jones & Dena Willis
Voters Registration Board Members

Ms. Jones stated with the additional appropriation of part time money the Voters Registration can meet their deadlines, keep a back-up system, give good customer service and complete special projects like the redistricting. She is asking the Council to please consider the request for Temporary Help in the amount of \$10,000.00 into 150-000.

Councilman Bostic is asking the Council to consider adding back in to Voters Registration, the appropriations of the two employees that were eliminated at the April Council meeting.

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Councilman Bostic asked the Council to payout the employees for their sick days that are owed to them. Councilman Phipps stated that several outstanding requests pertaining to the Voters Registration and Commissioners payouts that are needed for the Councils counsel to be able to ascertain as to what the legal requirements are or are not. As of yesterday that information has not been sent to the counsel. As soon as they receive that information they will be able to process the requests and whatever they will be able to payout will be approved by additional appropriation or transfers. It has been 30 days out since those requests were submitted to the Human Resources Department.

Danny Gardner, Pendleton Fire Chief and President of the Madison County Fire Fighters Association came before the Council and read the following letter to them:

I would like to thank you for giving us this time to address the council. I am Danny Gardner, the president of the Madison County Fire Chiefs Association and this is Bruce Waters, vice president. We are here representing the 15 Fire and EMS agencies in Madison County. On behalf of the members, we appreciate the council working to streamline government and cut spending. There are 562 Fire and EMS members in Madison County that do approximately 25,160 runs each year.

Madison County has come a long way in the last two years in working with the cities and towns and townships to go to one 911 dispatch center to better public safety. County and city personnel have put in many hours working on this consolidation. Madison County has spent \$1.8 million on new hardware and software and \$175,000 a year on software and support for the dispatch center. What we, the emergency responders of Madison County, are asking for is help for the Sheriff's Department for IT support to work on getting the system fully functional. There are software modules that have been purchased for the dispatch center that have not been installed due to a lack of support personnel for the center. This is hampering response on mutual aid calls and the sharing of information with other departments.

In closing, we are asking what the plans are of the council to rectify the problems at the dispatch center concerning IT support. We would like to say thank you for giving us this time to address the council and we look forward to working together in the future.

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Councilman Phipps response to this letter is that the Council and the Commissioners have a law suit pending. During the mediation of the law suit the Council conveyed to the Commissioners three things:

1. If they drop the law suit,
2. If they come to the table to partner with them in determining a balanced budget;
3. The Council would fund an independent third party assessment of ITS and they would fund any preserved gaps that exist.

Those things have not been accepted by the Commissioners at this time, so the County has a centralized ITS function that they are not going to decentralize, so the avenue for any additional funding is what they outlined. He stated to Chief Gardner that he take his concerns back to the Commissioners since it is now up to them to accept these things.

9.1 AIC outstanding invoices – Councilman Mike Gaskill asked the Auditor if there was any appropriation in the Councils budget for meetings and conferences. The Auditor stated no and that the invoice was sent to the Council so they can turn in a request for additional appropriation within the budget to pay these outstanding invoices. At this time this cannot be acted on due to it not being advertised.

9.2 Auditor Kathy Stoops-Wright and Treasurer Kelly Gaskill requested additional appropriation in each of the Auditor and Treasurer Department for maintenance on the tax and billing software system, in the amount of \$27,990.00 into 390-000 Other Services and Charges.

9.3 Edward Byrne Memorial Justice Assistance Grant (JAG) Program is not a request for additional appropriations it just requires a signature from the Council President for approval of the Grant.

9.4 Elected Official Training Fund request, there was no presenter.

9.5 Ordinance Authorizing the County Commissioners to Issue Note/Bonds for the Reconstruction of the Fosters Branch Regulated Drain. Commissioner John Richwine presented the Ordinance to the Council and explained that they are here to secure a loan with Star Financial Bank at a rate of 2.9% for five years in the amount of \$550,000.00. The Drainage Board has been through the public hearing process, the assessment roll and the project itself has been approved unanimously by the Drainage Board. Bids have been accepted, Anderson City and many property owners have also approved this project. Anderson City is paying for the part of the drain that is within the City limits out of storm water money. Mike Spires, City of Anderson Engineer, spoke on behalf of the City and reported that they are in full favor of this ditch reconstruction. Their part of the cost would be approximately \$250,000.00. The winning bid was just under \$495,000.00 for the reconstruction.

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They won't borrow anymore than what is needed for the project. Brad Rayl, Engineer on this project, answered several questions that the Council had concerning this project. Anjie Patel, Drainage Board Secretary, also explained to the Council the drainage bill process.

9.6 Planning Director, Ken Ellis, requested a transfer of \$1,600.00 from 370-000 Rentals into 220-000 Operating Supplies for a shortfall in fuel expenses.

