

**PERRY COUNTY COUNCIL
MEETING MINUTES
January 26, 2023**

The Perry County Council met on the above date at 4:00 p.m. as was duly advertised. Council members in attendance were President David Etienne (DE), Keith Huck (KH), Paul Malone (PM), Stan Goffinet (SG), Kelli Harding (Kelli). Sheriff Alan Malone, Auditor Kristinia Hammack were also present. There was no County Attorney or News Representative present.

The meeting opened with the Pledge of Allegiance.

1-AGENDA

Additional: Prosecutor cleaning contract. It was suggested by KH to move the discussion on PCDC Funding to be discussed after the Minutes.

SG made the motion to accept as amended, seconded by KH. Motion carried 5-0.

2-MINUTES

a) Pam Goffinet presented minutes from 9/27/22 and 10/19/22.

SG, KH and Kelli abstained. PM made a motion to accept, seconded by DE. Motion carried 2-0-3.

b) Kristinia Hammack presented minutes from 1/3/23 and 1/5/23. Motion carried 5-0.

3-PCDC FUNDING

DE opened discussion on 2023 funding for PCDC, stating that when we paid bonds off in August 2022 it decreased our tax rate by 5%. Also, .05% / \$120,000 was added to the building maintenance fund. DE stated that with the decrease of .05% in taxes the EDIT Plan needs to be amended before we can approve funding. KH made a motion to table any action on PCDC until the EDIT Plan is amended and Commissioners make changes to the contract they approved at the end of the year. Kelli asked if that means it will be sent back to Commissioners, and KH replied correct. DE stated if the Commissioners make the changes to the percentages considering the .05% for building maintenance that will decrease PCDC funding from \$260,000 to \$235,000 based on the projected income we would be receiving. Kelli wanted to clarify she was interpreting it correctly, that based on the current percentages building maintenance was not receiving any funding. DE replied to Kelli, saying that is correct based on the current percentages. Kelli also wanted to make it noted that Commissioner Cole brought this issue up in 2022 that the EDIT Plan needed to be amended.

KH made a motion to table any action on PCDC until the EDIT Plan is amended and Commissioners make changes to the contract they approved at the end of the year, seconded by PM. Motion carried 5-0.

Gary Gruebel, Human Resources Director with Waupaca Foundry, stated that he understands the detail and that need to be made, but wants to stress how imperative it is that PCDC funding be approved. KH stated that they want to get this corrected and taken care of in a timely fashion. Kelli made mention that the contract was not approved until the month of March last year.

David Goffinet, Chair of the PCDC, wanted to state the PCDC will continue doing business as usual while the numbers on 2023 funding are figured out.

4a-PUBLIC LIBRARY

Kristinia Hammack presented on behalf of the Perry County Public Library as they were not in attendance due to them believing this needed to be considered an additional appropriation, which needed to be advertised. The way it was interpreted in their letter they are just requesting to spend \$315,000 from their rainy-day fund for a new HVAC system and repairs, updates to the building and bookmobile. Ginger Alvey, stated that due to this dollar amount they need to get permission from the County Council before spending funds. DE asked if they had bids, Kristinia stated she did not know. Also, that she received an email from Ginger today that this needed to be advertised 10 days prior to the meeting and asked for it to be tabled until the February meeting. KH stated 2 bids will be needed and they will need to be present. SG stated he would also like to see their budget and financial reports on the rainy-day fund. Kelli stated she has several questions she would like to direct to them as well.

4b-PARKS AND RECREATION BOARD

Kristinia stated that she received a letter from Brett Lutgring stating his interest in being appointed to the Parks and Recreation Board. He has served for the previous 4 years and

would like to serve another 4 years. Kelli questioned his political affiliation as the open seat is a Democrat seat. DE stated that he has served before, so he sees no issues. SG made a motion to appoint, seconded by KH. Motion carried 5-0.

