



DELAWARE COUNTY COUNCIL MEETING
June 25th, 2024
DELAWARE COUNTY COMMISSIONERS' COURTROOM
Call to Order
Pledge of Allegiance

Roll Call

Present: Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Piper, Councilmember Webb, Councilmember Whitehead, Auditor Mr. Ed Carroll, Attorney, Mr. Ben Freeman

Question from the public may be directed to CountyCouncilDIST@co.delaware.in.us

Agenda Posted

Approval of Agenda

MOTION: Councilmember Flanagan made a motion to approve today's agenda

SECOND: Councilmember Whitehead

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

Approval of the May 28th Council Meeting Minutes

MOTION: Councilmember Whitehead made a motion to approve May 28th minutes

SECOND: Councilmember Flanagan

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

Approval of the June 11th Special Meeting Minutes

MOTION: Councilmember Flanagan made a motion to table June 11th minutes

SECOND: Councilmember Whitehead

YEAS; Councilmember Flanagan, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

ABSTAIN: Councilmember Hughes

Transfer and Appropriation Agenda

MOTION: Councilmember Webb made a motion to approve Coroner 133 transfer

SECOND: Councilmember Flanagan

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

Councilmember Webb asked Mr. Gavin Greene Coroner what supplies are you needing that are extra?

Mr. Gavin Greene stated they had extra money in 2023 for supplies but it was not encumbered.

MOTION: Councilmember Webb made a motion to approve the Opioid Grant 8199 transfer

SECOND: Councilmember Flanagan

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

MOTION: Councilmember Webb made a motion to approve Del Co Fair and Expo 4911 transfer

SECOND: Councilmember Flanagan

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

MOTION: Councilmember Webb made a motion to approve Communications 124 appropriation

SECOND: Councilmember Flanagan

Mr. Fred Cummings 911, stated they had a supervisor step down.

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

MOTION: Councilmember Webb made a motion to approve Clerk 125 appropriation

SECOND: Councilmember Flanagan

Mr. Rick Spangler Clerk, explained the clerk's association asked the legislation to give the Clerk more money during general election years due to all their hard work.

Council discussed the need for the stipend.

MOTION: Councilmember Hughes made a motion to table Clerk 125 appropriation

SECOND: Councilmember Whitehead

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

MOTION: Councilmember Webb made a motion to approve Auditor 126 appropriation

SECOND: Councilmember Flanagan

MOTION: Councilmember Hughes made a motion to table Auditor 126 appropriation

SECOND: Councilmember Webb

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

MOTION: Councilmember Webb made a motion to approve MVH Distribution 1176 appropriation

SECOND: Councilmember Flanagan

Ms. Carrie Dye Highway, stated this is for tracking fleet maintenance.

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

MOTION: Councilmember Webb made a motion to approve MVH Restricted 1173 appropriations

SECOND: Councilmember Flanagan

Ms. Carrie Dye Highway, stated this is for extending paving a mile further through community crossing.

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

MOTION: Councilmember Whitehead made a motion to approve financial, transfers, and to amend salary ordinance with like reductions.

SECOND: Councilmember Flanagan

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

Ordinances and Resolutions

Job Description Ordinance First Reading: 2024-015

MOTION: Councilmember Webb made a motion to Introduce Ordinance 2024-015

SECOND: Councilmember Flanagan

Councilmember Whitehead asked if department heads have picked up their Job Description packets?

Coroner Gavin Greene answered he has yet to receive his.

Councilmember Webb presented his objections/concerns to the ordinance.

Council discussed Ordinance 2024-015.

Councilmember Whitehead wants all elected officials/department heads to get their job descriptions, read them, and then ask questions.

Councilmember Flanagan wants all elected officials/department heads to sign off that they have received and read them before next council meeting. HR director Pam stated her department will create something.

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Whitehead, Councilmember Piper

NAYS; Councilmember Webb

Job Classification Ordinance First Reading: 2024-016

MOTION: Councilmember Webb made a motion to Introduce Ordinance 2024-016

SECOND: Councilmember Flanagan

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Whitehead, Councilmember Piper

NAYS; Councilmember Webb

Tax Abatement Guidelines Resolution: 2024-012

MOTION: Councilmember Kantz made a motion to Introduce Ordinance 2024-012

SECOND: Councilmember Flanagan

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

Appointments and Committee Reports

Code of Conduct Committee Update

Councilmember Whitehead stated he did not receive any questions or concerns regarding the Code of Conduct from last month.

MOTION: Councilmember Hughes made a motion to adopt Resolution 2024-013

SECOND: Councilmember Flanagan

Councilmember Webb objected to #3 Conduct of Members stating some members may find something rude or inappropriate whereas others don't.

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Mochal, Councilmember Whitehead, Councilmember Piper

NAYS; Councilmember Webb, Councilmember Kantz

Board Appointments

Muncie Public Library-June 1, 2024 and Civic Center Authority Board- August 1, 2024

MOTION: Councilmember Webb made a motion to table Muncie Public Library board appointments due to they were not advertised to the public for a month prior to voting.

SECOND: Councilmember Kantz

Councilmember Whitehead stated according to the rules the board appointments have to be publicly addressed 2 months prior to voting.

