



Morgan County Board of Commissioners

180 South Main Street

Martinsville, IN 46151

765-342-1007

## **MORGAN COUNTY BOARD OF COMMISSIONERS**

### **AGENDA**

**August 21, 2023**

**6:30 p.m.**

#### **I. CALL TO ORDER**

- Pledge of Allegiance
- Prayer

#### **II. NEW BUSINESS**

- Minutes – 8/7/23
- Ordinance 2023-19 Accepting Ownership of Tornado Sirens – *Jackson Township, Morgantown, Monrovia*
- Grant Application - *EMA*
- STOP Grant – *Prosecutor's Office*
- Lake Edgewood Discussion
- Westpoint TIF
- Road Name
- BOT III Discussion

#### **III. OLD BUSINESS/TABLED**

- Morgan County Recycling Discussion / Update

#### **IV. OTHER BUSINESS**

- Fallen Officer Fund
- Performance Stipend
- Job Reclassifications
- Additional Appropriation Letter

#### **V. FOR THE GOOD OF THE COUNTY**

#### **VI. ADJOURNMENT**

#### **NEXT MEETING:**

**Tuesday, September 5, 2023**

**9:30 a.m.**

*Individuals with disabilities who require accommodations for participation in meetings must request accommodations at least 2 business days ahead of the scheduled meeting. Contact the ADA Coordinator at 180 S. Main Street, Martinsville, IN, 46151, Phone (765) 342-5364, or email dfry@morgancounty.in.gov as soon as possible for accommodations.*

**THE MORGAN COUNTY PARKS & RECREATION BOARD MET IN A REGULAR  
SESSION ON MONDAY, AUGUST 7, 2023 AT 10:30 A.M.**

MEMBERS PRESENT WERE BRYAN COLLIER, DON ADAMS, AND KENNY HALE. DEB VERLEY, EXECUTIVE ASSISTANT; JOSH MESSMER, COUNTY ADMINISTRATOR; AND JIM WISCO, COUNTY ATTORNEY, WERE ALSO PRESENT.

**MINUTES**

Kenny Hale made a motion to approve the June 5 and July 5, 2023 minutes. Motion seconded by Don Adams. Motion carried 3-0.

**WILBUR SCHOOLHOUSE UPDATE**

Volitta Fritsche, Morgan County Park Director stated that they were approached in March about having community sales at the Old Wilbur Schoolhouse. The Board approved having a smaller sale to see how it goes and this sale is coming up next week, August 10-12. Ms. Fritsche started the school if full and they will have more on the lawn. There was concern about protecting the historic items in the school and most of the items have been placed in cases or have been removed.

**WAVERLY UPDATE**

Ms. Fritsche stated that the smaller cabin is up. Kenny Hale stated that the outside will be done in time for the festival, but the inside will not be finished. The big cabin is being chinked. Morgan County Leadership Academy and Morgan County IU Health will be doing a community service day and will be chinking, working on the front porch, working on the back porch, working on the privacy fence behind the maintenance barn and working on the split rail fence that DNR provided supplies for. Kenny Hale stated that both groups have been there previously doing projects. IU supplied \$1,908 worth of building materials and are also providing lunch. Mr. Hale stated that the interior chinking of the large cabin is done as well as much of the outside.

**HAYRIDE**

Ms. Fritsche stated that she received a request from State Treasurer Daniel Elliott to have a hayride at a hog roast that is planned later in October. There will be several state dignitaries and it would be an opportunity to show off the park. Ms. Fritsche stated that since staff is familiar with the park and has the equipment, they could provide the service. Bryan Collier and Kenny Hale stated that they did not have an issue with either option. Mr. Collier asked that Ms. Fritsche or Mr. Hale contact Mr. Elliott to determine which option is best.

**WAVERLY EVENTS**

Ms. Fritsche stated that they have been working on the festival since March. They have the agenda on the website. Vendor applications will be accepted until the 8<sup>th</sup> of September. They have several food vendors and the festival seems to grow every year.

The Haunting of Waverly usually has approximately 1,000 people attend from 5 pm to 10 pm. There is an application for the trunk or treat online. Volunteers for the haunted trail will also need to complete an application.

Santa in the Park is a three-hour event on a Saturday; this year it is December 9<sup>th</sup>. There are typically 350 attendees for this event.

**FRIENDS OF THE PARK**

Bryan Collier asked if there is a means for groups or people that would like to support the parks to donate to a specific project. Kenny Hale stated that they have accounts set up through the Community Foundation and if someone has a specific purpose or project for their donation, they can note that on the donation. Mr. Collier stated that in the past, people chose a place to live based on where they could work. Now, people are choosing where to live and then getting a job there. Mr. Hale stated that it is a quality of life, quality of place. Mr. Collier stated that he would like to see a kayak launch ramp at Waverly, which in turn could help businesses downriver throughout the county. Mr. Hale stated that he has applied for two ramps through DNR; one at Waverly and one at Blue Bluff.