5a-ADDITIONAL APPROPRIATIONS

Coroner #1000.31700.000-0007 \$8000.00 (for Autopsy Fees)

Coroner, Warren Taylor stated that currently the autopsy fund is in the red \$605 due to already having 3 autopsies this year, also autopsy prices have increased. Warren provided pricing details and information on when an autopsy is need. SG asked if this additional would take care of the 1st quarter. Warren said he yes pending no more autopsies are needed.

Kristina informed the County Council that per SBOA Additional Appropriations are not to be done until March 1st, or after you have submitted your previous years Financial Report which is due 2/28. DE stated they have done additional appropriations in January and February previous years. Pam Goffinet, previous auditor was present and attested to that. Kristinia stated the reason she questioned it and asked other county auditors was due to on Gateway, additional appropriations doesn't open until March 1st, that is when she was informed of this. Kristinia stated that maybe the County Council can go ahead and approve this funding but cannot be submitted until after the 2022 AFR is complete.

SG made a motion to approve additional funding of \$8,000, seconded by PM. Motion carried 5-0.

CORONER'S OFFICE (Public Statement)

Warren wanted to clear up any confusion on who is running the Coroner's Office, that his door is always open. If anyone has any questions or concerns, please direct them to him. SG asked how much room for storage of bodies do you currently have? Warren stated 1. He would like to ask for ARP funding for a 4-person cooler, which would cost between \$6500-\$7000.

5b-TRANSFERS

FROM:	ACCOUNT #1000.11401.00000.0068	\$ 2,919
	ADMINISTRATOR SALARY	
TO:	ACCOUNT #1000.11200.00000.0002	\$ 1,035
	FIRST CHIEF DEPUTY	
TO:	ACCOUNT #1000.11105.00000.0002	\$ 1,884
	DEPUTY SALARY	

KH made a motion to approve transfer, seconded by Kelli. Motion carried 5-0.

FROM:	ACCOUNT #1000.11209.00000.0009	\$ 18,980
	CO GEN PROS ATTY ADMIN	
FROM:	ACCOUNT #1000.12300.00000.0068	\$ 24,602
	GROUP INSURANCE	
TO:	ACCOUNT #1000.11209.00000.0660	\$ 14,840
	CO GEN IV-D ADMIN ASST	
TO:	ACCOUNT #1000.12100.00000.0660	\$ 1,136
	CO GEN IV-D SOCIAL SECURITY	
TO:	ACCOUNT #1000.12200.00000.0660	\$ 3,004
	CO GEN IV-D RETIREMENT	
TO:	ACCOUNT #1000.12300.00000.0660	\$ 24,602
	CO GEN IV-D GROUP INSURANCE	

KH made a motion to approve transfer, seconded by Kelli. Motion carried 5-0.

FROM:	FUND #1168	\$ 18,399.53
	LOCAL HEALTH MAINTENANCE	
FROM:	FUND #9170	\$ 7,875.66
	LHD TRUST FUND	
TO:	FUND #9123	\$ 18,399.53
	CARRY-OVER	
TO:	FUND #9123	\$ 7,875.66

DE asked if these are new funds? Donielle Knaebel informed 1168 is the health maintenance fund and the 9123 is a Trust Fund, these are not new funds. At the end of each year balances are carried over. In January and July, they receive funding. SG requested a copy of these financial funds.

KH made a motion to approve transfer, seconded by Kelli. Motion carried 5-0.

5c-COUNTY CREDIT CARDS FOR EACH DEPARTMENT

Kristinia brought to the County Council a suggestion to issue each department head a credit card with purchase guidelines and policies. This day and age most everything requires immediate payment via credit card. She also stated she feels this will help streamline claims, with each department itemizing their credit card bill monthly. For example, if they have a credit card bill of \$1,000, they will submit that bill with the supporting claims of \$1,000 monthly. Kelli asked if there was a credit card policy. Kristinia said she believes there is, it just might need to be updated. Also, just in the last 16 days she has been asked multiple times to use her card, then I have to remember who has it. It just makes sense for each department to have their own. Prosecutor, Sam Hurst pointed out that with trainings as far as hotel expenses they will not give you the tax exempt using a personal credit card. So, the county does not reimburse tax, so the employee is out that expense. Kelli stated she is for issuing department heads credit cards, just wants to make sure the policy is in place first. Kristinia stated she will bring that to the February meeting. She will look at our current policy and contact the City of Tell City for their policy.

