

Owen County Council
Minutes-February 13, 2023

Meeting was called to order by President Polly Chesser.

Opening Prayer and Pledge of Allegiance was given.

Members Present: Polly Chesser, Verl Keith, Steve Carrell, Nick Robertson, Andy Wood, and auditor Reeves.

Absent: Amy Casebeer and Anton Neff. Public Sign in sheet attached for permanent record.

Minutes were tabled until the March Meeting.

A copy of the LOW Monthly Financial Report for January 2023 and the 2022 Annual Report was provided.

Ms. Reeves noted the General Fund balance of \$1,463,259.08 that will not be replenished until the June Settlement. ARPA Transfers are still be determined/made as was agreed upon by Commissioners and Council to offset the pending negative balances of \$448,000 and \$574,000. A list will be submitted prior to transfers. An email had been received from DLGF and sent on to them for 2024 Budget Trainings if anyone is interested. Encumbrances are still pending for a few departments with December bills.

ARPA Funds-Todd Gardner from BBP Water Corporation had presented and been approved by the Commissioners regarding various projects on SR43 in the amount of \$250,000, that also includes matching funds committed by the Town of Spencer and BBP. He reviewed the proposal given. A motion to approve the request that will be paid as a one-time claim in the amount of \$250,000 was made by Andy Wood; seconded by Verl Keith. Motion carried 4-0-1abstention/Carrell.

Public Hearing-Additional Appropriations

Sheriff's Dept. Jail Housing # 4906 Cash \$80000.00 for vehicle rotation was approved with a motion from Andy Wood; seconded by Nick Robertson. Motion carried 5-0. See Sheriff Lit below for additional information discussed under agenda items.

Statewide 911 #1222 Cash to FICA-\$665.00 and Perf-\$935.00 was approved with a motion from Robertson; seconded by Steve Carrell. Motion carried 5-0.

Justice Partners #9153 to Contract Services-\$75,000.00 was approved with a motion made by Andy Wood; seconded by Verl Keith. Motion carried 5-0.

Transfers-A request was presented from Kathleen Lamb to transfer from Fund 1235-PSAP Lit part-time wages \$10658.00 to Statewide 911 1222-part-time wages. A motion to approve the request was made by Nick Robertson; seconded by Andy Wood. Motion carried 5-0.

Sheriff Lit Fund-(Combined conversation with above appropriation request) Sheriff Ryan White and Chief Deputy Matt Miller presented information that relates to the vehicle rotation approval and current/future options. When Council originally budgeted for rotation costs, it was less than the current cost of a vehicle due to inflation. Copies of Options were reviewed (options will be attached for permanent record) Following discussion a motion to approve Option 1 Lease for four new vehicles every year was made by Andy Wood; seconded by Nick Robertson and forego the Resolution for fund #4906.

Readi-Grant Marce King was not present. Tabled at this time.

Auditor Employee Request-Reeves explained that she had originally sent the assistant deputy job description but in further review asked for them to consider the Deputy Payroll & Benefits that had been cut in 2021. Copies of the description was provided that included a salary sheet for rate of pay. She reviewed the information that had been discussed at the prior commissioners meeting for a "time-management system". Emails from various auditors about a Payroll Company-Right Stuff had been given for their consideration. A meeting was to be scheduled for a presentation. At this time Gary Burton related that he had another call with Paycor last week for a complete time system, payroll, and HR. He distributed copies of their latest quote/proposal to members. Representative Christina Kuzma had related to him that they can create a fund ledger and that it would only require three hours of staff time. Nick Robertson asked about items listed on the proposal, concerns that it would not work in 2021 because the general ledger would not work. (Proposal will be attached for permanent record) If this proposal is accepted and later doesn't work, we would own the time clocks and not be committed any further; Burton agreed. He will be presenting it to the other Commissioners

at their next meeting. Steve Carrell asked how things were being done now and couldn't believe we didn't already have a system and explained his use personally and the cost savings in the time management saved over a year. Reeves explained the process of departments submitting individual time sheets with cover sheets and entered into LOW. Times and amounts submitted vary due to the salary summaries, longevity dates etc. Other departments offered comments and their frustration of the process from start to finish whether reading their employees chicken scratches, forgetting to mark time sheets, adding wrong and then corrections with auditor's office for various reasons, double duty and a lot of time wasted. Andy Wood added it is going to take Policy to enforce this and the two-go hand in hand. It was agreed by all that time management is definitely an issue and tracking exact times/minutes worked is needed. Verl Keith asked of Reeves if she would still need the other position. She replied yes; as this was also in attempt to also have a back-up position to cover other staff when out of the office. They had given up the original position an attempt to help with the general fund deficit when she came into office. It is not working as I have only one person doing two full-time jobs. She thanked EMS for allowing the past deputy to help with payroll as hers was out sick and this was a prime example why a back-up was needed. Andy Wood asked if they invested in this would it once and for all solve our Time Management issues as far as comp. Gary replied absolutely. Wood said if it does, then we're money ahead. Verl Keith related not enough yet to vote on Paycor but has enough faith in Sheila and made a motion to accept her request for the employee position and advertise the Full-time position with an additional appropriation from the County General in the amount of \$35000. Motion was seconded by Nick Robertson. Carried 5-0. Andy Wood did have concern that if this was approved would it open the door for the other offices that were cut over the last year and a half.

Additional conversation added another motion made by Andy Wood; seconded by Nick Robertson that within thirty days of approval that a Work Session with all Departments is to take place to adopt Policies for enforcement.

Motion carried 5-0. Appropriations will need to be set regarding the system and approval by commissioners and brought back to the March Meeting. Commissioner Burton also added that he would ask co-members to offer to pay for Paycor with the ARPA Funds so not to be a burden on taxpayers.

Salary Ordinance Confirmations were tabled until March Meeting.

Elected Officials-

Health Department Christine McBride presented a request for a Full-time Environmentalist. She handed out a copy of the job description and estimated salary proposal \$36683.92 from Fund #4911. Discussion was to have a person cross-trained and be a back-up and that they have no one currently in the absence of John Reeves. She noted and confirmed to Mr. Wood that they have enough funds for four years to pay for the position. A motion to approve the position and advertise for an additional appropriation was made by Andy Wood; seconded by Verl Keith. Motion carried 5-0.

Assessor Dusty White reminded members of the training meeting on the changes in taxes-rates next Thursday-2pm. He also expressed his concern and need for another employee and will be coming to them. He reviewed the need for a program known as Eagle View and will request for additional monies and work with other departments for options.

Auditor Reeves related that four emails had been received from a public individual some as of today's date requesting that they be read into the minutes. A motion that copies have been received and to take it under advisement was made by Andy Wood; seconded by Steve Carrell. Carried 5-0. Burton assured members that counsel is aware of and being addressed.

No other discussion came before the council.

A motion to adjourn was made by Nick Robertson.