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

New Business

Mr. Ryan Kelly presented TWG Pilot for 4500 S Cowan Road. TWG is located in Indianapolis, Indiana. They are vertically integrated, concept to stabilization, have 110+ developments, and has developed over 12,000 units. Rental housing tax credits were introduced in 1986. The state workforce tax credit was the first one available in Indiana in 2023 by IHEDA. They are not the same program as section 8 housing. Program funds are roughly 30% of developments cost and developers commit to attainable rents for at least 15 years. Workforce housing income limits are currently \$34,000 to \$55,000. Rents are estimated around \$900-\$1100 a month. PILOT (payment in lieu of taxes) is newly allowed for affordable housing which is more beneficial to the local government and developer compared to a tax abatement. The agreement is effect for 15 years and annual payments increase by 3% each year.

MOTION: Councilmember Kantz made a motion to adopt the letter for the PILOT agreement by TWG

SECOND: Councilmember Flanagan

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

Councilmember Hughes stated in their packets there was a report (see below) of the positions that have been backfilled. This is what replaces the report asking for employee transfers during the council meeting.

MOTION: Councilmember Hughes made a motion to receive the report that have been filled in the last month

SECOND: Councilmember Whitehead

Councilmember Kantz asked for the date to be added and President Piper asked for signatures to be added as well. She also stated the report should be for full time employees only.

Councilmember Hughes stated council needs to discuss what they want on the report and let the Recording Secretary know.

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

Elected Officials & Department Heads

Ms. Melanie Marshall Fair Board Member, wanted to advertise the upcoming Delaware County Fair July 15-20th.

Mr. Gavin Greene Coroner discussed the June 2024 Coroners Report.

Ms. Nancy Marvin filling in for Sheriff Tony Skinner stated the sheriff presented the DROP Program to the Merit Board and it was unanimously agreed upon without the sunset clause.

MOTION: Councilmember Webb made a motion to remove the DROP Program from the table

SECOND: Councilmember Hughes

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

MOTION: Councilmember Flanagan made a motion to approve the DROP Program as amended

SECOND: Councilmember Webb

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

Public Comment

Mr. Chris Musick 311 N Meeks Ave Muncie, asked if there is a difference between a tax abatement and a tax credit?

Councilmember Hughes stated the tax credits that TWG was referring to are credits from the state. The tax abatement is a local decision.

Ms. Amber Greene of 5500 W Autumn Springs Court commented about the board appointments. She asked council to make sure they put a description of the board appointments to the public as well.

Comments from Council

Councilmember Kantz stated he and Mr. Ben Freeman met with Judge Mawhorr, Judge Dowling, Judge Calhoun, and Emily Anderson Courts about the Judicial LIT.

Adjourn

MOTION: Councilmember Flanagan made a motion to adjourn

SECOND: Councilmember Whitehead

YEAS; Councilmember Flanagan, Councilmember Hughes, Councilmember Kantz, Councilmember Mochal, Councilmember Webb, Councilmember Whitehead, Councilmember Piper

<https://www.youtube.com/watch?v=dKrUjrwy51c&t=257s>

Next Meeting: Tuesday, July 23rd 9:00am

Jim Mochal, Councilman

Eugene Whitehead, Councilman

Ryan Webb, Councilman

Jessica Piper, President

William Hughes, Councilman

Dan Flanagan, Councilman

Matt Kantz, President Pro Tempore

Ed Carroll, Auditor

WHEREAS: It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget.

SECTION 1, THEREFORE: Be it ordained by the County Council of Delaware County, Indiana, that for the expenses of said municipal corporation for the following additional sums of money are hereby appropriated and ordered set apart out of the several funds for the purposes herein specified subject to the laws governing the same on: **TRANSFERS FOR June 25, 2024**

COUNTY GENERAL 1000	REQUEST	UPDATE	VOTE	NOTES
CORONER 133				
Supplies				
Operating Supplies				
220 Operating Supplies	\$15,000.00			
Other Services and Charges				
Professional Services				
311 Contractual Services	-\$15,000.00			
TOTAL	\$0.00			
OTHER	REQUEST	UPDATE	VOTE	NOTES
OPIOID GRANT 8199				
Supplies				
Other Supplies				
231 Incentives	-\$5,400.00			
Capital Outlays				
Other Capital Outlays				
400 Kiosk	\$5,400.00			
TOTAL	\$0.00			
DEL CO FAIR & EXPO 4911				
Other Services and Charges				
391-390 Other Services and Charges	-\$1,200.00			
Capital Outlays				
Machinery and Equipment				
442-536 Equipment	\$1,200.00			
TOTAL	\$0.00			
Councilmember Flannagan	<i>01 280</i>			
Councilmember Webb	<i>[Signature]</i>			
Councilmember Mochal	<i>[Signature]</i>			
Councilmember Kantz	<i>[Signature]</i>			
Councilmember Piper	<i>[Signature]</i>			
Councilmember Huhges	<i>[Signature]</i>			
Councilmember Whitehead	<i>[Signature]</i>			
Auditor Carroll	<i>[Signature]</i>			

WHEREAS: It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget.