5d-ADA AND TITLE VI COORDINATOR

Kristinia stated that at the 1/23/2023 Commissioner’s Meeting it was decided that Kevin Herp would be the new ADA & Title IV Coordinator. Kristinia suggested that Kevin be compensated for these duties with a stipend of amount of \$1000 plus 20% to cover taxes and benefits. This stipend is to be paid in December of each year for duties performed that year. Job duties for Kevin will be added to his responsibilities but not tied to the Veteran Service Officer.

KH made a motion to approve, seconded by Kelli. Motion carried 5-0.

5e-PUBLIC HEALTH NURSE INITIATIVE POSITION

Tara Lucas opened discussion about the Public Health Nurse positions. Explaining that there are 2 Public Health Nurse positions, one being herself (Tara Lucas) the Public Health Nurse Supervisor, and the Public Health Nurse which is currently held by Mallory Goffinet. In the job description Mallory’s position is listed as Public Health Nurse Initiative, but in the Personnel Policy Handbook both Tara and Mallory’s position are listed as Public Health Nurse. Kristinia stated at the 1/3/2023 meeting she had brought to the council’s attention that everyone was set up in payroll as salary position based off of the salary ordinance. Kristinia stated that we needed to have a differentiation between exempt/salary and non-exempt/hourly positions. Based on the Personnel Handbook the position of Public Health Nurse was listed as an exempt/salary position. Kristinia stated that after speaking with Tara there needs to be clarification between the Public Health Nurse Supervisor position and the Public Health Nurse Initiative. Kelli stated that she has looked into this and agrees the Handbook and Personnel Policy need to be updated.

5f-LOW QUOTE

Kristinia presented a quote from LOW to give Commissioners, County Council Members, and all department heads “View Only” access to financials. She informed this would allow them access to information without having to wait on the Auditors Office to get it to them. Also, this would allow department heads to manage their offices budget independently. She is asking for funding. KH asked if it would be out of the Auditors budget. Kristinia said we will look into what we have.

KH made a motion to approve, seconded by SG. Motion carried 5-0.

5g-CLEANING CONTRACT FOR PROSECTORS OFFICE W/ CATILIN STEEN

Kristinia stated that at the 1/3/2023 Commissioner’s Meeting the cleaning contract from 2022 was extended through the month of January to allow time to investigate liability issues with her being a full-time employee. Kristinia informed that she had found out that currently Caitlin receives a W-2 for her full-time wages and a 1099 for the \$200 a month/\$2400 annually she is paid for cleaning. At the Commissioners meeting 1/23/2023 the 2023 cleaning contract with Caitlin Steen was approved but was said we needed to also account for an additional 20% to cover taxes and benefits and modify her job duties. DE asked where this is paid out of. Kristinia informed it comes out of the courthouse cleaning budget, same place as Glenn’s Cleaning for the courthouse and sheriff’s office is paid out of.

KH made a motion to approve, seconded by Kelli. PM abstained. Motion carried 4-0-1.

6a-VFC IMMUNIZATION GRANT

Tara Lucas spoke on the selective process in being granted the Vaccine for Children (VFC) grant. This grant has provided vaccines for children at the Back-to-School event, it funds equipment to keep vaccines safe and secure. She asked the County Council for permission to apply for the 2023 Grant. Kelli asked if salaries are paid out of this grant? Tara informed that Gayle Edwards our Immunization Coordinator, her salary is fully funded out of this grant. This grant also funds extra hours outside of regular business hours. DE stated the reason they are asked to bring these grants to the Council it is especially important when salaries are being paid out of grants. The SBOA has made it a requirement for it to be included in the salary ordinance and it helps with budget planning.

