

**ALLEN COUNTY COUNCIL MEETING MINUTES**  
**AUGUST 20, 2020**  
**8:30 AM**

The Allen County Council met on Thursday, August 20, 2020 at 8:30 am in the Chambers at Citizens Square. The purpose of the meeting was for additional appropriations, transfer of funds in excess of the current budget, grants, budget approval and any other business to come before Council.

Attending: Robert A. Armstrong, Joel M. Benz, Sheila Curry-Campbell, Kenneth C. Fries, Tom A. Harris, Kyle A. Kerley and Chris Spurr.

Also Attending: Nick Jordan, Auditor and Jackie Scheuman, Finance and Budget Director

The meeting was called to order by President Joel Benz with the Pledge of Allegiance and a moment of silent prayer.

**Joel Benz:** Good morning everyone. First on the agenda is the approval of the July 16, 2020 meeting minutes. Are there any additions or corrections?

**Tom Harris:** Move to approve the minutes from July 16, 2020.

**Bob Armstrong:** Second.

**Joel Benz:** All in favor signify by saying aye, opposed, same sign. The motion passes 7-0. Next is the financial report from Auditor Nick Jordan.

**Nick Jordan:** Good morning, Council. My computer is taking a little bit to boot up, longer than I anticipated. In your packet you will see the financials through July. You will see Property Tax collections and Miscellaneous Revenues are on track or a little bit ahead. I did want to point out that we received the one-time lump sum for the Care of Prisoners from the State. In comparison to last year, the dollar amount is the exact same. While we were hoping, because of the legislation that had passed last year or two years ago, increasing the amounts up to \$37.50 and then to forty dollars in the State's fiscal year. We were hoping to see an increase in what they sent to us but it has been flat from the State's July 1 to June 30 of next year. All we can do is talk to the Legislators and the DOC throughout this year and next year to see if we can potentially get that addressed and reconciled to what we are actually seeing as far as cost of inmates. The other thing with that Care of Prisoners is that we are not seeing the number of Federal inmates and that is a bigger chunk of reimbursement. That is why that line is substantially lower. If you add \$1.5 million to the \$570,000 that you see right here, we would be around \$2 million of the \$3.5 million and I don't know if we will get close to the \$3.5 million this year. I can take any questions on any of the other specifics of the revenue that you have. Through July, we are trending ahead of estimates.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Joel Benz:** Auditor Jordan, I do have one quick question. On page five, Charges for Services, you have Tax Warrants through the end of July at \$97,000. Is that consistent or is it up or down?

**Nick Jordan:** I will have to check on that one, specifically on the Income Tax piece.

**Joel Benz:** That's fine. Council, are there any other questions?

**Tom Harris:** I will move for approval of the financial report.

**Kyle Kerley:** Second.

**Joel Benz:** **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.** This morning we have Total Appropriation Requests in the General Fund in the amount of \$519,049 and in Other Funds for \$96,424. At this point I will open up the meeting for Public Comment. Seeing none, I will go ahead and close Public Comment and we will move to our Board Appointment Update, Thomas Black from the Board of Zoning Appeals. Introduce yourself and give us an overview of what you have been doing for us.

**Thomas Black:** Thomas Black, I am the Chairman for the Board of Zoning Appeals for Allen County. It is a pleasure to see everyone. I just want to give you an overview of what our duties are on the Board of Zoning Appeals. We typically listen to cases where they are abnormal in the sense that someone wants to do business in the County. It may be a situation where they are in a zone that is not rated for the type of business that they are doing. For example, if they want to do something in an agricultural area, they need to come through the Board of Zoning Appeals to get an approval for that exception. I will give you an overview of the legal texts that we have to go through in order to give an approval. There are several but one is the Development Standards. Under that the approval will not be injurious to the public health, safety, morals and general welfare of the community. The youth and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner. The strict application of the terms of the zoning ordinances will result in the practical difficulties in the use of the property. There is a Use Variance. Under this situation the approval will not be injurious to the public health, safety, morals and general welfare of the community. The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner. The need for the variance arises from some condition peculiar to the property involved. The strict application of the terms of the ordinance will constitute an unnecessary hardship if applied to the property for which the variance is sought. The approval does not interfere substantially with the comprehensive plan or any other plan duly adopted by the Board of Commissioners. There is a Contingent Use. Under this case, the adequate storm drainage, water sanitary disposal or other utility and transportation infrastructure either currently exists or will be provided to serve the proposed use. The proposed use will substantially serve the health, safety or welfare of the community and will not conflict with the comprehensive plan or any other plan duly adopted by the Board of Commissioners. There are Special Exceptions and Special Uses.

## ALLEN COUNTY COUNCIL MEETING MINUTES

Under the Special Use, the proposed use will not be unduly detrimental to the use, value, pattern of development or growth of surrounding area. The location size and intensity site design and operation of the proposed use will be compatible with the immediate area. Adequate storm drainage, water sanitary disposal and other utility transportation infrastructure either currently exists or will be provided to the proposed use. Then there would be Special Uses. If the application is for one of the following list of Special Uses, in addition to the criteria above, the Board shall also determine that the proposed use will not be injurious to the public health, safety or welfare of the community. Some of those listed would be agricultural, allied uses, airstrip, heliport, animal or poultry establishments, arena, asphalt plant, building material demo disposal site, concrete plants, livestock operations, quarry or mine and several others. Then there would be Home Occupation. In this situation, no zoning approvals are typically needed. An accessory use of a dwelling unit would be all activity inside the home or attached space, no employees or customers or clients come to the property. No retail sale onsite. Home Business Special Use has Board approval needed in accessory use of a dwelling unit. All activity inside the home or attached and detached accessory space, customers, clients and one outside employee may come to the property, retail sales or site produced products. That is it in a nutshell and I covered a whole lot of technical stuff but the essence of it is we are trying to make decisions that are going to be conducive to the neighborhood. We don't want there to be a manufacturing facility built in an agricultural area where it is going to be unusual and causing the neighbors harm. We have had some cases where some individuals and I won't cast any aspersions on a group, but there are some individuals that started businesses or enterprises and they have become so out of hand that it has caused harm to the neighbors. One example that I can think of is where there was a saw mill built and it became so large that there were materials that were higher than the limited heights in the area that became an eyesore. They would start their generators at 4:30 in the morning. When people would move out in the countryside to get away from all of the noise, they would find out that they had met noise with a vengeance. Our goal and objective is to try to make sure whatever business s approved is going to be amenable and conducive to the area they are going to be building or developing this business. We typically go by the rules that I just shared with you.

**Joel Benz:** Councilman Harris, go ahead.

**Tom Harris:** I just wanted to say thank you for your service. You have been on there for a number of years, correct?

**Thomas Black:** Yes.

**Tom Harris:** Do you recall how many years?

**Thomas Black:** I don't remember how many years. It has been more than twelve or thirteen.

**Tom Harris:** You have done a tremendous job and thank you for your service to the community and County. We both serve on the governing Board for the Plan Commission

## ALLEN COUNTY COUNCIL MEETING MINUTES

and one of the challenges that we see is that more and more growth is now starting to happen in the County areas as developers are moving farther out. That is throwing a lot of curves your way. Are you seeing an uptick in the number of things coming to you or are they about the same or are they worse?

**Thomas Black:** It is about the same. We have not seen an abnormally large number of cases that are out of the ordinary.

**Tom Harris:** And that could be because the developers know there are a set of guidelines and rules that they need to follow anyway. They end up in your court, if you will...

**Thomas Black:** We take the strange and unusual ones.

**Tom Harris:** I remember a particular tower that was going up in the Leo area, right? I think that filled this chamber.

**Thomas Black:** Yes. The process, if they make application through the Department of Planning Services they will notify the public by putting up signs in the area to let people know there will be a hearing. People then come and they either support the activity or they will have an objection to it and let us know what their concerns are. That will give the applicant the opportunity to answer those questions that the public might have. Sometimes it goes well and sometimes not so well for the applicant but everyone should have a voice in what is going on in their community.

**Tom Harris:** Again, thank you.

**Joel Benz:** Councilman Fries.

**Kenny Fries:** Mr. Black, in regards to the saw mill, I am assuming that was probably approved as a business at some point by the Plan Commission. What do the neighbors do in a situation like that if this is out in the County going on right now? What is their process to get hold of you guys to get a zoning appeal in looking at a piece of property like that?