SECTION 1, THEREFORE: Be it ordained by the County Council of Delaware County, Indiana, that for the expenses of said municipal corporation for the following additional sums of money are hereby appropriated and ordered set apart out of the several funds for the purposes herein specified subject to the laws governing the same on **Appropriations for June 25, 2024**

MAJOR TRANSFER	REQUEST	UPDATE	VOTE	NOTES
TOTAL				
COUNTY GENERAL 1000	REQUEST	UPDATE	VOTE	
COMMUNICATIONS 124				
Personal Services				
Salaries and Wages				
112-101 Comm Tech	\$2,500.00			
TOTAL	\$2,500.00			
CLERK 125				
Personal Services				
Salaries and Wages				
135 Stipend	\$2,500.00			
TOTAL	\$2,500.00			
AUDITOR 126				
Personal Services				
Salaries and Wages				
135 Stipend	\$2,500.00			
TOTAL	\$2,500.00			
OTHER	REQUEST	UPDATE	VOTE	
MVH DISTRIBUTION 1176				
Other Services and Charges				
Repair Service				
362 Repairs & Maintenance Software	\$9,756.00			
TOTAL	\$9,756.00	\$0.00		
MVH Restricted 1173				
Other Services and Charges				
Professional Services				
311 Contractual Services	\$199,097.77			
TOTAL	\$199,097.77	\$0.00		
Councilmember Flannagan				
Councilmember Webb				
Councilmember Mochal				
Councilmember Kantz				
Councilmember Piper				
Councilmember Huhges				
Councilmember Whitehead				
Auditor Carroll				

Dl 280

[Handwritten signatures in blue ink]

[Handwritten signatures in blue ink]

FUND ACCOUNT LINE	DEPARTMENT	JOB TITLE	REMAINING BALANCE	EMPLOYEE START DATE
1000-138-5-00197-101	COURT 138	ADMIN ASSIS.	\$13,917.25	7/1/2024
2100-214-5-00197-101	COURT 138	ADMIN ASSIS.	\$5,778.50	
1170-145-5-00107-101	LIT JAIL 1170	CORRECTION OFFICER	\$25,243.91	6/27/2024
1000-145-5-00195-101	JAIL 145	CORRECTION OFFICER	\$42,949.72	6/27/2024
1000-129-5-00198-101	SHERIFF 129	RIDING BAILIFF	\$41,270.00	6/27/2024
1000-129-5-00198-101	SHERIFF 129	RIDING BAILIFF	\$41,270.00	6/27/2024
1000-124-5-00121-101	911 124	COMM TECH	\$21,000.06	6/27/2024
1000-124-5-00121-101	911 124	SHIFT SUPERVISOR	\$31,000.07	6/27/2024
1000-153-5-00198-101	COMMISSIONERS 153	MAILROOM	\$78,233.25	6/13/2024
FUND ACCOUNT LINE	DEPARTMENT	JOB TITLE	REMAINING BALANCE	TERMINATION DATE
1000-145-5-00130-101	JAIL 145	CORRECTION OFFICER	\$19,195.80	6/10/2024
1000-145-5-00139-101	JAIL 145	CORRECTION OFFICER	\$20,603.42	6/11/2024
1000-124-500134-101	911 124	COMM TECH	\$24,917.46	6/22/2024
1000-153-5-00198-101	COMMISSIONERS 153	MAILROOM	\$78,233.25	6/20/2024
1000-133-5-00198-101	CORONER 133	DEPUTY CORONER	\$10,000.00	6/1/2024

Add signs.

ORDINANCE 2024-015

**AN ORDINANCE ADOPTING COUNTY OF DELAWARE, INDIANA
JOB DESCRIPTIONS**

WHEREAS the County of Delaware, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Delaware County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS Indiana Code 36-2-5-3, Section 3. (a) establishes that the county fiscal body shall fix the compensation of officers, deputies, and other employees whose compensation is payable from the county general fund, county highway fund, county health fund, county park and recreation fund, aviation fund, or any other fund from which the county auditor issues warrants for compensation. This includes the power to:

- (1) fix the number of officers, deputies, and other employees;
- (2) describe and classify positions and services;
- (3) adopt schedules of compensation; and
- (4) hire or contract with persons to assist in the development of compensation, and

WHEREAS, the Delaware County Council wishes to establish and maintain accurate job descriptions for County positions;

NOW THEREFORE, it is ordained as follows:

- A. The attached job descriptions describe and classify positions and services; and are adopted as the official job descriptions for all County positions. In the future as new jobs are added, or the adopted job descriptions change, new job descriptions shall be prepared or updated, and presented to the County Council for approval.
- B. The attached FLSA excluded, exempt, and non-exempt classification designations are hereby adopted for the purposes of determining overtime/compensatory time eligibility and calculating overtime for those employees holding non-exempt positions.

EFFECTIVE DATE

This Ordinance shall be in full force and effect after its adoption by the Delaware County Council.

ADOPTED this _____ day of _____, 2024.

