

VIGO COUNTY COUNCIL SUNSHINE MEETING

February 8, 2024

5:00 P.M.

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VIGO COUNTY COUNCIL SUNSHINE MEETING
Agenda
Thursday, February 8, 2024 at 5:00 P.M.
Council Chamber – Vigo County Government Center

1. Pledge of Allegiance
2. Calling of the roll
3. Communications from elected officials, other officials, or agencies of the County
4. First reading by summary reference of proposed ordinances and resolutions
 - i. Resolution 2024-05: Council – Authorizing Advance Payments for Goods and Services
 - ii. Resolution of Reallocation of Existing Appropriation 2024-01: Vigo County Juvenile Court – Out-of-Series Transfer
 - iii. Resolution of Reallocation of Existing Appropriation 2024-02: Area Planning – Out-of-Series Transfer
 - iv. Resolution of Reallocation of Existing Appropriation 2024-03: EDIT – Parks – Land Acquisition - Out-of-Series Transfer
 - v. Resolution of Reallocation of Existing Appropriation 2024-04: EDIT – Parks – Improvements – Out-of-Series Transfer
 - vi. Additional Appropriation 2024-01: Local Public Health Services – Contractual Services
 - vii. Additional Appropriation 2024-02: LHD Trust – Contractual Services
 - viii. Additional Appropriation 2024-03: Health Maintenance – Contractual Services
 - ix. Additional Appropriation 2024-05: Alternative Dispute Resolution – Legal Services
 - x. Additional Appropriation 2024-04: EDIT – Community Crossing Grant Match
 - xi. Additional Appropriation 2024-6: ARPA Grant Fund – Recreational Trails Project
 - xii. Additional Appropriation 2024-07: ARPA Grant Fund – Culvert & Drainage Projects
 - xiii. Additional Appropriation 2024-08: ARPA Grant Fund – Hasselburger Bridge Improvement
 - xiv. Additional Appropriation 2024-09: ARPA Grant Fund – Courthouse Dome Cleaning & Painting
 - xv. Additional Appropriation 2024-10: ARPA Grant Fund – Courthouse Roof Repair
 - xvi. Additional Appropriation 2024-11: ARPA Grant Fund – County Annex Parking Lot Seal & Stripe
 - xvii. Additional Appropriation 2024-12: ARPA Grant Fund – Community Corrections
 - xviii. Additional Appropriation 2024-13: ARPA Grant Fund – Sheriff
 - xix. Additional Appropriation 2024-14: ARPA Grant Fund – Veterans Point Tiny Home for Vets
 - xx. Additional Appropriation 2024-15: ARPA Grant Fund – Vigo County Historical Society
 - xxi. Additional Appropriation 2024-16: ARPA Grant Fund – Vigo Rural Water Study
 - xxii. Additional Appropriation 2024-17: ARPA Grant Fund – Vigo County School Corporation Mental Health Program

VIGO COUNTY COUNCIL SUNSHINE MEETING

Agenda

Thursday, February 8, 2024 at 5:00 P.M.

Council Chamber – Vigo County Government Center

- xxiii. Additional Appropriation 2024-18: E-Share Asset Forfeiture – New Equipment
- xxiv. Additional Appropriation 2024-19: E-Share Asset Forfeiture – Vehicle
- xxv. Salary Ordinance 2024-20A: Sheriff – Captain Position
- xxvi. Salary Ordinance 2024-21A: Courts – Budget Adjustment
- xxvii. Salary Ordinance 2024-22A: Local Public Health Services – Stipends
- xxviii. Salary Ordinance 2024-23A: Prosecutor – Amend Legal Secretary Position
- xxix. Salary Ordinance 2024-24A: Courts – Salary Adjustment for Case Managers
- 5. Reports from committee(s)
- 6. Resolutions and Ordinances other than appropriations
 - i. Resolution 2024-05: Council – Authorizing Advance Payments for Goods and Services
 - ii. Resolution of Reallocation of Existing Appropriation 2024-01: Vigo County Juvenile Court – Out-of-Series Transfer
 - iii. Resolution of Reallocation of Existing Appropriation 2024-02: Area Planning – Out-of-Series Transfer
 - iv. Resolution of Reallocation of Existing Appropriation 2024-03: EDIT – Parks – Out-of-Series Transfer
 - v. Resolution of Reallocation of Existing Appropriation 2024-04: EDIT – Parks – Out of Series Transfer
- 7. Ordinances relating to appropriations
 - i. Additional Appropriation 2024-01: Local Public Health Services – Contractual Services
 - ii. Additional Appropriation 2024-02: LHD Trust – Contractual Services
 - iii. Additional Appropriation 2024-03: Health Maintenance – Contractual Services
 - iv. Additional Appropriation 2024-05: Alternative Dispute Resolution – Legal Services
 - v. Additional Appropriation 2024-04: EDIT – Community Crossing Grant Match
 - vi. Additional Appropriation 2024-06: ARPA Grant Fund – Recreational Trails Project
 - vii. Additional Appropriation 2024-07: ARPA Grant Fund – Culvert & Drainage Projects
 - viii. Additional Appropriation 2024-08: ARPA Grant Fund – Hasselburger Bridge Improvement
 - ix. Additional Appropriation 2024-09: ARPA Grant Fund – Courthouse Dome Cleaning and Painting
 - x. Additional Appropriation 2024-10: ARPA Grant Fund – Courthouse Roof Repair
 - xi. Additional Appropriation 2024-11: ARPA Grant Fund – County Annex Parking Lot Seal & Stripe
 - xii. Additional Appropriation 2024-12: ARPA Grant Fund – Community Corrections
 - xiii. Additional Appropriation 2024-13: ARPA Grant Fund – Sheriff

VIGO COUNTY COUNCIL SUNSHINE MEETING

Agenda

Thursday, February 8, 2024 at 5:00 P.M.