**INVASIVE PLANTS**

David Mow, Morgan County Soil & Water Conservation District, stated that they have Weed Wrangles scheduled at both parks. September 28 at Old Town Waverly and October 5 for Burkhart Creek. Last year, Mr. Mow personally provided the herbicide and asked if the Park Board had funds in the budget for this event. Kenny Hale asked that Mr. Mow provide an estimate for this. Mr. Mow stated that the north prairie at Burkhart Creek is heavily infested with black locust, along with a few sycamore and cottonwood trees. They will also work on the autumn olive and bush honeysuckle. Mr. Mow has been doing a roadside survey of the county to map the location of noxious weeds and invasive plants such as Johnson grass, Canada thistle, poison hemlock, tree of heaven, Japanese knotweed and Chinese yam. Bushhogging the roadside can spread some of these plants. He will try to make this map

available to the public eventually.

**ADJOURNMENT**

Don Adams made a motion to adjourn the meeting. Motion seconded by Bryan Collier. Motion carried 2-0. (Kenny Hale stepped out of the room.)

Morgan County Parks & Recreation Board

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Bryan Collier

Attest:

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Don Adams

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Linda Pruitt, Morgan Co. Auditor

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Kenny Hale

**ORDINANCE NO. 2023 - 19**

**ORDINANCE ACCEPTING OWNERSHIP OF TORNADO SIRENS**

**WHEREAS**, the Board of Commissioners of Morgan County, Indiana, (“Commissioners”) serves as the executive body of Morgan County, Indiana (“County”) and in the course of those duties, the Commissioners accept and hold ownership of property on behalf of the County; and,

**WHEREAS**, the Town of Morgantown, Indiana (“Morgantown”), a separate political subdivision located within the County, has agreed by Resolution to transfer ownership of a tornado siren to the County; and,

**WHEREAS**, the Town of Monrovia, Indiana (“Monrovia”), a separate political subdivision located within the County, has agreed by Resolution to transfer ownership of a tornado siren to the County; and,

**WHEREAS**, the Township Advisory Board of Jackson Township, Morgan County, Indiana (“Jackson Township”), a separate political subdivision located within the County, has agreed by Resolution to transfer ownership of a tornado siren to the County; and,

**WHEREAS**, the Commissioners find that it is in the best interest of the County to accept ownership of the above-referenced tornado sirens, as it will further the County's goal of unifying all tornado sirens within the County; and,

**WHEREAS**, the Commissioners find that there is no detriment to the citizens of Morgantown or to the citizens of the County for the County to assume such ownership of these tornado sirens, but rather will benefit all citizens within the County by improving the efficiency and operating and administering these sirens so as to be as prepared as possible in the event of emergency; and,

**THEREFORE, BE IT ORDAINED** by the Board of Commissioners of Morgan County, Indiana, as follows:

1. Morgan County will accept transfer of ownership from the Town of Morgantown, Indiana of the tornado siren located at 269 Highland St, Morgantown, IN 46160.
2. Morgan County will accept transfer of ownership from the Town of Monrovia, Indiana of the tornado siren located at XX.
3. Morgan County will accept transfer of ownership from the Jackson Township, Morgan County, Indiana of the tornado siren located at XX.
4. As a result of this transfer of ownership, Morgan County shall assume ownership of the above-referenced tornado sirens, which shall include the pole, mounting, and all related equipment.
5. Morgan County shall also assume sole responsibility for ensuring that the sirens are in proper working order and are properly maintained and updated when necessary.
6. Each above-named unit of government, the Town of Morgantown, the Town of Monrovia, and Jackson Township shall each be discharged and relieved of any and all obligation and responsibility related to the sirens.
7. This Ordinance and the provisions herein shall be effective as of the date of adoption stated below.

**ALL OF WHICH IS SO ORDAINED this \_\_\_\_\_ day of August, 2023.**

**MORGAN COUNTY BOARD OF COUNTY COMMISSIONERS**

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BRYAN COLLIER

Attest:

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DON ADAMS

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LINDA PRUITT  
Morgan County Auditor

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KENNY HALE

# **GRANT APPLICATION APPROVAL FORM**

**COUNTY DEPARTMENT:** Morgan County EMA

**GRANT NAME:** BRIC (Building Resilient Infrastructure and Communities)

**AGENCY PROVIDING GRANT:** FEMA

**GRANT AMOUNT:** Requesting 167,737.50. Allowable Grant amount will be announced after the pre-application period closes.

**GRANT PERIOD:** Pre-Application Period is 08/01/2023-09/15/2023 – no further grant information has been made available at this time.