DELAWARE COUNTY COUNCIL

Daniel Flanagan

William Hughes

Matt Kantz

Jim Mochal

Jessica Piper

Ryan Webb

Eugene Whitehead

ATTEST:

Ed Carroll, Auditor

JOB CLASSIFICATION REVIEW FORM

County of Delaware, Indiana an Equal Opportunity Employer

This form is to be completed by the employee holding the position and/or the Elected Official/Department Head having hiring, promotion, and termination authority for the office/department. This form is intended to serve as a classification evaluation instrument for the Delaware County Council and Job Classification/Compensation Committee in reviewing requests for classification of jobs.

* *Attach additional pages as needed; return to Human Resources.*

Job title _____ Payroll no. on salary ordinance _____

Department _____ Date _____

Full-time Part-time Excluded Exempt Non-exempt

Current pay grade _____ Requested pay grade _____

Current pay \$ _____ per _____

Proposed pay \$ _____ per _____

Employee(s) in this position:

TYPE OF ACTION REQUESTED

- Create position Abolish position Seniority review
- Qualifications requirements review Pay policy application/interpretation issues
- Reclassification due to change in duties, responsibilities, work conditions, etc.
- Other *Please describe:*
- _____

Questions 1 through 3 to be completed jointly by the employee and/or Elected Official/Department Head initiating the review

1. Describe why this new position/added employee/classification review is necessary.

2. Have you previously requested this new position/added employee/reclassification of this existing position? yes no
If yes, describe date and outcome of that request:

3. If this is a request for classification review of an existing position, review the current job description and make any revisions that are necessary to describe the job being performed. *Attach a copy of the existing job description with your revisions marked.*

Do these revisions constitute *additional* duties and responsibilities since the adoption of the existing job description? yes no If not, explain why the existing description is no longer accurate:

Questions 4 through 8 to be completed by Elected Official/Department Head
--

4. Are the job functions described on this form currently being performed by your office/ department?
 yes no If yes, name those job title(s) and classifications:

Job title _____ *Classification _____

Job title _____ *Classification _____

Job title _____ *Classification _____

** Current classification of position may be impacted by the creation of or reclassification of another position.*

5. Is this request a result of new legislation, a mandate or litigation? yes no
If yes, specify statute citation and/or case:

6. Is this request based on increased volume of work? yes no If yes, please explain:

7. If you answered yes, to question 6, are there existing technologies that could lessen the volume for this or related positions? yes no If yes, please describe, including estimated costs:

8. State specifically how creation of a new position/added employee/reclassification of this position would benefit the County:

AUTHORIZATION BY EMPLOYEE:

Signature of employee(s) assigned to the position being considered for reclassification.

I understand that this request in no way jeopardizes my employment, and that if the reclassification review proceeds, it may result in the position being upgraded, downgraded, or remaining classified the same.

Employee signature _____ Date _____

Employee signature _____ Date _____

Employee signature _____ Date _____

Employee signature _____ Date _____

AUTHORIZATION BY APPOINTING AUTHORITY:

Signature required by Elected Official/Department Head

I have reviewed this reclassification request with the employee(s), and agree disagree.
If *disagree*, please comment:

I understand that this request is subject to an organizational assessment of my office/department employment operations, and that I will be available to personally participate and provide requested information to the County Council, Job Classification/Compensation Committee, and consultants of the Council.

Signature of Elected Official/Department Head _____ Date _____

Name Printed

ORDINANCE 2024-016

**AN ORDINANCE ADOPTING
COUNTY OF DELAWARE, INDIANA
JOB CLASSIFICATION SYSTEM AND MAINTENANCE PLAN**

WHEREAS the County of Delaware, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Delaware County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS Indiana Code 36-2-5-3, Section 3. (a) establishes that the county fiscal body shall fix the compensation of officers, deputies, and other employees whose compensation is payable from the county general fund, county highway fund, county health fund, county park and recreation fund, aviation fund, or any other fund from which the county auditor issues warrants for compensation. This includes the power to:

- (1) fix the number of officers, deputies, and other employees;
- (2) describe and classify positions and services;
- (3) adopt schedules of compensation; and
- (4) hire or contract with persons to assist in the development of compensation, and

WHEREAS Delaware County contracted with a professional human resources consulting firm to assist the Council, describe and classify County positions, develop compensation schedules, and conduct a Fair Labor Standards Act (FLSA) review, and

WHEREAS, the Council desires to use the job descriptions to classify positions and services, develop new compensation schedules, and to verify and document compliance with various government regulations, including, but not limited to, the Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), and the Americans with Disabilities Act (ADA), and

NOW THEREFORE, it is ordained as follows:

- A. The Factor Evaluation System (FES) of job classification is hereby adopted, including the job category designation and classification level of each County position.
- B. The attached job classification maintenance plan is hereby adopted.

EFFECTIVE DATE

This Ordinance shall be in full force and effect on and after adoption.

ADOPTED this ____ day of _____, 2024.

Daniel Flanagan

William Hughes

Matt Kantz

Jim Mochal

Jessica Piper

Ryan Webb

Eugene Whitehead

ATTEST:

Ed Carroll, Auditor

JOB CLASSIFICATION AND COMPENSATION MAINTENANCE PLAN

County of Delaware, Indiana *An Equal Opportunity Employer*

This job classification and compensation maintenance plan was adopted by the Delaware County Council on _____; with an effective date of _____. It was developed to ensure that the new Delaware County job classification system is kept up-to-date and useful through time.