Council Chamber – Vigo County Government Center

- xiv. Additional Appropriation 2024-14: ARPA Grant Fund – Veterans Point Tiny Home for Vets
 - xv. Additional Appropriation 2024-15: ARPA Grant Fund – Vigo County Historical Society
 - xvi. Additional Appropriation 2024-16: ARPA Grant Fund – Vigo Rural Water Study
 - xvii. Additional Appropriation 2024-17: ARPA Grant Fund – Vigo County School Corporation Mental Health Program
 - xviii. Additional Appropriation 2024-18: E-Share Asset Forfeiture - New Equipment
 - xix. Additional Appropriation 2024-19: E-Share Asset Forfeiture – Vehicle
 - xx. Salary Ordinance 2024-20A: Sheriff – Captain Position
 - xxi. Salary Ordinance 2024-21A: Courts – Budget Adjustment
 - xxii. Salary Ordinance 2024-22A: Local Public Health Services Fund – Stipends
 - xxiii. Salary Ordinance 2024-23A: Prosecutor – Amend Legal Secretary Position
 - xxiv. Salary Ordinance 2024-24A: Courts – Salary Adjustment for Case Managers
- 8. Public comment
 - 9. 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, February 13, 2024 to consider the following appropriations in excess of the budget of the current year. The Vigo County Council will also meet on Thursday, February 8, 2024, at the same location for a Sunshine Meeting.

	<u>REQUESTED</u>
<u>LOCAL PUBLIC HEALTH SERVICES/1161</u>	
1161.33300.000.0000 Contractual Services	<u>\$46,930</u>
Total Local Public Health Services	\$46,930
<u>LHD TRUST/9101</u>	
9101.33300.000.0000 Contractual Services	<u>\$58,638</u>
Total LHD Trust	\$58,638
<u>HEALTH MAINTENANCE/1168</u>	
1168.33300.000.0000 Contractual Services	<u>\$29,786</u>
Total Health Maintenance	\$29,786
<u>EDIT/1112</u>	
1112.44008.000.0000 Community Crossing Grant Match	<u>\$500,000</u>
Total EDIT	\$500,000
<u>ALTERNATIVE DISPUTE RESOLUTION/2200</u>	
2200.30700.000.0000 Legal Services	<u>\$58,837</u>
Total Alternative Dispute Resolution	\$58,837
<u>ARPA/8950</u>	
8950.43118.000.0000 Recreational Trails	\$971,189
8950.44044.000.0000 Culverts and Drains	\$2,104,000
8950.44040.000.0000 Bridge Improvement	\$1,500,000
8950.33450.000.0000 Courthouse Dome	\$128,000
8950.35450.000.0000 Building Repair	\$10,000
8950.32397.000.0000 Paving	\$30,000
8950.44460.000.0000 Vehicles	\$241,000
8950.31429.000.0000 Veterans Point Tiny Homes for Vets	\$15,000
8950.32000.000.0000 Vigo County Historical Society	\$49,500
8950.31421.000.0000 Vigo Rural Water	\$60,000
8950.31428.000.0000 VCSC Mental Health Program	<u>\$150,000</u>
Total ARPA	\$5,258,689
<u>E-SHARE ASSET FORFEITURE/4990</u>	
4990.44460.000.0000 Vehicles	\$41,229
4990.44510.000.0000 Equipment New	<u>\$32,395</u>
Total E-Share Asset Forfeiture	\$73,624

The meeting will be made available for observance by electronic means at the following web address:

https://www.vigocounty.in.gov/departments/division.php?structureid_71

Unless otherwise directed or required for public health reasons, the meetings will be open to the public.

Members of the public may submit comments prior to the meeting to county.council@vigocounty.in.gov.

JAMES W. BRAMBLE

VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday, January 26, 2024.



VIGO COUNTY JUVENILE COURT

202 Crawford St.
Terre Haute, IN 47807
Phone: (812) 462-3414
Fax: (812) 231-5695

DANIEL W. KELLY
JUVENILE COURT MAGISTRATE

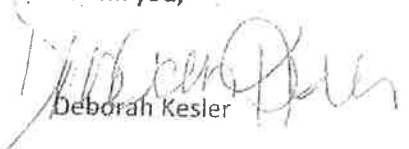
DEBORAH ELLIOTT KESLER
CHIEF PROBATION OFFICER
(812) 231-5653

January 2, 2024

Greetings,

For the 2024 budget, I am requesting \$8500.00 be moved from the 33300 series, Contractual Services, to the 10010 Series, Personnel Services. The attorney who is on the Vigo County Juvenile Drug Court Team is now a Vigo County Public Defender and this stipend needs to be paid through his payroll with that department and not through the contractual service.

Thank you,


Deborah Kesler

Chief Juvenile Probation Officer

Vigo County, Indiana



Area Planning Department For Vigo County

159 Oak Street, Terre Haute, Indiana 47807

Telephone: (812) 462-3354

TERRE HAUTE
EST. 1818

Terre Haute • West Terre Haute • Riley • Seelyville

January 4, 2024

Vigo County Council
127 Oak Street
Terre Haute, IN 47807

Re: Area Planning Appropriation Transfer Request

Councilmen and Councilwomen:

In December 2023, our office ordered a storm water floodplain simulation box (\$1,628.24) and a custom foam lined case to house the box (\$774.42). The intent of these purchases were for use in staff training, demonstrations, clinics, conferences and for use at Fifth Grade Field Days.