PM made a motion to approve, seconded by KH. Motion carried 5-0.

7-COUNCIL

a) Resolution of the Perry County Council to Renew Policies and Procedures DE stated that we try to follow the Robert Rules of Order. Everyone has been given a copy. PM made a motion to approve, seconded by KH. Motion carried 5-0.

b) Randy Cole discussed distribution of ARP funds:

- Forest Canton \$300,000.00 (used for development of sub-division)
- Derby Community \$50,000.00 (use for updates to Community Building)
- Perry County HWY \$300,000.00 (use for equipment upgrades)
- Cannelton Schools \$120,000.00 (use to repair flooring @ elementary school)
- And-Tro \$500,000.00 (use to get water to areas in county that are currently not served)
- Perry Circuit Court \$57,000.00 (use for correcting ½ doors that are currently installed, enhance security)
- Girls' Softball \$81,000.00 (funding for a practice facility)
- Tell City School Corporation \$100,000.00 (use for transportation needs)
- Perry County Prosecutor \$25,000.00 (use to upgrade computers and copiers in the office)
- Perry County Memorial Hospital \$150,000.00 (use for building 3 rooms at the clinic)

Total Distribution: \$1,683,000.00

Kelli asked if Perry Central requested funding. Randy Cole informed that they requested and received funds the first round; but did not request this round. He also mentioned that Tell City Schools and Cannelton Schools did not request funds in the first round. Tara Bishop, Superintendent of Perry Central Schools was present and informed the council that Perry Central Schools did not request the funds in round 1. That she new nothing of a vendor requesting the funds on their behalf. Randy Cole thanked Tara for this information and that he would be looking into this. KH asked Randy Cole where we were on the phone system update and LED lighting for the courthouse and sheriff's office? Randy stated both are in process. PM asked what the total ARP funds being distributed? Randy informed 3.5 million. First round distributed \$706,000, second round 2 million after adding City of Troy/Troy Fire Department, leaving about 1.5 million to allocate by the end of 2024 and disbursed by end of 2026. Kelli asked if the funds being allocated the Highway Dept. will fix the grater that is broke? Steve Howell informed yes; the issue is getting parts. Kelli asked for example: Tell City-Troy Township School Corporation we are funding 1/3 of the expense for transportation, what happens if they do not come up with the remaining funding, do we lose the money? Randy restated that we have until the end of 2026 to distribute the funds, so they have until then, but yes if they don't have the funds by then.

Perry County Memorial Hospital \$150,000.00 voted separately. SG made a motion to approve, seconded by PM. Motion carried. 4-1

Girls' Softball \$81,000.00 voted separately. KH abstained. PM made a motion to approve, seconded by SG. Motion carried 4-0-1

Remaining voted on as group. KH made a motion, seconded by Kelli. Motion carried 5-0.

c) Commissioner Randy Cole provided information that he has got together to set up a new audio/video system for the Commissioners Room. This system would have mounted cameras, a ceiling mounted projector, and a secure cabinet with all equipment. The camera view will be easily adjustable to the needed width. Randy Cole also stated that he would like to see all board/committee meetings be held here. Kelli stated she has heard from the public on how its hard to hear and that it is delayed. We are in need of something better and a user-friendly system Commissioner Randy Cole is asking the

County Council for permission to submit RFQ. Kelli made a motion to approve, seconded by PM. Motion carried 5-0.

There being no further business to come before the council, PM made a motion to adjourn the meeting, Kelli seconded the motion. Motion carried 5-0, with adjournment at 7:08 p.m. CST.

Kristinia Hammack announced that the next meeting of the County Council will be held on Thursday, February 23, 2023, at 5pm CST.

Minutes approved this 23rd day of February 2023.

President, Perry County Council

*Minutes prepared by:
Kristinia L. Hammack, Perry County Auditor*