Maintaining the job classification system for COMOT, LTC, PAT, Civilian POLE, Merit POLE, EMS POLE, POLE Investigators, EXE, and SO positions involves establishing a series of procedures. The following guidelines will provide for an on-going review of job classifications and compensation schedules upon request of elected officials, department heads, and employees. Provisions for adding or deleting positions to the system are also specified.

Job Descriptions

The Delaware County Council adopted official job descriptions for all County positions. As new jobs are added, and as reorganizations occur and jobs change, job descriptions shall be prepared or updated, evaluated, and inserted into the appropriate classification level.

Job Classification Based On Position Descriptions

The basis for the classification system is the job description. It is a written statement for each job and contains the following information:

Title of position (These titles shall be used in the official salary ordinance approved by the County Council.)

Department in which the position exists

Job Category (COMOT, LTC, PAT, POLE, EXE, or SO)

Date Written:/Date Revised: (documents a record of the job)

FLSA Status: (documents exempt/non-exempt/excluded status for overtime)

Statement of Duties: (specifies key dimensions of the job)

Jobs in any one category cannot be compared to jobs in another category. For example, COMOT

jobs cannot be compared to LTC jobs.

The factor evaluation system only compares a position to jobs within the same job category.

All positions within a job category were classified by assigning factor evaluation points to the job description. Factor guide charts were used by the factor team in arriving at the total factor evaluation points.

Once factor points were assigned to each position, jobs were grouped in factor point ranges within each job category. Classifications were compared to salaries and wages to assure there is internal pay equity among all positions.

Delaware County Job Classification/Compensation Committee

The Delaware County Job Classification/Compensation Committee is responsible for overseeing maintenance of the job classification and pay plan. This committee shall consist of three (3) Council members (appointed by the County Council). The County Auditor and County Human Resources Director shall serve as an ex-officio non-voting members. This Committee serves in an advisory capacity to the County Council and is responsible for overseeing job review procedures and making job reclassification and pay policy recommendations to the County Council.

All requests shall be presented to the full Council after the Committee has completed its review and formed its recommendation. The County Auditor shall prepare notices of the Job Classification/Compensation Committee meetings; maintain meeting minutes, a record of votes, and recommendations. The County Human Resources Director shall serve as Committee Coordinator.

Human Resources Director Committee Duties

The County job descriptions shall be maintained by the Human Resources Director. The Human Resources Director shall be responsible for the distribution of job questionnaires to elected officials/department heads to create new positions that are not classified in the system and to provide job information to human resources consultants for preparation of new job descriptions. The Human Resources Director shall maintain job classification review forms and requests for reclassification; assist elected officials/department heads with completion of forms; and provide copies of review forms and reclassification requests to the Job Classification/Compensation Committee.

Job Review/New Position Requests

There are two occasions when a job description should be reviewed:

1. When a position becomes vacant. The elected official/department head should review the job description for possible changes before either hiring a new person, or, alternatively, eliminating the position.
2. When a reorganization of an office occurs and there is “significant” shifting of duties among positions; or when “substantial” new duties are added/deleted to an existing job.

Following the installation of the new job classification system, elected officials and department heads will be provided information on making job reviews and new position requests for Committee review. Such requests shall be made prior to _____ of each calendar year when the Salary Ordinance is in force. Reclassification requests for existing positions shall not be reviewed more than once in a twelve month period.

Reclassification of a position may not be filed within the first twelve months of a new employee’s tenure in the position. New positions and/or new employees’ requests that are disapproved shall not be reconsidered by the Committee for a period of twelve months from the date of original submission.

New positions and/or new employee requests that are approved shall not be considered for reclassification for a period of twelve months from the date of the original submission.

Maintenance Policies and Procedures

The following maintenance policies and procedures were adopted by County Council Ordinance. Job titles are not to be changed except as provided in the following procedures.

Procedures for Reclassification of a Position or Reorganization of an Office

The following reclassification/reorganization of office review procedures are established to provide a systematic method to process such requests. Offices or departments submitting a request shall use the following steps to make reclassification/office reorganization requests:

- STEP 1: Secure “Job Classification Review Form” and a copy of the official job description adopted by the County Council for the position(s) being reviewed from the Delaware County Human Resources Director.
- STEP 2: Complete and return “Job Classification Review Form,” including any supportive documentation to the County Human Resources Director. Proposed revisions to the job description should be indicated on the description and be included as part of supportive documentation.
- STEP 3: The “Job Classification Review Form,” and supportive documentation will be submitted to the County Job Classification/Compensation Committee by the County Human Resources Director. The Committee will hear a presentation by the department head or elected official and shall decide whether to submit the request to the Council’s professional human resources consultants for their review

and recommendation.