9.7 Councilman Mike Gaskill made a nomination to the Alcohol Beverage Commission of Todd Baldredge.

9.8 Councilman Mike Gaskill made a nomination to the Pendleton Library Board of A. Nicole Rosemand.

9.9 Councilman Mike Gaskill made a proposal to form a Rules Committee for the County Council meetings to set the conduct of the meetings and also to have preliminary meetings to discuss items that are coming before the Council to do some investigation on those items. This is done in Hamilton County and in Hendricks County. His proposal is to have the committee to consist of himself, Councilman Rick Gardner and Councilman Larry Higgins.

President Mike Phipps now opened up the floor to any public commitment on any of the agenda items presented. The following people spoke:

Brian Base, Park Rd., Anderson, IN – in favor of the Fosters Branch Project

Jeff Perdue, 400 W, Pendleton, IN – in favor of the Fosters Branch Project

Jeff Huntzinger, 600 W, Anderson, IN – in favor of the Fosters Branch Project

Julia Lewis, President UAW Local 1963 – Announced the new UAW Local 1963 Office Holders

Bill Mort, 400 W, Pendleton, IN – in favor of the Fosters Branch Project

Christina Bruns, Treasurer Office Employee – does employees have to be UAW members

Pat Manship, Surveyor - in favor of the Fosters Branch Project

Burl Tyner – in favor of Rules Committee

With no more public comment this section was closed.

Question was made as to whether the Fosters Branch Ordinance would have to be advertised due to changes in the text that were corrected by Council's counsel. Counsel stated that it would have to be advertised and another meeting set for the approval. Another meeting could be set for June 25th or June 26th for the approval.

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Councilman Mike Gaskill made a motion to approve 9.7 appointing Todd Baldrege to the Alcohol Beverage Commission and 9.8 appointing A. Nichol Rosemond to the Pendleton Library Board. Motion seconded by Rick Gardner. A roll call vote was taken:

Bostic-yes	Higgins – yes
McCartney-yes	Gardner – yes
Gaskill – yes	Phipps –abstain

5 Ayes 0 Nays 1 Absent 1 Abstain Motion carried.

Councilman Mike Gaskill made a motion to approve 9.9 creation of temporary Rules Committee to investigate rules for the Council consisting of Councilman Gardner, Higgins and Gaskill and to report back to the Council at a later date. Motion seconded by David McCartney. A roll call vote was taken:

Bostic-no	Higgins – yes
McCartney-yes	Gardner – yes
Gaskill – yes	Phipps –yes

5 Ayes 1 Nays 1 Absent Motion carried.

Councilman Mike Gaskill made a motion to approve 9.6 transferring funds in the Planning Commission Department of \$1,600.00 from 370-000 to 220-000. Motion seconded by Larry Higgins. A roll call vote was taken:

Bostic-yes	Higgins – yes
McCartney-yes	Gardner – yes
Gaskill – yes	Phipps –yes

6 Ayes 0 Nays 1 Absent Motion carried.

Councilman Mike Gaskill made a motion to approve 9.2 additional appropriations in the Treasurer 390-000 and Auditor 390-000 of \$27,990.00 each. Motion seconded by David McCartney. A roll call vote was taken:

Bostic- no	Higgins – no
McCartney-yes	Gardner – yes
Gaskill – yes	Phipps –yes

4 Ayes 2 Nays 1 Absent Motion carried.

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Councilman Mike Gaskill made a motion to approve out of state travel for County Assessor employee. Motion seconded by David McCartney. A roll call vote was taken:

Bostic-no	Higgins – yes
McCartney-yes	Gardner – yes
Gaskill – yes	Phipps –yes

5 Ayes 1 Nays 1 Absent Motion carried.

Councilman Mike Phipps made a couple of suggestions for dates to hold the budget hearings:

August 14th as preliminary hearings
September 11th and 12th as formal hearings
October 1st and 2nd as other dates

Councilman Mike Gaskill made a motion to authorize President Mike Phipps to set a special meeting to consider the Ordinance for Fosters Branch to what he deems fit. Motion seconded by David McCartney.

6 Ayes 0 Nays 1 Absent Motion carried.

Motion made by Mike Gaskill to set the next meeting for July 10, 2012 at 6:00 p.m. Motion seconded by David McCartney.

6 yes 0 Nays 1 Absent Motion carried.

Councilman Larry Higgins asked for the following people to be able to speak to the Council:

Brad Compton, Elwood Fire Chief – concerned with the Public Safety issue
Randy Sizelove, Summitville Fire Chief – concerned with the Public Safety issue
Auditor, Kathy Stoops-Wright – asked why her request has not been heard, has outstanding bills

There being no further business the meeting was adjourned.