The case arrived on December 12, 2023 and the box is still currently being made.

Both purchases were made using the offices First Financial Bank credit card.

Once the credit card statement was received, a claim was submitted for the funds for the case to be taken out of Ed, Counseling & Training (37650) because the items are for staff to use them for training purposes (among the others mentioned above). We were told a few days later by the Auditor's Office that that account could not be used and the funds would have to come out of Equipment-New (44510) and we would have to ask for an out of series transfer.

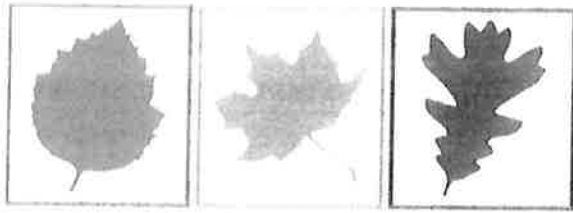
Therefore I could like to request permission from County Council to be able to transfer \$1,801.66 from Advertising & Promotion (30350) to New Equipment (44510) to cover both of these purchases.

Thank you.

A handwritten signature in cursive script, appearing to read "Jared Bayler".

Jared Bayler
Executive Director

jaredbayler@vigocounty.in.gov



VIGO COUNTY
PARKS & RECREATION
DEPARTMENT

January 22, 2024,

To the Vigo County Council,

The Vigo County Parks and Recreation Department respectfully requests an appropriation to EDIT (1112.44101.00000.0000) for \$25,000 and (1112.44150.00000.0000) for \$475,000 to land acquisition.

We received a grant match request of \$500,000 for LWCF. The LWCF program has changed and we elected to not move forward with that grant. We will be able to produce about the same project in house, with our labor, for the same money with the assistance of Riverscape in this project as well. We would like to take the allocation for match and use that to do the park expansion at Bicentennial Park. This would buy property at roughly \$475,000, using the remaining to build trail, add lighting, and build a small shelter.

appropriation Request:

EDIT

1112.44101.00000.0000	\$25,000
1112.44150.00000.0000)	\$475,000
\$500,000 total	

Please let us know if you have any questions.

Thank you,

Adam Grossman, Superintendent

VIGO COUNTY HEALTH DEPARTMENT

Darren Brucken, M.D.

Health Commissioner

DATE: December 7, 2023

TO: Vigo County Council and Auditor

RE: Additional Appropriation: 2024 Local Public Health Services Fund/ Healthy First Indiana Fund

An **additional appropriation** is requested in the following line item:

1161-33300 Contractual Services \$ 46,929.50

The supplemental funds were distributed in mid-September by the Indiana Department to local health departments. The additional funds were from the compilation and division of funds from counties in Indiana that chose not to opt-in the 2024 funding.

Contract with Chances and Services for Youth: Collaboration between Chances and Services for Youth, the Vigo County School Corporation, Family Service Association Counseling, and Division 2 Court (Family Court). The funding will employ social workers to provide services with the courts (working with children and families going through divorce and custody disputes) and to provide life skills, health and wellness education, therapy and other services in the Vigo County Schools. Funding will be used for staffing, benefits, training, supplies, and overhead.

The entire program funding cost is \$175,000.

1161 Approved and appropriated out of the Health First Indiana 2024 funding:	\$39,647.00
1161 Request for appropriation from additional Health First Indiana funding:	\$46,929.50
9101 Request for an appropriation from Trust Fund:	\$58,637.91
1168 Request for an appropriation from Local Health Maintenance:	\$29,785.59
	\$175,000.00

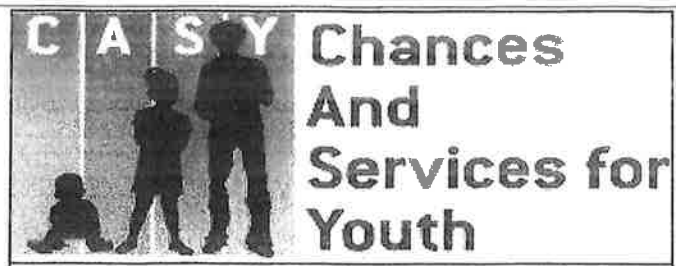
Sincerely,



Joni Wise
Administrator

RECEIVED
DEC 07 2023
Vigo County Auditor

Attachment: Proposed Budget



Positive Development: Sequenced, Active, Focused, Explicit (S.A.F.E.)

Contract with Chances and Services for Youth: Collaboration between Chances and Services for Youth, the Vigo County School Corporation, Family Service Association Counseling, and Division 2 Court (Family Court).

The funding will employ social workers to provide services with the courts (working with children and families going through divorce and custody disputes) and to provide life skills, health and wellness education, therapy and other services in the Vigo County Schools.

Salary \$45,000/yr (2) Full Time + \$22,500/yr (1) Part Time	\$112,502
Employer Taxes	\$ 8,921
Employer Benefits	\$ 11,547
Allocated Overhead	\$ 11,565
Computers	\$ 3,000
Office Supplies	\$ 1,500
Training	\$ 4,500
Contractual Counseling Services	\$ 10,000
<u>Program Materials</u>	<u>\$ 11,465</u>
Total	\$175,000

The entire program funding cost is \$175,000. Vigo County Health Department funding sources for the program:

1161 Approved and appropriated out of the Health First Indiana 2024 funding:	\$39,647.00
1161 Request for appropriation from additional Health First Indiana funding:	\$46,929.50
9101 Request for an appropriation from Trust Fund:	\$58,637.91
<u>1168 Request for an appropriation from Local Health Maintenance:</u>	<u>\$29,785.59</u>
	\$175,000.00