**Thomas Black:** In the case of the saw mill, they may or may not have gotten approval. In some cases, if they did not get an approval, they will need to come through us to say that they messed up or whatever the case may have been. Then we, as BZA, will decide whether or not what they did or may have skipped is acceptable or not. We can't expect someone to tear down a business. In some cases they have had approval and may have expanded it beyond the scope of what they were permitted to. In some cases they did not get approval and just decided to do what they wanted to do.

**Kenny Fries:** So if a neighbor has a complaint about a business like that how do they get a complaint filed?

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Thomas Black:** They would go to the Department of Planning Services and voice their concern or issue. The Department of Planning Services will put that on the agenda for us to hear.

**Kenny Fries:** Thank you.

**Joel Benz:** Councilman Curry-Campbell:

**Sheila Curry-Campbell:** Thank you for your service. How many members sit on the Board?

**Thomas Black:** There are five of us.

**Sheila Curry-Campbell:** What are the term limits?

**Thomas Black:** The term limits are different because some of the people are appointed by the Commissioners and I am not sure what their terms are. I believe they are like two or three years but I can't recall. I think with the Council, my term is different than the ones with the Commissioners. Believe my term is four years.

**Nick Jordan:** His is four years.

**Sheila Curry-Campbell:** Is it staggered from the Commissioners?

**Nick Jordan:** Let me look. They don't have when the Commissioners appointments are.

**Tom Harris:** Generally they are. For most Boards, they try to stagger those.

**Joel Benz:** Are there any other questions, Council? Thank you for coming this morning and giving us an update and introduction to what you do.

**Thomas Black:** You are very welcome. It is my pleasure to serve you.

**Joel Benz:** Next on the agenda is the Fort Wayne-Allen County Airport Authority.

**Scott Hinderman:** I am Scott Hinderman and I serve as the Executive Director of the Airport Authority. With me is my co-worker.

**Robin Strasser:** I am Robin Strasser, Director of Administration and Finance with the Airport Authority.

**Scott Hinderman:** We are here to seek your consideration and approval of the issuance of General Obligation Bonds as well as the appropriation of those funds thereof. I do have a power point just to keep me on point and focused so I don't take too much of your time. Robin will help me out throughout this process. Our terminal building is in need. We have had significant growth over the years with airline activity, aircraft enplanement

## ALLEN COUNTY COUNCIL MEETING MINUTES

and passenger enplanement. We have started out our project, which we call Gateway for our terminal building, our goal is to make sure that northeast Indiana when they use the airport they are proud of the airport. When we have people who are outside of our region come to Fort Wayne to visit family or to do business, it is a great first impression because you don't get a second chance to make a first impression. Ultimately, I don't want to read to you guys but we kind of have a mission or vision statement for our project and there it is. The next slide is the terminal building is looking at a two-phase environment or two separate projects. There is a west side and an east side. We are doing this project while we maintain operations in the building and it is going to take a lot of sequences in each project. I will tell you that 2020 is going down with a big asterisk on it that identifies it as the pandemic. With the impact of the pandemic to the industry and the world, we are not planning to do the east expansion until we see a lot of the activity come back. We have to progress with the west expansion. The project is kind of an outline of our terminal building. Clearly it means a lot to me because I work at the airport and I know what it all is. The terminal frontage we are going to be doing is kind of the pinkish color and right behind that is the ticketing area. The ticketing areas, as you come in, will be remodeled. We are pushing the ticket counters back about thirteen feet to give more queuing space for people standing in line in front of the ticket counters. The outbound baggage processing will be completely revised. Gates five through eight are going to be remodeled and we will be expanding and putting two additional gates. It is two additional gates but it will look like three. The other part of the expansion is our terminal building systems, HVAC, we are updating/replacing the units that have outlived their useful life. Obviously the building has not been expanded and these are renderings from the land side as if you were driving. On the right side is what the gates will look like. The other one is if you were a drone about forty feet off the ground in our parking lot. This is what the land side external of the building will look like. Internal, this is the ticket counter. You will see that we are changing the flooring and trying to reduce some of the columns to get more of an open look. We are trying to bring in some natural lighting. If you are familiar with the airport, you go all the way down to the TSA Checkpoint and that is where the project scope stops. We are not touching the Checkpoint in the west expansion. When the economy and the industry come back, we will look at doing the east expansion which will include the TSA area. At this time, we are not anticipating doing that. This next slide is in Gate 5 through 8. We are remodeling and maybe some of the seating and colors aren't finalized yet but this is a rendering. That wall, we are bringing in some natural light by replacing some of the bricks with glass. This is Gate 9 through 10 and will be new construction but we are staying with the structural theme of the existing building so we don't look distinct. The new building will flow well once we are complete. Ultimately, this is why we are doing the project. We have eight gates at the terminal building today but because of the aircraft sizes have all gotten larger, we can't put eight aircraft on eight gates at the same time because they would have a wingtip conflict. We need more lineal foot in our terminal building. When we are done with the west expansion, we will have seven gates that are there and usable via a boarding bridge. The east side that we are not doing has one bridge and when we are done with the west side we will have eight gates that we have access to put eight aircraft on at the same time. Ultimately this is our layout if we would go forth with the east. We will have eight gates with the west expansion. If you look at the right at the second two planes, those would be two additional gates that

## ALLEN COUNTY COUNCIL MEETING MINUTES

we would build in the east expansion. Again, we are pumping the brakes until the economy comes back. The last two planes on the right side are not even in the plan to build even in the east expansion but ultimately, in twenty years we need two additional gates, the building would have to be expanded but there is a way to expand without needing to put the new ramps in. If you look at the right side, we have had ten years of growth. The bar chart on the right shows that. In January and February of this year, we were 20% up over year-to-date in 2019. Obviously we are not going to be there at the end of 2020 because of the pandemic. Look at the left side, the orange line shows the monthly enplanements in 2019. The blue line is 2020. March and April look like a freefall. Our projection of returning to normal is we are working our way back to the typical level. I do believe our projection to return will have another dip whether it is kids going back to school or leisure travel falls down a little bit but I do think we will dip back down a little bit. We will recover. I believe our recovery will be late 2023 or even 2024. It is going to take a little bit for the airline industry to make a complete recovery. Much of that is because they have retired aircraft and sold aircraft and if we all got vaccinated today, the airlines can't meet the capacity that they had last year tomorrow. You don't go to the new lot and buy aircraft like you can buy a car. It takes a while to get one. Our recovery will be a little bit. Robin, you have to take this next slide.

**Robin Strasser:** The hard construction cost related to the west phase of the expansion is estimated to be \$47.3 million. We have been talking with Federal agencies for funding and we are going to use some of our annual AIP money toward this project. TSA will cover the cost of the in line baggage system. VALE is the Voluntary Airport Low Emissions Grant involves part of the project that helps the environment. We have been collecting money in our Cumulative Building Fund for several years in anticipation of this type of a project. We plan to use some of that money. The rest, we are looking at this phase to use the proceeds from a bond issue. This proposed bond issue is actually taking the place of a bond that was paid off in January of this year. If this is approved, it will not increase our tax rate or the taxes for the citizens in the region. The \$47.3 million is just the hard cost and does not include the design and construction management and that type of thing. We are managing that as well and are planning to use our Cumulative Building Fund or reserves for that.

**Joel Benz:** Can I have you talk about the bond and the timing and why you are coming to us at this point?

**Robin Strasser:** Yes. We want to start the bond process now just to see what the market is like. Interest rates are very low right now. If we get into the process and we determine that we need to wait, we've got some time because we anticipate construction beginning in the spring of 2021. If the bond issue looks favorable then we will go ahead and issue the bond. We are looking at the end of October or November timeframe just before we would anticipate beginning construction. We want to get the process moving to get a feel for what markets are looking like.

**Joel Benz:** Councilman Spurr.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Chris Spurr:** Do you recall the expiration or the debt service being complete, do you recall what the last bond was?

**Robin Strasser:** The last bond was for the Air Trade Center.

**Chris Spurr:** Do you know the amount of that bond?

**Robin Strasser:** That was before my time.

**Chris Spurr:** Scott, do you know?

**Scott Hinderman:** I don't know the dollar value of it but to service that debt was \$1.9 million annually. At the time that we sold that bond we actually had a second bond. When I said the last time we did a terminal expansion was 1993 and 1994. We actually had two bonds and the bond for the terminal was secured in 2013 or 2014.