- STEP 4: If requested by the Committee, the Council’s professional human resources consultants may conduct an assessment, including but not limited to, the following: reviewing the department's organizational plan, evaluating the factor evaluation points for the position, considering the probable impact on the County's overall classification system and the fiscal impact, and suggesting alternative methods to perform proposed job functions.
- STEP 5: An Assessment Report will be prepared by Council’s professional human resources consultants and submitted to the County Human Resources Director for distribution to the Committee.
- STEP 6: The County Job Classification/Compensation Committee shall review and evaluate the reclassification/office reorganization request, supporting documentation, and Assessment Report; and submit recommendation for approval/disapproval to the County Council.
- STEP 7: The County Council shall review all pertinent information and make a final determination for approval/disapproval.

Procedures for Adding a New Position

The following new position and/or new employee review procedures are established to provide a systematic method to process such requests. Offices or departments submitting a request shall use the following steps to make new position/new employee requests:

- STEP 1: Secure “New Position/Employee Request Questionnaire” form from the County Human Resources Director.
- STEP 2: Complete and return questionnaire, including supporting documentation to the County Human Resources Director. The department head or elected official shall complete and submit a job description questionnaire as part of the supporting documentation.
- STEP 3: The Job Classification/Compensation Committee will hear a presentation by the department head or elected official and shall decide whether to submit the request to the Council’s professional human resources consultants for their review and recommendation.
- STEP 4: If requested by the Committee, the Council’s professional human resources consultants may conduct an assessment, including but not limited to, the following: reviewing the department's organizational plan, evaluating the factor evaluation points for the position, preparing job descriptions, considering the probable impact on the County's overall classification system and the fiscal impact, and suggesting alternative methods to perform proposed job functions.

- STEP 5: An Assessment Report will be prepared by Council's professional human resources consultants and submitted to the County Human Resources Director for distribution to the Committee.
- STEP 6: The Committee shall review and evaluate the new position/employee request, supporting documentation, and assessment report; and submit recommendation for approval/disapproval to the County Council.
- STEP 7: The County Council shall review all pertinent information and make a final determination for approval/disapproval.

Proposals for Reorganization of a Department

Proposals for reorganization of a department/office must be filed with the County Job Classification/Compensation Committee and processed according to these procedures. Offices or departments submitting such requests to the Committee will be subject to an organizational assessment of office or department operations.

This may involve considering alternative methods for accomplishing the proposed job functions (reorganization, part-time, adjustment of work hours/shifts, equipment, new technologies, etc.).

Recruitment and Hiring

When a job is vacant and the hiring process begins, the following steps should be taken:

- STEP 1: The job description is reviewed and changes made, pursuant to the Steps above.
- STEP 2: Consistent with the job description, the elected official/department head determines the minimum qualifications for the position, as well as any preferred qualifications. These are included on the job description, which will be used in posting.
- STEP 3: The job description and salary is distributed through normal County recruitment channels used by the elected official/department head, consistent with EEO guidelines, until the position is filled.

RESOLUTION 2024- 012
DELAWARE COUNTY COUNCIL

A RESOLUTION ADOPTING TAX ABATEMENT GUIDELINES

WHEREAS, the Delaware County Council is the Designating Body authorized and empowered under the provisions of I.C. §6-1.1-1.1 et. seq. to grant deductions from assessed values for real estate and personal property taxes; and

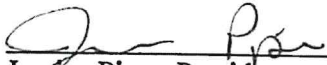
WHEREAS, the Delaware County Council believes it is in the best interests of the citizens of Delaware County, Indiana and of future applicants seeking such a deduction to establish Tax Abatement Guidelines; and

WHEREAS, the Tax Abatement Committee has submitted Tax Abatement Guidelines to the Delaware County Council for review and adoption;


NOW THEREFORE BE IT RESOLVED that:

1. The Delaware County Council hereby adopts the Tax Abatement Guidelines attached hereto and incorporated by reference.

Dated this 25 day of JUNE, 2024.



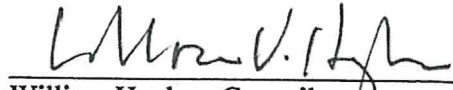
Jessica Piper, President



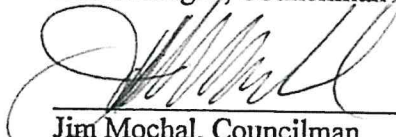
Matt Kantz, President Pro Tempore



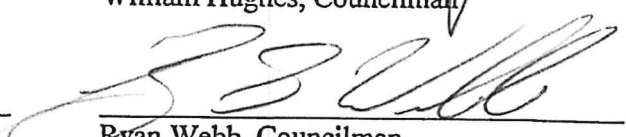
Dan Flanagan, Councilman



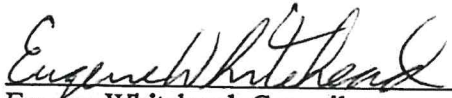
William Hughes, Councilman



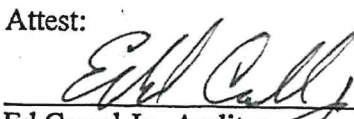
Jim Mochal, Councilman



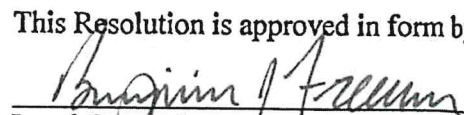
Ryan Webb, Councilman



Eugene Whitehead, Councilman

Attest:


Ed Carrol Jr., Auditor

This Resolution is approved in form by


Legal Counsel

DELAWARE COUNTY COUNCIL

TAX ABATEMENT GUIDELINES

In Indiana, tax abatement is technically referred to as an economic revitalization area (ERA) deduction. The process begins with the designation of one or more parcels of real property located in an unincorporated part of Delaware County, Indiana, as an ERA. Subsequent investment in real estate improvements made or qualified personal property installed thereon may be eligible for tax abatement.