Lakshmi "Lucky" Reddy • Judge
Vigo Superior Court • Division 2
Phone 812-462-3238



33 South Third Street
Terre Haute • Indiana • 47807
Fax 812-232-4650

January 11, 2024

Vigo County Council

Todd Thacker, President & Councilman At Large
Aaron Loudermilk, Councilman At Large
Marie Theisz, Councilwoman At Large
David Thompson, Councilman District #1
Nancy Alsup, Councilwoman District #2
Vicki Weger, Councilwoman District #3
Travis Norris, Councilman District #4

Re: Vigo Superior Court 2 Request for Fund Appropriation

Dear Council Members,

For several years, the Vigo County Clerk's Office has been collecting on behalf of the Vigo County Court a \$20 fee in all divorce case filings, except when a waiver is filed and approved. These fees are maintained in the Alternative Dispute Resolution Fund #2200 and currently has a balance of Fifty Eight Thousand Eight Hundred Thirty Seven and 45/100 Dollars (\$58,837.45).

This Alternative Dispute Resolution Fund #2200 can be used in family court for domestic relations cases for the following kinds of limited purposes: mediation, facilitation, parent coordinators, co-parenting, conflict management, counseling/education, parenting classes, and those types of services as approved for use through the Indiana Office of Court Services. In the past, these ADR Funds could not be used until the ADR grants funds were completely utilized. That restriction has now been lifted, although there are still restrictions on how these funds can be used. In 2023, these funds were preserved and not expended because of the receipt of a grant from the Division of Mental Health and Addictions and because the County Council approved a budget for family court services. This money is on reserve when funds are depleted to ensure that families do not go without services towards the end of the year.

It is impossible to predict in any given year, how much money will be expended from the Fund to ensure that families can obtain necessary services ordered by the Court. Accordingly, a request is being made to appropriate the entire Fund amount to ensure

Lakshmi "Lucky" Reddy • Judge
Vigo Superior Court • Division 2
Phone 812-462-3238



33 South Third Street
Terre Haute • Indiana • 47807
Fax 812-232-4650

sufficient funds are available if and when necessary. The Alternative Dispute Resolution Fund #2200 belongs to the Court and cannot revert back to the general fund and each year a request will be made for the appropriation of the entire amount of the Fund for the benefit of families in need. Payments will be made to directly to vendors providing services to the families.

For the above reasons, Vigo Superior Court 2 requests that the County Council approve the Alternative Dispute Resolution Fund #2200 in the amount of \$58,837.45 be appropriated for 2024.

Please feel free to contact me if you have any further questions.

Sincerely,

Lakshmi Reddy
Lakshmi Reddy

Copy:

Cheryl Loudermilk via e-mail on 1/19/2023 (cheryl.loudermilk@vigocounty.in.gov)

Karen McCammon via email on 1/19/2023 (Karen.mccammon@vigocounty.in.gov)



Vigo County Engineering Department

121 Oak Street – Government Building, Terre Haute, Indiana 47807
Telephone: (812) 462-3419 Fax: (812) 231-6245
Larry Robbins P.E. – County Engineer

MEMORANDUM

To: James Bramble, Auditor

CC: Cheryl Loudermilk, Chief Deputy Auditor
Karen McCammon, Deputy Auditor

From: Larry Robbins, P.E. *LR*
County Engineer/ Highway Director

Date: January 17, 2024

Re: **Request for Additional Appropriation – EDIT/CCMG**

In December of 2023 INDOT announced they would be increasing the max cap for CCMG funds for the January 2024 Call for projects. That cap has been increased from \$1,000,000 to \$1,500,000. Currently, the budget for 2024 only allows for the \$1,000,000 match. I would like to request Council increase that to match INDOT's commitment, so I am requesting the following Additional Appropriation to the EDIT-CCMG line.

1112.44008.000.0000	Community Crossings Grant Match	\$500,000
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This will increase that line to \$1,500,000 and show our commitment to this program. If you have any questions please feel free to contact me but I plan on presenting additional information and historical data from past CCMG projects to Council at the Sunshine meeting.

Commissioners:

Chris Switzer, President: *CS*

Mike Morris, Vice President: *MM*

Mark Clinkenbeard: *MC*



Vigo County Engineering Department

121 Oak Street - Government Building, Terre Haute, Indiana 47807
Telephone: (812) 462-3419 Fax: (812) 231-6245
Larry Robbins P.E. - County Engineer

MEMORANDUM

To: James Bramble, Auditor

CC: Cheryl Loudermilk, Chief Deputy Auditor
Karen McCammon, Deputy Auditor
Adam Grossman, Parks Director

From: Larry Robbins, P.E. 
County Engineer/ Highway Director

Date: January 17, 2024

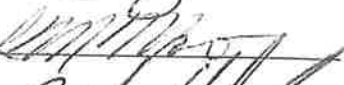
Re: **Request for Re-Appropriation - ARPA**

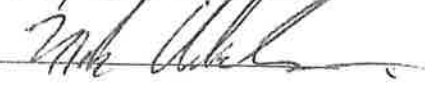
We were unable to secure contracts for the 2 ARPA projects listed below, therefore we are unable to encumber the funds to 2024. I am requesting the Council Re-Appropriate them for 2024. Both projects are in the design phases and will be bid out in the first half of 2024. If you have any questions please feel free to contact me.