**Robin Strasser:** Yes 2013.

**Scott Hinderman:** The Trade Center was paid off this last January. At one point I think we had a total debt was...

**Robin Strasser:** The highest debt was \$32.4 million back in 1994.

**Chris Spurr:** That is what I was looking for.

**Scott Hinderman:** We are not coming to the table with the appropriate homework with each bond, I don't know.

**Chris Spurr:** No that is kind of what I was looking for. Thank you.

**Scott Hinderman:** This is a video of the renderings and is about 45 minutes and so please enjoy. It is really less than a minute or so. I will tell you while you are watching the video that we did had a public hearing with our Board on this last Monday and the Airport Authority Board has supported and approved unanimously for staff to come to this Board for the issuance of a GO Bond and the appropriation. At some point soon I will probably have another video of what the interior renderings would look like. We are 100% done with the design development. In my opinion, what that means is the project is about 65% designed. A 100% design development means that it is not ready for bid. That last 35% to 40% is assembling the construction documents and we anticipate having those done in January. We hope to go to bid immediately thereafter and have bids in late March or early April. Lastly I will say that they were sent to you or you have seen them. We did get letters of support from two agencies that represent the business community, Greater Fort Wayne, Inc and the Northeast Indiana Regional Partnership.

**Joel Benz:** Councilman Kerley.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Kyle Kerley:** When we were meeting, you also said that you have been working closely with Turnstone. Can you go into that a little bit as well?

**Scott Hinderman:** I can and I will get some things wrong and so I apologize upfront. The architectural team has to build a facility for us that meets ADA requirements. There is such a large thing that people can do to go above and beyond ADA. Fort Wayne has one heck of an asset in Turnstone and so we reached out to them and got some people on a committee as we work with our architectural group. They brought in NIDAC, Northeast Indiana Disability Accessibility Coalition. That brought in the league and other people and we have a group of about seven people who travel frequently and have some form of accessibility challenges. They have really brought things to the terminal building that the lay person will never recognize but yet they are extremely helpful for the person who has some disability. In my opinion, when they got done with Promenade Park, I felt they thought about everything. Part of my goal is to have people be proud of their airport and when we are done with it they will say nice job and they thought about everything.

**Joel Benz:** Councilman Harris.

**Tom Harris:** I just wanted to say that I will be strongly supporting this and congratulations on your continued success. The challenge for the community is your industry is changing as the wingtip of planes gets larger and different kinds of planes. Those are big changes within the industry and at the same time it doesn't happen overnight. This project starts later this fall or early spring and how long does it take?

**Scott Hinderman:** Our project delivery method is Construction Manager at risk. We have already selected Michael Kinder and Sons to work with us as a primary contractor. He is working on it and I would say that he has his initial project sequencing and we can still do the project without impacting while we still operate within the building. Right now we hope that we can shorten this but it is a 22-month project from the first shovel hitting the ground to completion. Clearly we are working as we start with construction documents and if there is anything we can do to shrink that construction period, I like doing projects but I like them when they are done. Hopefully we can find some areas where we are a little more efficient and shrink that down to 20 or 19. We will never get down to one year unless we would close the airport and let them do everything but that is not viable.

**Tom Harris:** I think you shared that the parking lot had been resurfaced and the fact that there is not a lot of traffic out there right now actually sped up the process and saved dollars for the community. That might be an opportunity in this as well. The terminal expansion gets underway in this two-year period and while the economy is coming back, you cut the ribbon and open all of the new designs when the economy is ticking is wisely planned. I think it is an opportunity for the community to continue to position ourselves for headquarters for corporations and expansion in northeast Indiana. I strongly support it.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Scott Hinderman:** Thank you. I agree with you but I am at the airport and I have to agree but I do think transportation and connectivity to the world is important. If somebody is coming to a business or opening a business or relocate, connectivity is everything. If it is train, rail and Fort Wayne doesn't have a lot of ships but interstates are important. Internet is important and so is connecting people through air. That is how this country moves people quickly over large distances and is important for the business development in the community.

**Tom Harris:** With that I will move for Resolution 2020-08-20-03 approving issuance of General Obligation Bonds and the additional appropriation of the proceeds thereof by the Fort Wayne-Allen County Airport Authority in the amount not-to-exceed \$27,750,000.

**Kenny Fries:** Second.

**Joel Benz: We have a motion and a second.** I will say that you kind of glided over a lot of things in that. You didn't really talk about the baggage part of it but I think there are a lot of positive for you and our community through this.

**Scott Hinderman:** With that I would invite anybody, it is not my personal airport but it is a community asset. If anybody wants to know more about the airport or the project, call me. Come out and I will give you a tour and show you more of what is on it. I did shorten it to be respectful of your time but yet pass the information of what we are trying to do.

**Joel Benz: All in favor say aye, those opposed, like sign. The motion passes 7-0.** Next on the agenda is a presentation from the Allen County Public Library.

**Dave Sedestrom:** Good morning, I am Dave Sedestrom, Chief Financial Officer for the Library. With me is Denise Davis, Head of Strategic Initiatives and is serving as the interim Director for the Library. We wanted to come before you like we have most years to give a little background of what we are thinking of as a 2020 budget, Operations, Debt Service and while we will be keeping our budget below the growth quotient and no need for a binding budget approval. We still like to come and present to you what we are planning on doing and answer any questions you might have. The growth quotient this year is 4.2% and is the statewide amount. We will be keeping our budget below that and are anticipating a \$33.8 million budget. That is the official budget but we also have our internal budget which takes into account the revenue losses that will occur with the Tax Caps. Right now the estimates on that for 2021 are going to be around \$2.7 million. Our internal budget that is the balanced budget will be around \$29.9 million. I am also developing a third internal budget because as I am sure Nick has talked about it, at this point there is a lot unknown as far as income tax revenue. The pandemic effect on the economy is touching many of our revenue streams. I am putting in a contingency for what happens if those revenues don't develop. Any of the controllable costs that we are able to exercise and lower are being put into consideration. With that our expense budget, as always, the highest percentage is personnel and accounts for about 61% of our budget. Our people are the most important thing to handle the customers. Library materials are

## ALLEN COUNTY COUNCIL MEETING MINUTES

also important and that around 13% of our budget. It may not sound like a lot but Indiana was 8% and the national is 11%. We have always strived to be well above that in supplying materials, not only the hard materials but the electronic material is becoming a lot more popular now. E-books and audio books and the streaming services are probably the highest growth areas for our material budget. Capital related, as you will recall I was here about two months or so ago to talk about maintenance budgets. We were seeking a bond for \$5 million. We are increasing our allocation for maintenance taking into account many of those projects. Some of them are underway right now. If you recall some of the larger ticket items like the cooling towers, generators and things are going to take place this year. We have increased the Capital budget within the Operating budget from seven to nine percent. We are going to be taking most of the projects but the LED lighting is going to be waited on and will incorporate it into the larger projects. We had a planning session yesterday that we will be meeting with the Capital Projects Committee with the Board of Trustees on Monday discussing what the next steps forward as far as the larger projects. Then we will come back to you with a larger bond issue. Those are the items that we are working on and the only other thing would be the Debt Service. Our bond issue that currently exists are the expansion bonds of 2001 and 2005. Those will be finishing up next year and that is the last Debt Service we will be putting in. We will have a budget around \$4.8 million and that combined with the \$3 million that is in the bond trustees as well will pay those bonds off by the end of 2021. This is the last year we will be requesting a Debt Service levy for those bonds. I could talk numbers all day but I will stop. Denise is going to be much more adept at discussing Operations. A lot of times that is what we want to answer questions that you might have about initiatives and things like that. Anything you would like to ask questions about I would be glad to handle.

**Tom Harris:** You may have mentioned this but are you back full service again and the number of employees that you have and what is the percent of increase that you are budgeting for this next year?

**Dave Sedestrom:** The answer to are we back to full service...

**Denise Davis:** The Monday after the fourth of July, we were back to fully opened. We did a stage reopening so staff returned in May when the Governor allowed government employees back. In June we opened three locations with PC reservation access. In May we immediately went to curbside at the three locations. The three locations that did not do curbside did PC reservation and so they had limited hours and availability. The Monday after the fourth of July we reopened all of our locations to full service. We do not have in-person programming for youth or adults. We have moved to virtual programming and that has been in place since April. The summer reading program is underway and looks very different from what it used to. We are not doing any in-person programs but we have To-Go Kits that people can pick up curbside and in the Library. We are circulating materials as usual.

**Tom Harris:** How does the attendance look?

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Denise Davis:** The youth programs still remain the highest for Zoom programs and we have had over 3,000 attendees.

**Tom Harris:** If you had to give it a percentage in terms of back to full, fifty, seventy-five?

**Denise Davis:** We are probably at 40% programming levels because we have cut back on the number of programs. We are talking about beginning to roll out limited in-person programming in October. Part of that is how to manage large groups of small children and keep the buildings clean and safe.