Tax abatement is a tool for local government to encourage expansion of economic activity and job creation. It is an incentive for private investment in new construction or rehabilitation of buildings or the installation of new manufacturing equipment, logistical equipment, information technology equipment, or equipment used in experimental or laboratory research and development. Tax abatement is granted conditionally based on the applicant's ability to achieve project goals such as investment and jobs. If tax abatement is approved, the applicant will be solely responsible for filing of all reports required by Indiana state law.

When tax abatement is granted, property taxes may be phased in based upon the increase in assessed value that results from the new investment. Due to tax abatement, property taxes cannot be lower than the prior year's taxes. The phase in period is determined by the County Council within the framework of Indiana state law and cannot exceed a maximum of ten years for either new real estate investment or new equipment. **An application for tax abatement, including the statement of benefits form (SB-1), must be submitted together with a nonrefundable fee of \$250.00 prior to filing for building permits for new real estate improvements or the execution of a binding purchase order or agreement for new equipment.**

Granting of tax abatement is within the sole discretion of the County Council. The factors that will be considered for evaluating each application for Economic Revitalization Areas and Tax Abatement are as follows:

1. The investment must qualify for consideration under Indiana state law.
2. Applicants are expected to give local contractors and suppliers the opportunity to participate in the project whenever possible.
3. The number of jobs retained and/or created within the local workforce relative to the amount of the investment will be a paramount consideration.

4. The level of wages and benefits will be an important consideration.
5. Projects should be compatible with existing land uses and able to comply with local zoning ordinances. Projects that require variances or special exceptions will require additional review.
6. Adverse environmental impacts will negatively affect the consideration of an application.
7. Any need for additional public infrastructure or other additional public support for the project will be considered.
8. Tax abatement shall not be used to obtain an unfair competitive advantage over existing local businesses.
9. Applicants shall fully comply with all requests for information or documentation relative to the project.
10. Tax abatement is particularly appropriate for established, locally owned businesses with a record of job creation and retention who want to invest in new real estate improvements or new equipment.

All applications will be referred to the Tax Abatement Committee for review. The Committee may provide comments and recommendations to the Council, but its determination is not binding upon the Council. The Applicant or its representative must be present at all meetings of the Tax Abatement and the County Council at which the project will be considered.

At least ten (10) days prior to any public hearing before the County Council held in connection with an application or the designation of an ERA, the applicant will send the notice of the hearing prepared by the County Auditor by first class United States mail to every owner of real estate adjoining the site of the project as shown in the records of the County Auditor and shall file proof of mailing with the County Council at the public hearing.

**RESOLUTION 2024-013
DELAWARE COUNTY COUNCIL**

**A RESOLUTION ADOPTING THE DELAWARE COUNTY COUNCIL
CODE OF CONDUCT**

WHEREAS, the Delaware County Council is fiscal body for Delaware County and is empowered to adopt resolutions for the governance of the Delaware County Council and its appointees; and

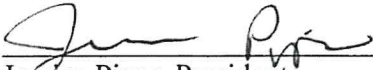
WHEREAS, the Delaware County Council believes it is in the best interests of the citizens of Delaware County, Indiana, to adopt a Code of Conduct for the Delaware County Council and its appointees; and

WHEREAS, the Delaware County Council Code of Conduct, as amended from time to time, has been presented for review and adoption;

NOW THEREFORE BE IT RESOLVED that:

1. The Delaware County Council hereby adopts the Delaware County Council Code of Conduct attached hereto and incorporated by reference.

Dated this 25 day of JUNE, 2024.



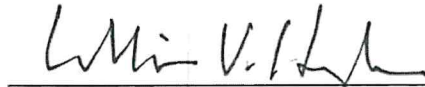
Jessica Piper, President



Matt Kantz, President Pro Tempore



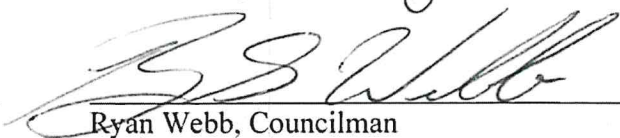
Dan Flanagan, Councilman



William Hughes, Councilman



Jim Mochal, Councilman



Ryan Webb, Councilman



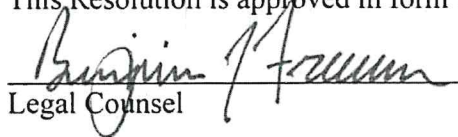
Eugene Whitehead, Councilman

Attest:



Ed Carrol Jr., Auditor

This Resolution is approved in form by



Legal Counsel

Delaware County Council

Code of Conduct

This Code of Conduct is adopted to apply to the Members of the Delaware County Council and all persons appointed to their positions by the Council ("Appointees") to ensure public confidence in the integrity of local government and its effective, open, and fair operation. In addition, the Code of Conduct is to apply the idea that what any one Member or Appointee does has an impact on the effectiveness and actions of the whole Council in both positive and negative ways. To this end, the following standards are established:

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, Members and Appointees will work for the common good of the people of Delaware County and not for any private or personal interest and they will ensure fair and equal treatment to all persons, claims, and transactions coming before the Delaware County Council, boards, committees, and commissions.