8950.43118.000.0000	Recreational Trails	\$ 971,189
8950.44044.000.0000	Culvert and Drains	\$ 2,104,000

Commissioners:

Chris Switzer, President: 

Mike Morris, Vice President: 

Mark Clinkenbeard: 



Vigo County Engineering Department

121 Oak Street – Government Building, Terre Haute, Indiana 47807

Telephone: (812) 462-3419

Fax: (812) 231-6245

Larry Robbins P.E. – County Engineer

MEMORANDUM

To: James Bramble, Auditor

CC: Cheryl Loudermilk, Chief Deputy Auditor
Karen McCammon, Deputy Auditor

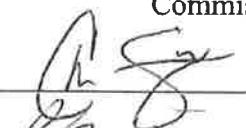
From: Larry Robbins, P.E. 
County Engineer/ Highway Director

Date: January 17, 2024

Re: **Request for ARPA Funding – Hasselburger Bridge(205)
\$1,500,000**

On behalf of the Commissioners and I, I would like to be placed on the February Council Agenda to request Council fund a Bridge project from the County's ARPA Funds. There has been significant discussion about the project and it's eligibility and it has been determined to be an eligible project for the ARPA funds under the new Flex criteria. I will present the project in full to the Council at the Sunshine meeting and provide all the details and background for the request at that time. The amount being requested at this time is \$1,500,000. If you have any questions please feel free to contact me.

Commissioners:

Chris Switzer, President: 

Mike Morris, Vice President: 

Mark Clinkenbead: 

Council agenda

Clinkenbeard, Mark <Mark.Clinkenbeard@VigoCounty.IN.Gov>

Fri 1/19/2024 2:38 PM

To: Bramble, James <James.Bramble@VigoCounty.IN.Gov>

Cc: Loudermilk, Cheryl <Cheryl.Loudermilk@VigoCounty.IN.Gov>; McCammon, Karen <Karen.McCammon@VigoCounty.IN.Gov>; Switzer, Chris <Chris.Switzer@VigoCounty.IN.Gov>; Morris, Mike <Mike.Morris@VigoCounty.IN.Gov>; York-Allen, Tammy <Tammy.York-Allen@VigoCounty.IN.Gov>

Jim,

We would like the following items placed on the February Council agenda. These requests would be from ARPA funds.

Unrestricted requests:

Courthouse dome cleaning and painting - \$128,000

Courthouse roof repair - \$10,000

County annex parking lot seal and stripe - \$30,000

Community Corrections van - \$55,000

Sheriff's department (2 patrol vehicles, 1 mini van transport and 1 cargo van transport) - \$186,000

Restricted requests:

Tiny homes for vets - \$15,000

History Center wall repair - \$49,500

Vigo Rural water engineering study - \$60,000

VCSC Mental Health program - \$150,000

Let me know if you have any questions.

Thanks,

Mark

E-share request

Fell, Derek A <Derek.Fell@vigosheriff.in.gov>

Wed 1/3/2024 3:49 PM

To: Thacker, Todd <Todd.Thacker@VigoCounty.IN.Gov>; Loudermilk, Cheryl <Cheryl.Loudermilk@VigoCounty.IN.Gov>;
McCammon, Karen <Karen.McCammon@VigoCounty.IN.Gov>
Cc: John Plasse <John.Plasse@vigosheriff.in.gov>

 1 attachments (66 KB)

Vigo County Sheriff's Office.pdf;

Good afternoon,

We are requesting to be put on agenda for February to withdraw funds from our E-share asset forfeiture account (4990).

- We are requesting \$32,395 for trijicon rmrhd red dot sites for our issued handguns. This covers the cost of 55 sites.
- We are requesting \$41,229 for a vehicle purchase to be utilized in our investigations division.

NOTE: I do not have an official estimate for the red dot sites as of today. This is a verbal quote from Top Guns.

Respectfully,

Derek Fell
Chief of Operations
Vigo County Sheriff's Office
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).

FUSON
AUTOMOTIVE

"I FOUND IT AT FUSON!"

4024 W. 100th Hwy #1
Terre Haute, IN 47702

812-272-7344
DriveFusion.com

Date/Time: Jan 2, 2024 08:50 AM

Buyer: Vigo County Vigo County She

Salesperson: Seth Biggs

Phone: C: 8122643126

Address: 600 Honey Creek Dr

Terre Haute, IN 47802

2023 GMC Sierra 1500 4WD, Body Type:

Cash	Balance Due
\$ Down	
\$0	\$41,229

MSRP/Retail	\$47,860.00
Discount	\$6,900.00
Selling Price	\$40,960.00
Trade Difference	\$40,960.00
Government Fees	\$1.25
Proc/Doc Fees	\$267.50
Subtotal (Selling Price +	\$41,228.75
Total Balance Due	\$41,228.75

X

Customer Signature

Date

X

Manager Signature

Date

"With approved credit"

Captain position request

Fell, Derek A <Derek.Fell@vigosheriff.in.gov>

Thu 1/4/2024 2:56 PM

To: Thacker, Todd <Todd.Thacker@VigoCounty.IN.Gov>; Loudermilk, Cheryl <Cheryl.Loudermilk@VigoCounty.IN.Gov>;
McCammon, Karen <Karen.McCammon@VigoCounty.IN.Gov>
Cc: John Plasse <John.Plasse@vigosheriff.in.gov>

 4 attachments (59 KB)

POSITION DESCRIPTION (Captain of Op).docx; New Captain.docx; Proposed Supervisor Cost.xlsx; Supervisor count.docx;

Good afternoon,

We are officially requesting to add a Captain stipend to our current structure and remove a vacated Sergeant stipend.