**Dave Sedestrom:** Tom, right now we have roughly 380 permanent employees and that will flex up in the summer because of the summer learning programs and will go as high as 420. What I have budgeted is three percent across the board but that really comes down to decisions in October or November when our HR Department sends out a comprehensive salary survey of our peers and other libraries. Based on the results of that the Trustees then decide what will be the actual increase.

**Joel Benz:** Councilman Curry-Campbell.

**Sheila Curry-Campbell:** Thank you for stepping up to be the Interim. Can you share with the community what the job description for that Executive position?

**Denise Davis:** I don't know what the job description is. I don't have a job description for the Interim yet. The Board established the forming of a search committee on Thursday and our Board meeting is next Thursday. We expect to hear a report from that group.

**Sheila Curry-Campbell:** So you don't know what credentials?

**Denise Davis:** That is a good question. State law requires a Master's Degree in Library Science but I don't know yet what the Board will decide on additional expectations.

**Sheila Curry-Campbell:** I would hope that we would find someone here in Fort Wayne. I know a lot of times these positions come up and we are searching outside. I would hope that the committee would definitely be intentional in trying to find someone from the Fort Wayne area. Thank you.

**Tom Harris:** No action is needed today.

**Joel Benz:** Thank you for the update. We appreciate your time.

**Dave Sedestrom:** Thank you.

**Joel Benz:** Moving on, Nick, are you going to handle this one?

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Nick Jordan:** To answer your question earlier about the Tax Warrants are down about \$26,000 or 20%. Of those Sheriff revenues the bigger piece is Work Release. That is the money we used to deposit in that line and even if Tax Warrants would bump up, we would still be off \$400,000 to \$500,000 because of the shift of Work Release. That money will not be going back into the Sheriff's revenue line. On the Waiver for Vera Bradley, last month Rachel came and explained it and we just have to do a formal waiver in essence waiving their late filing.

**Tom Harris:** This is the one we have to vote to make something happen.

**Nick Jordan:** There are two routes. If a company getting a tax phase-in doesn't meet their jobs or investment threshold, you can simply not take any action. If they file late, the Auditor's Office cannot accept the application. For filing late or a procedural type of thing, you have to approve a waiver.

**Tom Harris:** With that I will move for approval of Resolution 2020-08-20-02 Waiving Non-Compliance for Vera Bradley, Inc.

**Kenny Fries:** Second.

**Joel Benz:** **We have a motion and a second.** Are there any further questions?

**Sheila Curry-Campbell:** I don't know if anyone is here from Vera Bradley or not but is there anything in place so this doesn't happen again? I understand it was an oversight. I was just curious if Vera Bradley has anything in place.

**Nick Jordan:** I think it was just the fact that when they did the investment. They did file on the other two. This was one of three that they have to file on.

**Joel Benz:** I believe this is where they had two and one of them rolled off and this continued longer? They thought both of them ended at the same time but this one continues for another two or three years. They were just confused about that. Rachel does reach out to make sure this doesn't happen. We do have a procedure internally that is usually pretty good as long as they respond.

**Sheila Curry-Campbell:** That was just my question and I was curious.

**Joel Benz:** **All in favor say aye, those opposed, like sign. The motion passes 7-0.** Next up we have the Recorder.

**Nick Jordan:** I am taking this one as well. For those of you that have been on Council for a few years, this is becoming routine. The Recorder generates enough revenue to sustain her operations from her special revenue fund. As has been the case in the last few years she is again requesting that Council approves her funding her operations through her Perpetuation Fund. It is a relief on the General Fund of approximately \$1 million.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Tom Harris:** Generally this is when we compliment her when she is in front of us but I will say once again that we are extremely pleased that this particular department is able to pay for its operations through the money they receive for the services. That is approved through the State General Assembly that they are allowed to do this. I will move for Ordinance 2020-08-20-01 approving the Allen County Recorder's request to fund the Recorder's Office Expenses out of the Recorder's Perpetuation Fund.

**Bob Armstrong:** Second.

**Joel Benz:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0. The Coroner was expected to be here this morning and due to some illness, Councilman Fries is going to walk us through this.

**Nick Jordan:** To your question earlier, Kenny, if you look at the Coroner Autopsy Fees, you can see 2017 Actual and 2018 Actual as the revenue there.

**Kenny Fries:** These are coming in from Allen County, correct?

**Nick Jordan:** Yes.

**Kenny Fries:** Every year, the Coroner's Office towards this time of year to get an increase in their budget because of the autopsies that they have to perform. The surrounding Counties, we perform autopsies for them and we charge those Counties for those autopsies. When they reimburse us it goes back to the General Fund and does not go to the Coroner's Office. Every year they come to us and ask for the additional funds to fill the rest of the year to pay for autopsies. They believe they will be able to do that with this \$86,889. The \$85,000 is for Autopsy Fees, \$1,626 for Overtime, \$125 for FICA, \$101 for PERF and \$37 for Matching 401A. Do you want me to go ahead and do six and seven?

**Joel Benz:** Yes, you might as well talk to that too.

**Kenny Fries:** They also want to transfer from the Coroner's General Fund \$2,500 from Travel to Overtime to help pay Overtime for the rest of the year. Are there any questions?

**Sheila Curry-Campbell:** I have a few questions. I don't even know if you are able to answer them. With COVID and everything and the double bagging and the PPE's, how has this affected their budget?

**Kenny Fries:** We talked to them about that and there has been some increase that we will probably see next year but I think for this year, the \$85,000 will cover all of their costs.

**Joel Benz:** I think it has consistently been about that amount that they come and ask for every year. I think they are managing it internally for all of the extra PPE and stuff that they have needed.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Sheila Curry-Campbell:** Has there been any conversation about increasing the fees that we charge for individuals that are not in this County?

**Kenny Fries:** I don't know. I don't think they mentioned that in our meeting.

**Kyle Kerley:** We didn't really talk about it. I honestly don't know if we make money or lose money or if it is just a flat fee that is generally accepted.

**Joel Benz:** Or if it is statutorily set.

**Kenny Fries:** I don't know if it is mandated by the State on the fee for the autopsy.

**Tom Harris:** I know we have brought that up in the past. We can discuss that during the budget coming up as well. I think they have raised it for other Counties.

**Joel Benz:** I know they will be here next month and that would be a good question to pose to them.

**Sheila Curry-Campbell:** I was just curious with COVID and we are going back into another flu season and how this is going to affect the budget of the Coroner. Thank you.

**Kenny Fries:** With that I will ask for the appropriation in the Coroner's General Fund in the amount of \$86,889 as well as the transfer of \$2,500 from Travel to Overtime.

**Kyle Kerley:** Second.

**Joel Benz:** **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.** Next on our agenda is the Building Department.

**John Caywood:** I am Building Commissioner John Caywood. Councilman Spurr, was there something that you wanted to bring up?

**Chris Spurr:** I would say that before Commissioner Caywood gets started, I move to table the request for vehicles until next month.

**Sheila Curry-Campbell:** Second.

**Tom Harris:** Maybe for discussion.

**Chris Spurr:** We can have an open discussion if you want but I would like a little more time to do a little more digging on this and discuss it with Mr. Caywood a little further.

**Sheila Curry-Campbell:** I have no problem with the vehicle that was damaged by the deer. I guess the other vehicles are my concern with the five-year Capital plan. Was that included? I just think we need more time. Thank you.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Tom Harris:** Just a question. To table, are we allowed to have this discussion? The question would be is when we have had requests coming from the Sheriff's Department or the Highway Department they have set up a system to stagger the purchase of vehicles on the basis that they don't have to come in for a full request of several vehicles all at once. John, I was going to throw out this morning the concept of instead of purchasing all of these at one time, you stagger them so that in five years you don't come back and ask for all of those to be replaced. That is just a thought on that. Possibly in the next meeting, we can discuss this further.

**Joel Benz: We have a motion and a second.**

**Bob Armstrong:** So what are we voting on?

**Chris Spurr:** To table the one line for Vehicles.

**Tom Harris:** If I can ask one more question. How much of a hardship would that be for a thirty-day delay?

**John Caywood:** That will be acceptable to the department. We will be able to continue.

**Tom Harris:** Okay, great.

**Chris Spurr:** If I could get clarification. To address what Councilman Harris has brought up, I believe there is some level of staggering already. I believe there are 23 Mobile Inspectors. Is that correct?