2. Comply with the Law

Members and Appointees shall comply with the laws of the United States of America, the State of Indiana, and Delaware County in the performance of their public duties. These laws include, but are not limited to: The United States Constitution, Indiana Constitution, and all federal, state, and local laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government, and County policies and procedures.

3. Conduct of Members

The professional and personal conduct of Members and Appointees must be above reproach and avoid even the appearance of impropriety. Members and Appointees shall refrain from rudeness, disrespectful comments, insults, name-calling, abusive conduct, personal charges or verbal attacks upon the character or motives of other Members of Council other Appointees, County personnel or the public.

4. Respect for Process

Members and Appointees shall perform their duties in accordance with the processes and rules of order as established by the County Council, or its respective boards, committees, and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the County Council by County personnel.

5. Conduct of Public Meetings

Members and Appointees shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. Members and Appointees shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings. The public, Members and Appointees should feel safe in expressing their opinions, views, and concerns.

6. Conflict of Interest

In order to ensure their independence and impartiality on behalf of the common good, Members and Appointees shall not use their official positions to influence governmental decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest. Members and Appointees shall disclose conflicts with investments, interest in real property, sources of income, and gifts without being required to disclose the value of said conflicts; and they shall abstain from participating in deliberations and decision making where conflicts may exist.

7. Independence of Boards, Committees, Commissions, and Appointees

Because of the value of the independent advice of boards, committees, and commissions to the public decision making process, Members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board, committee, and commission proceedings.

8. Positive Work Place Environment

Members and Appointees shall support the maintenance of a positive and constructive work place environment for County personnel and for citizens and organizations dealing with the County. Members and Appointees shall recognize their limited role in dealing with County personnel and in no way create the perception of inappropriate direction to County personnel.

Compliance and Enforcement

Delaware County Council Code of Conduct is intended to be self-enforcing. It therefore becomes most effective when Members and Appointees are thoroughly familiar with the code and embrace its provisions. Members and Appointees themselves have the primary responsibility to ensure that ethical standards are understood and met. The County Council, by majority vote, may also impose sanctions on Members and Appointees whose conduct does not comply with the County's ethical standards. Sanctions may include, but are not limited to:

- Official verbal reprimand in an open meeting.
- Formal public letter of censure.
- Removal of an Appointee from position.
- Other courses of action as they are made available by state statute with due process and agreed upon by a majority of the Delaware County Council.

June 25, 2024

Indiana Housing and Community Development Authority
Alan Rakowski, Director of Real Estate Allocation
30 S Meridian Street, Suite 900
Indianapolis, IN 46204

Mr. Rakowski:

The Delaware County Council strongly supports an allocation of 4% tax credits for the site located at 4500 South Cowan Road, Muncie, IN, which will be referred to as the “development.”

The Delaware County Council commits an estimated \$2,685,000 in monetized value to the PILOT agreement for this development. We deem this commitment to be in the best interests of the County. This commitment is contingent upon the development securing a reservation of Rental Housing Tax Credits from the Indiana Housing and Community Development Authority (“IHCDA”).

The public leveraging funds consist of:

- PILOT agreement with an estimated monetary value over the fifteen-year period of at least \$2,685,000.
 - The annual PILOT amount will be \$30,000 and increase 3% annually.

The Delaware County Council acknowledges that we have reviewed the Applicant’s information provided to IHCDA and that the development will be subject to the minimum set-aside election, 40-60, along with rent and income restrictions elected by the Applicant. The Delaware County Council has also reviewed the minimum underwriting criteria set forth in the 2025 QAP and any other special use restriction elections made by the Applicant, which give rise to additional points in the 2025 QAP.

The Delaware County Council supports the proposed development at 4500 South Cowan Road and wishes TWG success in their application to the IHCDA. Please contact me with any questions regarding this funding commitment letter.

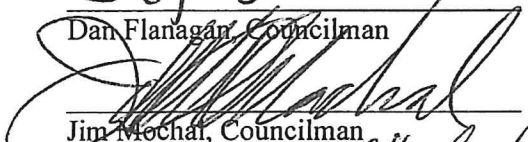
Sincerely,



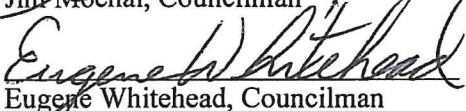
Jessica Piper, President



Dan Flanagan, Councilman



Jim Mechar, Councilman



Eugene Whitehead, Councilman

Attest:



Ed Carrol Jr., Auditor



Matt Kantz, President Pro Tempore



William Hughes, Councilman



Ryan Webb, Councilman