Attached you will find further information on our request to create a Captain's position which would report to Chief of Operations. Currently we have ONE Captain who falls under chain of command of Chief Deputy and NO Captain under Chief of Operations. We are requesting to swap a Sgt spot for a new Captain spot, so no additional supervisors, just a title change with different/added responsibilities. Cost to the county would be an additional \$7,000 a year. A Captain stipend is \$10,000 and a Sgt. stipend is \$3,000, which is where the \$7,000 increase comes into play.

Please review the attachments which may answer questions and provide further stats and analysis.

Respectfully,

Derek Fell
Chief of Operations
Vigo County Sheriff's Office
Derek.Fell@vigosheriff.in.gov
Office: 812-462-3226

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**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Captain/Administrative (Operations)
DEPARTMENT: Sheriff
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F JOB
CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: November 2014

STATUS: Full-time

DATE REVISED: January 2024

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 Captain/Administrative (Operations) for the Vigo County Sheriff's Department, responsible for enforcing laws of the state and protecting County residents and their property and directing, coordinating, and supervising personnel.

DUTIES:

Enforces local, state, and federal laws by implementing effective policy for prevention and investigation of crimes to protect lives and property of the people.

Supervises assigned personnel, including maintaining proper staffing levels, planning/making work assignments, informing subordinates of organizational developments and new/amended laws, reviewing reports of subordinates, conducting job performance evaluations, discussing morale, and implementing disciplinary procedures according to chain of command.

Identifies departmental training needs, recommends/develops specific training programs, schedules training sessions and maintains training records.

Investigates citizen complaints and criminal cases, and responds to accidents, domestic disturbances, burglar/intrusion alarms, traffic control, and other emergency calls as needed.

Pursues suspects in vehicle and/or on foot, subduing and arresting suspects, advising individuals of their constitutional rights, searching suspects/arrestees, seizing weapons and/or contraband, and transporting suspects to detention facility.

Responds to and investigates traffic accidents, including assessing extent of personal injuries, requesting emergency assistance, aiding the injured, regulating and directing traffic, escorting emergency vehicles, and assisting stranded motorists. Tags and disposes of abandoned vehicles as needed.

Secures, protects, and documents crime scenes; collects, preserves, and maintains chain of custody of evidence. Conducts legal searches of both persons and property with and without a warrant in accordance with the law.

Maintains regular communication with Department personnel and representatives of other law enforcement agencies regarding criminal activity in the area.

Supervises police activity at major incidents and authorizes use of special teams, such as SRT, UAV, FACT, and SCUBA.

Attends meetings/ceremonies as Department representative and serves as Department liaison with elected officials, community leaders and other law enforcement agencies. Organizes and participates in community events and neighborhood meetings, makes public presentations, and prepares news releases as necessary.

Receives and responds to citizen and media inquiries/complaints, mediating citizen disputes, resolving problems, and providing detailed explanations of complaints and/or legal procedures to victims, witnesses and/or offenders.

Assists with internal investigations and allegations of misconduct complaints. Assists in developing and implementing Department goals, objectives, policies and procedures, including writing/revising and distributing general orders and directives.

Prepares various written reports, documents and correspondence and maintains accurate and organized records. Assists in completing/submitting grant applications and administering grants upon approval.

Participates in developing Department budget, approves/monitors expenditures, prepares purchase orders and purchases supplies/equipment.

Coordinates Department activities with other agencies/organizations and notifies appropriate officials of impending emergencies.

Maintains, oversees and establishes procedures for the receipt, cataloging, storage, release and disposal of articles/property seized as evidence or lost/stolen/recovered.

Oversees maintenance and repair of Department vehicles and equipment and investigates accidents involving Department vehicles and property.

Issues gun and other permits according to department policy and state/federal codes. Periodically serves subpoenas, civil process papers, and other Court documents.

Maintains appearance and serviceability of police equipment and required uniform.

Maintains current knowledge of applicable laws and periodically attends prescribed training programs for certification/re-certification in specialized law enforcement areas as required.

Occasionally provides testimony and presents evidence in legal proceedings. Serves on-call and responds to emergencies on a 24-hour basis. Performs related duties as assigned.

REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 21 years of age.

Completion of Law Enforcement Officer training by the Indiana Law Enforcement Academy.

Should be a current Merited Deputy Sheriff of the Vigo County Sheriff's Office and have at least 10 years experience with the Sheriff's Office.

Possession of or ability to obtain possession of all required certifications, including, but not limited to, handgun/firearm qualification by the Indiana Law Enforcement Academy, First Responder/CPR certification, emergency vehicle operation certification, supervisor training, and defense tactics training.

Ability to meet all Department hiring and retention requirements, including passage of written, medical, and psychological exams, a physical agility test, and a drug test.

Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the Department, to perform standardized patrol operations and take authoritative action as situations demand.

Thorough knowledge of community geography and police jurisdiction/boundaries, and working knowledge of local, state, and federal laws.

Working knowledge of and ability to use all assigned Department equipment and weapons, including, but not limited to, computer, calculator, camera, vehicle, radio, breathalyzer, drug/narcotic identification kit, baton/nightstick, handgun, shotgun, taser, fingerprint equipment, handcuffs, and radar equipment.

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete required reports within Department deadlines.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Working knowledge of radio frequencies, codes, procedures, and limitations and ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio or by telephone. Working knowledge of and ability to effectively apply evidence collection/preservation techniques and ability to appropriately receive, maintain, and account for articles received in evidence.

Working knowledge of current training programs and ability to develop and direct training of department personnel.

Working knowledge of and demonstrated ability in budget administration and grant writing/administration.

Ability to establish and implement Department policies, directives, and general orders.

Ability to appropriately interview witnesses, advise law offenders of rights, and counsel or comfort victims.