**John Caywood:** We have 25 vehicles in our department and so this would represent a quarter of them. This is a larger one. I think last year we ask for four vehicles but it is part of the Capital Plan.

**Chris Spurr:** I guess, Councilman Harris, what I am saying is that the rotation is occurring.

**Joel Benz:** I always appreciate when someone wants to dig in. I am willing to give some time to do some work. **All in favor say aye, those opposed, like sign. The motion passes 5-2 (Fries and Armstrong).** Moving on, Commissioner, go ahead.

**John Caywood:** All of you should have the packet in front of you. With COVID and everything, I felt this was the best way to do it. If you would turn to the third page, the Total Permit Value, we have presented the Total Permit Value from 2015 through 2019. I did not include 2020 because that is still going on. The values for 2020 would reflect that we are very steady with where 2019 was. I am a little bit discouraged on Electric Works and that may skew us slightly lower but we remain steady despite COVID. We steadily increase economic development in Allen County. If you will go to the next page, we show our annual permit counts. These are the number of permits that are issued by our department in Allen County. As you see from 2015 through 2019, they have steadily

## ALLEN COUNTY COUNCIL MEETING MINUTES

increased approximately 30%. That is great for our community and shows that we are very robust in our economic development and need to continue that. If you go to the next page, one of the items I am requesting is \$25,000 for Overtime. In the last five years, our annual Overtime has increased matching what the permit values are and the number of permits. I have found in managing this department that it is much easier to issue overtime because I don't need to put additional resources into training additional people and coming to ask for additional vehicles and other resources. The base amount coming in offering the overtime for permitting and inspections seems to be the most efficient use of our resources. The rest of this may be something you want to save for next month's consideration. It has more to do with the vehicles. If you would hold onto that and maybe we will have some additional conversations.

**Joel Benz:** Did you want to talk about the \$3,000 for reference books?

**John Caywood:** Yes. The Indiana Residential Code has not been updated since 2003. For seventeen years we have been operating under the same code which is one of the longest tracks in the nation. There are some State Legislative reasons for that on the amount of economic impact it would have on changing code that finally came to fruition in the 2019 State Legislative Assembly. Now we do have a brand new code. I asked for this \$3,000 one-time budgetary addition in my appeal to the budget last year and it was denied. Right now we are into the eighth month of 2020 and we have a very limited number of code books and we need those books for each of our Inspectors to have out in the field and for the kiosks in our office for the public to use. I brought several books with me. This is the book that I use. I am not in the field as much as the average Inspector but you can see that it is dog-eared and well-worn and is something that I use daily. Right now this is a boat anchor because the information in there is outdated. Here is a code book from 1931. It is of equal value as this one is to me. If you went to the BMV and asked them for a current book of the rules, you wouldn't want outdated information on driving records or what the rules were. That is why it is equally important for us to have this and it is an essential part of our job to have this information in front of us.

**Joel Benz:** Councilman Fries.

**Kenny Fries:** Are these not available electronically?

**John Caywood:** They are available electronically however the one that is free is in the codified form like you would see at the State Legislature. Did anyone open that up after I sent it to you and look at it? It is the codified form and one section will have fifteen lines of redaction and if you wanted to look at what a footer requirement would be, it would not be like going to this book and the index to look up footer. It would be the legalese form that is available. The PDF forms are available and we do have several that we ordered. They are pretty tricky in how they do it because you can only download it one time and you can't copy it for multiples because you violate copyright laws. That is the reason. They are available both ways and we have them both ways but the one that is free is not the kind we use in the field.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Kenny Fries:** Do all of the Inspectors have laptops with them?

**John Caywood:** They do.

**Kenny Fries:** Wouldn't it make sense to have the electronic version on the laptop right there with them? I think it would be cheaper than the \$3,000.

**John Caywood:** It's not because this deals with residential structures construction. As you are familiar with the majority of our residential structures construction workers are people that have impediments to technology. It is much better to be able to open one of these on the hood of your car and look at it. Also, when it is 15 degrees Fahrenheit and you are talking about framing with somebody, to get the laptop out and open it up for someone to see is just not practical.

**Chris Spurr:** Can I chime in here? I have been in the real estate industry for about twenty years and I have had many interactions with the Amish. They are not real comfortable with the technology aspect of laptops and things of that nature. In those instances, it is much easier to get an old book out and show them. As odd as that may sound that is just what it is. I think another thing that Mr. Caywood is bringing up, which I haven't heard yet, but I think what he is trying to say is the PDF and written word, you are getting into licensing issues. I worked in software, in a former life, when you get into licensing issues that is something that you don't want to be called out on especially as a governmental authority. I would say that with us looking to move into the vehicle purchasing a little more, I think we can more than make up or come close to the \$3,000 that we are debating here today. Then it would be a wash. I would move to approve the \$3,000.

**Bob Armstrong:** Second.

**Joel Benz:** Is there any further discussion?

**Sheila Curry-Campbell:** I have a question. Are we asking for the funds to come out of the General Fund?

**Joel Benz:** That is a little unclear to me also.

**Nick Jordan:** You are asking if this is coming out of the General Fund. Yes. The Building Department operates out of the General Fund with rare exception and all of his revenues go into the General Fund.

**Joel Benz:** Councilman Fries, did you have some further questions?

**Kenny Fries:** Yes. It is not so much that it is the \$3,000. I am just looking for a better way in the future to handle it. I deal with the Amish all the time and they love their cell phones. They are not totally adverse to electronics. I am just looking for another way. I know when the Sheriff's Department used to get the books and then we were able to get

## ALLEN COUNTY COUNCIL MEETING MINUTES

them electronically and it was much more convenient to have them on the laptop as opposed to carrying the book. Have you checked the price of getting it electronically?

**John Caywood:** Actually you are paying for the license for it. These books are roughly \$177 each and we use them every day. This one is seventeen years old and if you look at \$177 stretched over seventeen years on a tool that is used every day compare that to a digital camera that is in the field and lasts two years. This is like pennies a day to be able to utilize this. It is a very nominal cost and that is why I am asking. I cannot enforce the building code without current statutes available and are feasible. In my department, we are operating wirelessly during COVID. We did use technology to go seamlessly through issuing permits. We didn't have to worry about paper. This is one aspect of the department that is much more efficient and convenient for \$177 over seventeen years to use this kind of method to convey this information.

**Kenny Fries:** Again the question is did you found out what it would cost to get the license? My concern is that they haven't changed it since 2003 and maybe they are going to change it again in another couple of years. Did you check the price? I have no idea what it would cost.

**John Caywood:** It is the same price for me to order a paper book as it is to order one PDF copy. I order one PDF copy and I can only use it on one machine because it is password protected. If you take that out and try to download it onto another laptop, it is protected and you cannot use it on another laptop.

**Joel Benz:** So it is the same cost whether electronic or book.

**Sheila Curry-Campbell:** I have one question. You are saying that it has not been updated since 2003?

**John Caywood:** Correct.

**Sheila Curry-Campbell:** Thank you.

**Chris Spurr:** I think it is important to note in my discussions with Mr. Caywood that this is not an annual issue. We are talking about something that is dating back to 2003 and we are debating \$3,000.

**Joel Benz:** You have already made a motion, correct?

**Chris Spurr:** Yes.

**Joel Benz:** Is there a second?

**Bob Armstrong:** Second.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Joel Benz: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-1 (Fries).** That was for the \$3,000.

**Chris Spurr:** I will make a motion to approve the \$25,000 in overtime.

**Kenny Fries:** Second.

**Joel Benz: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.** Next is the Election Board.

**Beth Dlug:** Beth Dlug with the Election Board. When we budgeted for this year's election, we planned for high turnout election that would stretch our capabilities as all Presidential elections do. We were adequately funded to run these elections even as late as January. The fiscal challenges that arrived with the pandemic made it necessary to borrow money that we planned to use for the General Election to meet the demands of the primary election. The Allen County Election Board must now ask for \$243,500 to replenish the funds needed to conduct the Presidential Election in November. The pandemic changed the way we anticipated we would conduct the Primary Election in Allen County. We typically promote in-person voting. As we worked with the Department of Health to develop guidelines for safe in-person voting, we also heard the strong recommendations to promote voting by mail to keep voters and poll workers as safe as possible. Our office responded to that recommendation and a change in the State law that allowed voters to vote by mail without a reason. With strong encouragement from the political parties and government leadership, Allen County voters responded by voting more than 34,000 mailed ballots in the primary. When we prepared the budget last year, we anticipated about 3,000 mailed ballots for the Primary Election. We spent more than our entire year's budget on supplies, printing and postage to prepare those ballots. Although we saved money on poll workers, our technical support budget skyrocketed as we brought in people to handle the crush of mail that was going in and out. We paid more than 700 hours of overtime during an eight-week period. Salaried staff worked an additional 650 hours of overtime that does not even show up in the budget. The Clerk's Office was able to provide us with 1,300 hours of assistance from their staff that we cannot count on during the General Election. Our ballot counting process went from one day with ten people to three days with 70 people. We also spent money on COVID-19 related safety gear such as masks, gloves, Plexiglas barriers and hand sanitizer. We have filed for \$166,000 for reimbursement through the Cares Grant and is administered through the Secretary of State's Office. As we look forward to the Presidential Election we expect to not only handle an increased amount of mailed ballots and in-person voting on Election Day but also 28 days of early voting and six days of satellite voting that we didn't even have in the Primary. We expect more cost associated with COVID-19 for Personal Protective Equipment as well. I have accounted for these expenses in our current request but we do not have a history of running an election during a pandemic. There is much uncertainty as we approach November. This funding, we believe, will position us to meet the demands that we see right now in front of us through the end of the year. I welcome answering any questions you may have right now.

**Joel Benz:** Councilman Fries go ahead.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Kenny Fries:** Is there any idea when we will hear something about the Cares Grant?

**Beth Dlug:** I expect any moment. I know that they had a meeting about it but they have not released the results of what they are going to reimburse and what they aren't. It is my hope that whatever they don't reimburse then we can look towards the County's reimbursement to cover whatever else. I believe they have some money that they have gotten.

**Kenny Fries:** I appreciate everything you guys have done because this is certainly uncharted waters that we are all in.

**Beth Dlug:** Yes.

**Kenny Fries:** You guys have done an excellent job.

**Beth Dlug:** Thank you.

**Joel Benz:** Councilman Curry-Campbell, go ahead.

**Sheila Curry-Campbell:** Can you share with us what precincts you closed?

**Beth Dlug:** We didn't close any precincts.

**Sheila Curry-Campbell:** What polling locations?

**Beth Dlug:** What polling locations did I close?

**Sheila Curry-Campbell:** Yes.

**Beth Dlug:** We started out with 116 locations in January. In the primary we had 25 locations and they were all different. They were all high schools because that is what we needed for social distancing that was required. A lot of the polling locations that we have are small and they can't even handle two or three machines with the social distancing of six feet apart. As we looked at the Primary, we thought where are we going to go to be able to cover the amount of people that we think are going to be coming in person and also put the amount of machines that we need for those people. Our best plan that we had was the high schools and a lot of those high schools did replace our traditional voting places. Right now, how many I couldn't say because I would have to go back and look.

**Sheila Curry-Campbell:** The reason why I am asking that question is that a lot of the polling locations that were closed were in some of the areas where people walked and people that don't have transportation. I guess that is my concern identifying and being very specific in telling us which locations were closed. Maybe you could email that to us. I am very concerned about it because I had several people inquire about their polling location.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Beth Dlug:** It is a different time. It is just a different time and it is not your traditional election this year. That was shown by the fact that we did 36,000 mailed ballots when we normally do 3,000. There was no excuse voting in the primary and people took advantage of that knowing we were going to reduce the number of locations. And remember back in the primary we are still under that Stay-at-Home Order. We did not expect a lot of people to go to polling locations. We expected people to vote by mail. This time is a little bit different. As the General Election we are looking at people that will be participating more in-person. We have reduced the number of polling locations from what we started with in January at 116 down to 70. There is a map available that will show the 116 locations and the 70 that we are going to be using. That is freely available and I will be glad to send it to you. I think you will see that it is spread all across the County and not just in any particular place or any particular district that we looked at. What we did when we decided this was look at locations that had big enough rooms to consolidate as much as we can. What we are trying to do here in this election is protect our poll workers as much as possible. Voters and this is within work with the Department of Health, come in and vote and are there less than fifteen minutes. They come in and they vote and they leave. Our poll workers are going to be there all day long. We are focused on keeping our poll workers as healthy as possible during the 15 hours that they are in on Election Day. We are trying to reduce the number of poll workers that we have and that is why we are reducing the number of locations.

**Sheila Curry-Campbell:** I am just concerned about the number of individuals that don't have a car or are not able to walk to go and make their vote. I am concerned about those individuals that have traditionally been able to walk down the street and go and place their vote. They are no longer able to do that. My second question is the transportation to the Coliseum will that be a door drop off? I am thinking about people that will have to walk the distance from the parking lot or the distance from the street to the Coliseum.

**Beth Dlug:** Are you talking about the bus route?

**Sheila Curry-Campbell:** Yeah.

**Beth Dlug:** We have been in touch with Citilink. There is a bus drop right outside on Parnell Avenue but we have been in touch with Citilink to see if they would move the drop off to the curve at the Coliseum. They needed to check with their Board to see if they could do that. Right now there is a walk from Parnell Avenue to the Coliseum and it is a longer walk than I would like to have and so that is why we are working with Citilink.

**Sheila Curry-Campbell:** Thank you. I worked the polls at South Side and that was one of the biggest complaints that people once they got inside of the building they were exhausted. We had to put chairs out for people to take a moment. I can only imagine the walk from Parnell to the doors of the Coliseum and then you have to walk once you get inside. That was my concern. Thank you.

**Joel Benz:** Councilman Harris.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Tom Harris:** One of the questions that we always ask the Auditor every year as to what is going to be our Miscellaneous Revenue and he is tasked to predict that every year and then tell us. From an absentee ballot situation, you said 36,000 in the spring what are you predicting for the General Election?

**Beth Dlug:** At this time, 50,000.

**Tom Harris:** And that is what these numbers are kind of based on?

**Beth Dlug:** Exactly.

**Tom Harris:** With that I will move for approval of the appropriations in the Election Board General Fund in the amount of \$243,500.

**Kenny Fries:** Second.

**Joel Benz:** **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.** Next on the agenda is the Department of Planning Services.

**Nick Jordan:** I am going to handle this one as well. For those of you that are not familiar, for each TIF District we have a fund and within that fund you budget just as you would the General Fund. Specifically in CASAD East is in incorporated New Haven now. We had budgeted in the 400 Series for infrastructure improvements that we will not be doing or don't need to do and we want to move that to the Contractual line to potentially make payment to the City of New Haven under agreements that are being drafted to use the money for expenses that comply with the law. That is in the amount of \$450,000. I am not sure where the Redevelopment Commission stands but now that this is in an incorporated area that will outline the future of this TIF District and our collection versus New Haven collection.

**Chris Spurr:** I move for the transfer of \$450,000 from Infrastructure to Contractual.

**Bob Armstrong:** Second.

**Joel Benz:** **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.** Next is ACJC.

**Shane Armstrong:** Shane Armstrong, Allen County Juvenile Center, Director of the Facility. The first item for discussion, we would like to appropriate money in our Truancy Reduction Fund 844 from our 501C3, Friends of ACJC in the amount of \$16,161. Those funds will cover one of our Check and Connect Mentors.

**Joel Benz:** This is someone that you currently have on staff.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Shane Armstrong:** Correct.

**Joel Benz:** And you are just going to be utilizing these funds to pay their salary.

**Shane Armstrong:** That is correct.

**Joel Benz:** Is this something that you have done annually?

**Shane Armstrong:** We currently have a grant but the Friends of ACJC are to help with some of the salary for the Mentors that we have been able to acquire. As we have discussed last year, we grew the program a little and we are up to ten Mentors and one Coordinator. I think we started with six and one and so we are steadily growing that program.

**Joel Benz:** Give us an overview of that. If it is growing then it is probably working.

**Shane Armstrong:** We have grown it pre-pandemic. With the schools shut down it was a bit of a challenge for our Mentors because part of the Mentor in the Check and Connect Program is that they are in the schools working with the kids and assisting them with homework, getting them to class. With the pandemic, everything went online. With the virtual discussions, it was a little bit of a challenge for Mentors to continue with the contact with some of the families. Some of them didn't have available technology at their home and so it was difficult for the Mentors to make contact with the families. School has now begun and we are up and going and we have to see how long school stays in session.

**Joel Benz:** If I remember correctly, when this program initially got up and running, you reduced truancy by something like 70%. That was a pretty significant impact.

**Shane Armstrong:** That is accurate. The goal is to keep kids in school and with kids being in school, they are less likely to commit crime. The graduation and success rate goes up quite a bit too.