Ability to supervise personnel, including maintaining proper staffing levels, planning/making work assignments, informing subordinates of organizational developments and new/amended laws, reviewing reports of subordinates, conducting job performance evaluations, discussing morale, and implementing disciplinary procedures according to chain of command.

Ability to effectively communicate orally and in writing with subordinates, other County departments, Department superiors, other law enforcement agencies, Prosecutor, Probation, Courts, news media, and members of 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 competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and take authoritative action applying appropriate discretion and common sense.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to obey all written and oral orders and directives from Department superiors.

Ability to compile, compare, analyze and evaluate data, and make determinations based on data analysis.

Ability to perform arithmetic calculations quickly and accurately.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions, and time constraints, and on several tasks at the same time.

Ability to apply knowledge of people/locations, plan/coordinate activities, and utilize good judgment in extreme and uncommon situations.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

Ability to maintain positive public relations, plan/present public speaking engagements, and serve as Department representative at community events.

Ability to purchase and oversee maintenance, repair and/or replacement of Department vehicles, equipment and/or uniforms.

Ability to provide testimony in court/legal proceedings.

Ability to occasionally work irregular or extended hours, evenings and/or weekends, and occasionally travel out of town for meetings/training, sometimes overnight.

Ability to respond swiftly and rationally to emergency situations on a 24-hour basis.

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

RESPONSIBILITY:

Incumbent performs duties according to established Department policies and standard police procedures, making independent decisions and taking authoritative action in response to situational demands. Incumbent receives general supervision and has a high degree of flexibility in the job, referring to supervisor when interpretations of departmental policies, programs or expenditures are thought necessary. Work errors are primarily detected or prevented through procedural safeguards and/or notification from other departments, agencies or the public. Errors in decision or work could result in work delays/inconvenience to other departments/agencies or could substantially jeopardize the welfare of the public, and, in some circumstances, could lead to injury or loss of life of co-workers, self and/or members of the public.

PERSONAL WORK RELATIONSHIPS: Incumbent maintains frequent contact with subordinates, other County departments, Department superiors, other law enforcement agencies, Prosecutor, Probation, Courts, news media, and members of the public for purposes of giving and receiving information, and maintaining cooperative work relationships.

Incumbent reports to Chief of Operations.

PHYSICAL EFFORT AND WORK ENVIRONMENT: Incumbent performs majority of duties in a police station/standard office environment and is regularly exposed to normal hazards associated with enforcement of the law. Regular duties involve sitting/walking at will, sitting for long periods, standing/walking for extended periods, lifting/carrying equipment weighing 25-50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.

Incumbent is subject to weather extremes and strenuous physical effort during emergency situations. Incumbent may occasionally be required to drive at high speeds, force entry into buildings, run fast for short and/or long periods, run up/down stairs, jump up/down from elevated

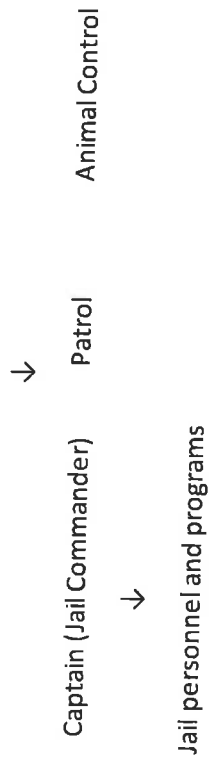
areas, crawl in confined areas, climb over obstacles, and subdue an attacking and/or armed individual. Incumbent maintains considerable contact with offenders and the public and is regularly exposed to disturbing evidence, irate/hostile individuals, and/or physical violence. Protective gear and/or equipment, such as a Kevlar vest, must be worn according to Department policy.

Incumbent occasionally works extended or irregular hours, evenings and/or weekends, and occasionally travels out of town for training, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

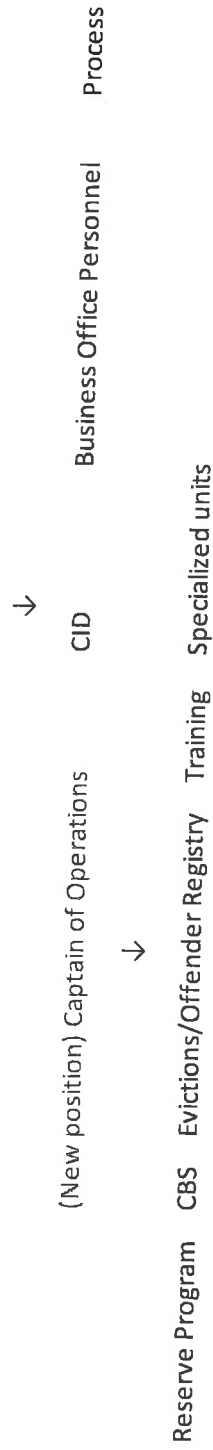
POLITICAL APPOINTMENT:

The Captain/Administrative position is a political appointive position of the County Sheriff. Specific job duties and job requirements are established at the discretion of the Sheriff. A person appointed to the Captain/Administrative position serves at the pleasure of the Sheriff, works exclusively for the Sheriff, and may be removed from this appointed position by the Sheriff at any time for any reason and in turn would report back to their original rank within VCSO structure.