**Kenny Fries:** Do you want to do all of these at one time or break them up?

**Joel Benz:** Go right ahead.

**Kenny Fries:** I will make a motion to appropriate in the Truancy Reduction Fund 844 in the amount of \$16,161.

**Bob Armstrong:** Second.

**Joel Benz:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-0-1 (Harris absent). Talk a little bit about the grant.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Shane Armstrong:** The next portion is the DAC Mini Grant. This kind of got out of order. We need to ask for permission but also apply for the funds. The deadline for the grant was March 19<sup>th</sup>. When we got the application, everything kind of shut down. In June we heard that we were awarded the funds for the actual grant. Now we are here to get those dollars appropriated. What we are using those funds for is we are building a different dashboard in our current case management system to help track gang members and also our traffic victims. The amount of that is \$4,130. There is a slight typo in this. Where the dollars need to be appropriated into is 31-06 not 36-01. That is into Contractual.

**Sheila Curry-Campbell:** I would like to make a motion to appropriate in the ACJC General Fund into Contractual for \$4,130.

**Kenny Fries:** Second.

**Joel Benz:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-0-1 (Harris absent). Hold on, number three was the permission to apply for the grant.

**Nick Jordan:** He already did that and you just appropriated it.

**Shane Armstrong:** The next topic is the appropriation in the JDAI Grant Fund 223. We have been operating under this grant since 2014. This offsets some of the cost for the JDAI program. Do you want me to go through line by line and give an explanation of each?

**Sheila Curry-Campbell:** I would like to make a motion for the appropriation in the JDAI Grant Fund 223 in the amount of \$58,138.

**Kenny Fries:** Second.

**Joel Benz:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.

**Shane Armstrong:** The last topic is we need to transfer \$24,920 from Building Repair to Building Outlays. We have some surveillance equipment that needs to be replaced. It will be used to replace a DVR and set it up for a networked DVR.

**Kenny Fries:** When you guys are looking at systems like this, do you use the same vendors that the Jail does?

**Shane Armstrong:** We do and I can explain a little bit. Our system is an aging system and we are a split system. When the building was first built, we were contracted under Stanley. We had an old video equipment system for our recording. When I say old, when the building was first built we had VCR tapes that we were recycling each day. That is a terrible way to do surveillance in a corrections facility. I know you are very familiar with

## ALLEN COUNTY COUNCIL MEETING MINUTES

that. We were able to move the actual recording piece to DVR's where we can review the footage and it is much clearer and more efficient. We had to seek out vendors and got the best bid for what we could use it for. It was not the same company and so there were some proprietary services here that only one vendor can actually put this in. The vendor we had to use was SAS (Security Automated Systems). They are the only folks we can have put this current system in. Future plans for this because this is an outdated system and sometime I will be meeting with all of you to discuss the updating and the needs for our facility. This will be to limp along and continue with that until we can have those discussions.

**Joel Benz:** Councilman Spurr.

**Chris Spurr:** I assume you are talking about infrastructure that is running CAT 6 or CAT 5 or something like that.

**Shane Armstrong:** I am all for rerunning the wire if that is an opportunity. Meeting with several of the engineers and the folks that quote these out, probably doubles the cost of that compared to the analog that we have now. The video quality doesn't change a lot is what they are telling me. Pulling the cable through the entire facility would be pretty difficult and expensive.

**Chris Spurr:** Because of the age of the building?

**Shane Armstrong:** The building is not really that old. We are talking less than twenty years. Just the design of the facility presents quite a bit of challenges.

**Joel Benz:** So this is the band aid.

**Tom Harris:** What is the number of beds and how many youth are in there?

**Shane Armstrong:** Current capacity of the building when it was first built was 142 beds. That is at 20% double occupancy. Range of the facility capacity changes on a daily basis. We are a low population now running between 20's, 40's and 50's...

**Tom Harris:** Where are you today?

**Shane Armstrong:** I wasn't in the building today to tell you what the census says but I am guessing we are at the 25 to 27 kids currently.

**Tom Harris:** So 25 beds of 142. There are 25 youth and you could hold up to 142.

**Shane Armstrong:** When that building was built, there are lots of standards and things that have changed when you talk about the holding of those kids. We have never wanted to put 142 kids in that because we couldn't staff it to do that. By Federal guidelines we are bound by 8 to 1 and 16 to 1 and we would have to hire a lot more staff if we housed that number of kids.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Sheila Curry-Campbell:** I have a question. How has COVID and social distancing working out?

**Shane Armstrong:** I am going to knock on wood and hopefully so far we have been pretty successful. We have been very fortunate and have had only a few cases in the facility when it comes to the kids. We identify them pretty quickly and we can isolate and go about our business. We have a specific wing that we use for isolation and so they are not around any additional kids.

**Sheila Curry-Campbell:** Contact tracing, how is that working? Do you bring kids from other Counties in too?

**Shane Armstrong:** We do. Prior to accepting any kids from other Counties, we go through the screening and ask those additional questions if they can provide that information.

**Sheila Curry-Campbell:** Thank you.

**Tom Harris:** I will move for approval of the transfer from Building Repair for \$24,920 to Building Outlays.

**Kyle Kerley:** Second.

**Joel Benz:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-0-1(Armstrong absent). Next is Circuit Court.

**Nick Jordan:** If you recall at the last meeting, Judge Felts and Eric Zimmerman came before you applying for this grant and I told them I would handle the appropriation piece of items one through five in OVWI Court Fund 877 in the amount of \$10,000.

**Tom Harris:** I will move for the appropriation in OVWI Court Fund 877 in the amount of \$10,000.

**Sheila Curry-Campbell:** Second.

**Joel Benz:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 5-2-2(Fries and Armstrong absent). Now we are moving on to Superior Court. This is a similar grant funding that they received and they want to be able to spend the \$12,125.

**Tom Harris:** I will move for approval of the appropriation in Family Recovery Court Fund 874 in the amount of \$12,125.

**Chris Spurr:** Second.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Joel Benz:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-0-1(Armstrong absent). The Sheriff is next and Nick is going to handle it.

**Nick Jordan:** The first one is just a transfer from the 200 Series of Supplies to 400 Series. It is just an accounting issue that always happens within departments. We prefer it to come out of the 400 Series depending on what it is. If it is not dispensable like a supply compared to being a piece of equipment. That is the reason for the transfer. That is item one and two. Item three is just regarding transparency and I wanted to bring it to you because you approve the budget with money in the Work Release budget and whether or not you want the Sheriff's Department to transfer that to his other operations or you want to handle that differently as the majority vote.

**Sheila Curry-Campbell:** I have a question. Is there any paperwork or backup for this?

**Nick Jordan:** For three, it is just in general. There could be multiple transfers throughout the remainder of this year. Normally if they had a 100 Series transfer, we would let that happen. The Sheriff's operations we consider Work Release, Jail and the Sheriff's Department and in a 100 Series we would let that happen. The only reason I put it on here is if there were \$200,000 or \$300,000 left those are to be used for Work Release and whether or not the majority of this body wants them to be transferred to the Sheriff's other operations. If they would go from the 100 Series to Contractual, they would have to come before you. The current request is from 100 Series Work Release because they are not using those positions any more to Overtime lines in the Sheriff's Department or the Jail operations.

**Joel Benz:** That is a little convoluted explanation. Nick, how much money is left in that line item?

**Nick Jordan:** There were 20-some employees, a few 200 Series lines and a few 300 Series lines and is in the General Fund. If you give me a second here, I can pull it up.

**Joel Benz:** It is probably over \$1 million.

**Nick Jordan:** Oh, no. The Work Release Operation budget is only \$1.5 million and they operated until August, 60% of the year. There may be \$300,000 or \$400,000 left.

**Sheila Curry-Campbell:** So the request is for us to leave those funds in the, I guess that is my concern.

**Nick Jordan:** For example, if you look up on the screen here, this is in Work Release. If you look at where my cursor is right now this is for FICA. We would have normally paid this out for Work Release Operations. There is \$32,341 left in this budget. The question is whether it would be the FICA line or if I go through those employees and there are remainders left in every single one of those, as I have noted transferring through the 100 Series does not usually come before you.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Sheila Curry-Campbell:** I understand.

**Nick Jordan:** Do you want, just because this is being used for a different purpose than what you had originally budgeted is the only reason it is on here. Do you want to allow them to transfer this \$32,000 to the Jail Overtime or do you want to handle those differently?

**Sheila Curry-Campbell:** I think we should handle it differently.

**Tom Harris:** I will mention that when we went into some of these discussions, I felt that we kind of left it that we would continue to run Work Release while trying to figure out how to launch the other program through the end of the year. The Sheriff came back and said that he wanted to end it sooner than that. I would say probably it would make sense to move those funds based on his interest in just ending that program and just move those funds differently out of that area.

**Joel Benz:** Mr. Edwards, from the Sheriff's Department, is here. Did you want to have him come forward and maybe he can provide some clarity.

**Charlie Edwards:** Charlie Edwards, Chief Deputy Allen County Sheriff's Department. The funds that Nick was talking about were basically going to be used for overtime during the protests. There was quite a lot of money that we used. Like Nick said, normally we would come before you for this but just transfer it over.

**Tom Harris:** Is it specifically just for the overtime?

**Charlie Edwards:** The majority of it is. We were right on track up until COVID and then the protests and that pretty much sucked it all.

**Tom Harris:** When you say the majority, help me with some decimal points.

**Charlie Edwards:** What number did we end up with? It was \$170,000 on protests.

**Tom Harris:** Nick, how much are we talking from the disposition of those funds?

**Nick Jordan:** The current request is how much? How much was just overtime?

**Charlie Edwards:** \$170,000.

**Nick Jordan:** The \$170,000 is the overtime piece for the protests, if next month they have another overtime need it just brings them to another (inaudible).

**Charlie Edwards:** That just zeroes us out.

**Nick Jordan:** This would happen until the end of the year unless you guys want them to come before you for every single transfer.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Tom Harris:** I would be in favor of just moving it to the overtime fund with the remainder of those funds. Do we need to make that in a motion?

**Joel Benz:** Nick, do we need a motion or do you just need some guidance?

**Nick Jordan:** If we could have a motion, I wouldn't make it in that regard unless you want to say the 100 Series money would be moved to Overtime. For 200 Series or 300 Series, they may want to use it for different purposes. (Inaudible)

**Tom Harris:** How much is the 200 Series and 300 Series? When we talked about the \$170,000, do you have any idea on the 200 and 300?

**Charlie Edwards:** I guess I don't understand the question.

**Nick Jordan:** The 200 and 300 Series, as of this point in time if you look at the balance column on the screen, next to nothing. It would just be the 100 Series.

**Charlie Edwards:** Some of it may be used for equipment to replenish the equipment that we used during the protests also.

**Nick Jordan:** But on that note, if they transfer from 100 Series to 200 Series that has to come before you.

**Tom Harris:** Got it.

**Nick Jordan:** The only thing that would go behind the scenes is 100 Series to 100 Series or 200 Series to 200 Series. Transferring out of one Series to another has to come before the Council. Right now it is just 100 Series to 100 Series.

**Tom Harris:** Do you need a motion for that?

**Nick Jordan:** Yes, please if we want to items one and two and then three separately.

**Tom Harris:** I am talking about number three.

**Chris Spurr:** I was going to motion that we handle one and two separately.

**Tom Harris:** Right, we should. In terms of that particular issue we can jump to three right now and then go back to items one and two. I will make a motion on item number three to move the remaining balance to the Overtime line.

**Kenny Fries:** I'll second if the Auditor understands what we are doing.

**Nick Jordan:** It is from 100 Series in Work Release to the Jail or Sheriff's operations.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Joel Benz:** Is there further discussion?

**Sheila Curry-Campbell:** I have a question. I heard protests several times. The community has asked for expenditures and no one has been able to give that number. What did we spend on the two days of protests? You just came in here and said that these funds would pay for the overtime for the protests. How is it magically that you can say that today that these funds are for the overtime for the protests but no one can tell us what we spent?

**Charlie Edwards:** I have never been asked that before.

**Sheila Curry-Campbell:** Okay, all right.

**Charlie Edwards:** I can tell you what we spent in personnel at the Jail as far as extra Officers being called in but as far as exact cost, I don't have that and have never been asked that before. All I know as far as to meet our budget and balance it out to what we were before and we were fine up to that point. Instead of coming back here and asking for more money, I guess, like I said we are just trying to zero out the 100 Series.

**Sheila Curry-Campbell:** I just want to be perfectly clear that we are talking about a lot of money that was spent on individuals. Wow.

**Charlie Edwards:** It is what it is. The cost is the cost.

**Sheila Curry-Campbell:** You are just the Sheriff's Department. I can only imagine what the City spent if you are just talking about the Sheriff.

**Charlie Edwards:** I am sure it was very expensive.

**Sheila Curry-Campbell:** Thank you.

**Joel Benz:** Councilman Harris.

**Tom Harris:** Basically what we are having here is that as the Sheriff has discontinued the Work Release program, there are funds left over and so the Auditor has asked what Council wants to do with the funds. We are simply moving them and keeping them in the 100 Series.

**Nick Jordan:** If it makes you feel any better, if you didn't approve this and the Sheriff needs the money to operate, they would just come back for an appropriation in a similar dollar amount but in a different route.

**Joel Benz:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 5-1(Curry-Campbell)-1 (Armstrong absent). We still have items one and two.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Tom Harris:** I will make a motion to transfer within the Sheriff's General Fund \$6,847 from Personnel Screen/Testing to Miscellaneous Equipment.

**Kyle Kerley:** Second.

**Joel Benz:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 5-2 (Curry-Campbell and Armstrong absent). Nick, go ahead.

**Nick Jordan:** Under Indiana law, you are required, for those that have been on Council for a while, we used to do what is called a non-binding review. Now, the DLGF sends out their estimates of levies and circuit breaker credits. On the summary page here, you can see some of the reasoning as to why. On this next page, what I have done was compiled what you will see throughout the remaining 100 and some pages in the document. Once you get to pages like these, the Department of Local Government Finance or the DLGF estimates this is my compilation where you can see the 2020 Certified Levy compared to the estimated maximum for 2021. I will make a quick note the Civil Funds and Fire Funds nothing cumulative and nothing debt can grow by the growth quotient of 4.2% unless there is an appeal. Anything that is a CUM Fund or a Debt Fund will have a different growth rate. If you grow a CUM Fund you have to go through the process of advertising and so forth and having a hearing. The Debt Fund will actually correlate with the Debt Service that was laid out at the inception of the debt. On the right-hand of the screen you see the Circuit Breaker comparison. Again these are DLGF estimates for 2021. What was on the 2020 Abstract is a property tax document. To recollect what we have done in prior years is the Council said to stay within the growth quotient and try to use reserves if possible. It is a non-binding recommendation. When the minutes are available, I simply send the minutes out to the Taxing Units saying that at the very end of the meeting the Council discussed this and you can see what they talked about. They don't have to follow your recommendation. They don't have to read your recommendation and so there are no teeth in this process. I am happy to take any questions but I don't know all of the rhymes and reasons. The increases in debt are not that large as you can see on the screen. The reason is that is it kind of a worst-case scenario that the DLGF takes and depending on what the actual cash balance is will factor into the actual debt need in the future year. They are not usually the 50%, 60% or 100% that you see throughout.

**Tom Harris:** We appreciate the eye chart.

**Joel Benz:** Councilman Kerley has asked for a two-minute recess here and so we will recess for two minutes.

Recess

**Joel Benz:** All right, Council, let's get this meeting back underway here.

**Nick Jordan:** We still need a motion on the review.

ALLEN COUNTY COUNCIL MEETING MINUTES

**Joel Benz:** I'm sorry.

**Chris Spurr:** I move to approve the review.

**Nick Jordan:** No. That is not going to work.

**Tom Harris:** As a new member that would not suffice.

**Nick Jordan:** It can be something like stay within the growth quotient of 4.2% and use reserves if you want to be consistent with prior years. It can be something completely different.

**Tom Harris:** I think staying within the growth quotient is what we have done in the past and I will move to stay within that same amount of 4.2%.

**Chris Spurr:** Second.

**Joel Benz:** **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-1(Armstrong absent).** Moving on, are there any liaison reports or upcoming meetings?

**Sheila Curry-Campbell:** The Election Board, we want to thank Maye Johnson for her service. She just recently retired and we appreciate her.

**Joel Benz:** She has been a long standing member there.

**Tom Harris:** And a former Council member. Approval to waive the reading on any matter approved today for which it may be deemed necessary for the County Council meeting of August 20, 2020.

**Chris Spurr:** Second.

**Joel Benz:** **All in favor please signify by saying aye. The motion passes 6-0-1 (Armstrong absent).**

**Tom Harris:** Move to adjourn.

**Sheila Curry-Campbell:** Second.

**Joel Benz:** **All in favor please signify by saying aye. Opposed like sign. The motion carries 6-0-1 (Armstrong absent).**