Chief Deputy



Chief of Operations



Captain of Operations will also:

- Serve as a community liaison (filtering community events/requests and assisting as needed)
- Oversee grant proposals and submissions / may serve as grant writer
- Any other responsibility as directed by the Sheriff

SUPERVISOR/PERSONNEL COUNT

Personnel directly supervised by deputies and deputy count

42	Merit deputies	(18 Supervisors)
10	Reserve deputies	
13	Building security	(2 Supervisors)
6	Front office/civilian staff	(1 Manager)
80	Corrections	
1	Animal Control	
152	Total personnel	21 Supervisors

14% of personnel are considered supervisors

PROPOSED ADJUSTMENT

Personnel directly supervised by deputies and deputy count

44	Merit deputies	(18 Supervisors)
14	Reserve deputies	
13	Building security	(2 Supervisors)
6	Front office/civilian staff	(1 Manager)
80	Corrections	
1	Animal Control	
158	Total personnel	21 Supervisors

13% of personnel are considered supervisors

SUPERVISOR POSITIONS/STIPENDS

CURRENT

<u>SUPERVISOR's</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>AMOUNT</u>
Chief Deputy	Meng	Steve	\$18,000
Chief of Operations	Fell	Derek	\$15,000
Captain	Funk	Charles	\$10,000
Lt	Moats	John	\$7,000
Lt	Dehart	Brian	\$7,000
Lt	Brown	Scott	\$7,000
Lt	Stangle	Drew	\$7,000
F/Sgt	White	Clay	\$4,500
F/Sgt	Woelfle	Scott	\$4,500
Sgt	Newman	John	\$3,000
Sgt	Morris	Kris	\$3,000
Sgt	Palmer	Jim	\$3,000
Sgt	Fischer	Jason	\$3,000
Sgt	Ellsworth	Michael	\$3,000
Sgt	Hartleroad	Ryan	\$3,000
Sgt	Hawkins	Chris	\$3,000
Sgt	Bell	Jeff	\$3,000
Sgt	Vacant		\$3,000
			\$107,000

PROPOSED

<u>SUPERVISOR's</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>AMOUNT</u>
Chief Deputy	Meng	Steve	\$18,000
Chief of Operations	Fell	Derek	\$15,000
Captain	Funk	Charles	\$10,000
Captain	Moats	John	\$10,000
Lt	Dehart	Brian	\$7,000
Lt	Brown	Scott	\$7,000
Lt	Stangle	Drew	\$7,000
Lt	Palmer	Jim	\$7,000
F/Sgt	White	Clay	\$4,500
F/Sgt	Woelfle	Scott	\$4,500
Sgt	Newman	John	\$3,000
Sgt	Morris	Kris	\$3,000
Sgt	Fischer	Jason	\$3,000
Sgt	Ellsworth	Michael	\$3,000
Sgt	Hartleroad	Ryan	\$3,000
Sgt	Hawkins	Chris	\$3,000
Sgt	Bell	Jeff	\$3,000
Sgt	Vacant		\$3,000
			\$114,000

Sarah K. Mullican
Judge
Vigo Circuit Court



Courthouse
33 South Third Street
Terre Haute, IN 47807
Telephone: (812) 462-3241
Fax: (812) 232-4995

January 8, 2024

Vigo County Council
President
127 Oak Street
Terre Haute, IN 47807

Dear Council Members,

The Courts would like to request our employee, Joe LaBree be returned to the Court's budget. Please place us on the Council call for February 2024 to discuss this matter.

If you have any questions, please feel free to call me.

Sincerely,

A handwritten signature in cursive script that reads "Sarah K. Mullican". The signature is written in dark ink and is positioned above the typed name.

Sarah K. Mullican, Chief Judge

Fwd: Request to move secretary from Child Support to Criminal Division

Loudermilk, Cheryl <Cheryl.Loudermilk@VigoCounty.IN.Gov>

Mon 2/5/2024 2:47 PM

To:McCammon, Karen <Karen.McCammon@VigoCounty.IN.Gov>

Sent from my iPhone

Begin forwarded message:

From: "Roberts, Rob" <Rob.Roberts@vigocounty.in.gov>

Date: February 5, 2024 at 1:03:13 PM EST

To: "Loudermilk, Cheryl" <Cheryl.Loudermilk@vigocounty.in.gov>

Subject: Request to move secretary from Child Support to Criminal Division

Cheryl:

During the budget cycle in 2023 (for 2024), the Prosecutor's Office requested that a Child Support legal secretary be moved to a Criminal legal secretary spot. I know there was a lot going on with salaries, salary studies, job descriptions, and other budget related matters at that time. So it was not the right time to address our request.

We are asking that the County Council address this request at the earliest possible time during their 2024 meetings.

Respectfully,

Robert E. Roberts
Chief Deputy Prosecuting Attorney
Vigo County Prosecutor's Office
33 South Third Street
Terre Haute, Indiana 47807
(812) 462-3305 Ext 7514
Fax: (812) 208-1096



FW: Three Percent Increase for Pre Trial Screeners

Loudermilk, Cheryl <Cheryl.Loudermilk@VigoCounty.IN.Gov>

Mon 2/5/2024 11:50 AM

To: McCammon, Karen <Karen.McCammon@VigoCounty.IN.Gov>

From: Watson, William <William.Watson@VigoCounty.IN.Gov>

Sent: Monday, February 5, 2024 11:48 AM

To: Loudermilk, Cheryl <Cheryl.Loudermilk@VigoCounty.IN.Gov>

Subject: Three Percent Increase for Pre Trial Screeners

Importance: High

Cheryl, this is a follow-up to our conversations regarding a 3 % increase for the pretrial screeners paid for out of the county general fund. You and I discussed waiting to address this at budget time until we knew what the grant would provide for the screeners funded by the Office of Court Services.

Thank You for your help ! if you need additional information, please let me know.

Thanks !

Bill

Bill Watson

Director of Court Services

104 South 1st Street

Terre Haute, IN. 487803

812-462-3381

812-238-4107 Fax