**GRANT DESCRIPTION:** The BRIC Grant is for pre-disaster mitigation. EMA will utilize this grant opportunity to allow for acquisition and installation of a large generator to be installed at the Morgan County 4-H Building for sheltering purposes during and after disaster. Additionally, this would allow for cooling and heating site during extreme weather for citizens.

**COUNTY DEPARTMENT SIGNATURE:** \_\_\_\_\_

**COMMISSIONERS SIGNATURE:** \_\_\_\_\_

**DATE APPROVED:**

# GRANT APPLICATION APPROVAL FORM

COUNTY DEPARTMENT: Morgan County Prosecutor's Office

GRANT NAME: STOP Grant

AGENCY PROVIDING GRANT: ICJI

GRANT AMOUNT: \$18,622.40

GRANT PERIOD: October 1, 2023 – September 30, 2024

## GRANT DESCRIPTION:

Victims of domestic abuse and/or sexual assault often do not understand the severity of the situation and are also often unaware of the resources available to them. The program will provide them with information regarding the potential danger they are in and information on resources to help them. For this project, I, as the Domestic Violence Deputy Prosecutor, will be training officers on using a lethality assessment with victims of domestic violence. All officers in Morgan County will be required to attend one of my training sessions within a 6-month period. Each training session will advise officers of the forms they will need to complete on scene with any and all victims. The training will walk them through the questions to ask and why each question is important. It will also train the officers in the follow-up questions that need to be asked based on certain answers received in the lethality assessment. The training will then instruct officers on what to do based on the results of the lethality assessment concerning whether medical services need to be rendered, the victim needs to be brought to a shelter, the victim needs additional resources, etc. After every officer has received training, they will be required to submit each completed lethality assessment to the Prosecutor's Office. They will also need to attest that they provided each domestic violence victim with the necessary follow-up documents including a packet on available resources, contact information for the victim advocate, contact information for the Prosecutor's Office, and a document covering what a domestic violence survivor can expect to happen in the coming weeks and months as the case progresses. By the end of this project timeline, every officer will have completed my training course and will have the understanding and skills to complete a lethality assessment with individuals. They will also know what the next steps need to be based on the results of each assessment. The goal is that by the end of this project, each domestic violence case reported in Morgan County will have a lethality assessment completed for it. Each lethality assessment will be recorded by the Prosecutor's Office to determine any trends or correlations between high lethality scores and recidivism. This information will be used in an attempt to remove these offenders from the CR-26 matrix.

COUNTY DEPARTMENT SIGNATURE \_\_\_\_\_

COMMISSIONERS SIGNATURE \_\_\_\_\_

DATE APPROVED:

**WESTPOINT TIF PROPOSAL**  
**August 11, 2023**

Hendricks County, Morgan County and Developer intend to pursue and accomplish the transactions described below:

- Re-structure the existing Westpoint allocation area (“Westpoint Allocation Area #1”) to be smaller, containing only buildings I, II, III and 6c.
- Developer will continue to hold the 2008 Bonds past their 2033 stated maturity and receive payments until fully retired by February 1, 2037.
- Developer has fully funded and completed the Phase II Infrastructure. No additional funding from either County is necessary for Phase II Infrastructure.
- Hendricks and Morgan Counties will create respective new allocation areas (collectively, “Westpoint Allocation Areas #2”) comprised of the remainder of the park excluding buildings I, II, III and 6c.
- Both Developer and Hendricks County will consent to the reduction of Westpoint Allocation Area #1 and continue to receive payments on its reimbursement obligation past its stated maturity, on parity with the 2008 Bonds, until fully paid by February 1, 2037. Developer and Hendricks County will consent to the rescission of the original Morgan County TIF pledge in exchange for the TIF pledge described below.
- Hendricks County and Morgan County will agree to use good faith efforts to issue additional TIF revenue bonds in 2023 in an amount not to exceed \$14,000,000 (the “Phase III Infrastructure Bonds”) to fund all or a portion of infrastructure costs consisting solely of the wastewater, water and road improvements needed for Phase III (the “Phase III Infrastructure”). The documents relating to the Phase III Infrastructure Bonds shall include the following terms, among others:
  - The Phase III Infrastructure Bonds will be payable from a pledge of 50% of the TIF Revenue generated within the respective Westpoint Allocation Areas #2, less annual administration fees (the “Pledged TIF Revenues”). The Counties will have no other obligation or liability with respect to the Phase III Infrastructure Bonds beyond their respective Pledged TIF Revenues and non-payment of the Phase III Infrastructure Bonds due to insufficient Pledged TIF Revenues shall not be deemed to be a default on the Phase III Infrastructure Bonds.
  - The Phase III Infrastructure Bonds will be sized based upon a 100% coverage ratio of the projected Pledged TIF Revenues, which shall assume no growth in Pledged TIF Revenues. The Phase III Infrastructure Bonds shall bear interest at the rate of 5.75% per annum, mature twenty-five (25) years after their date of issuance with mandatory principal redemption payments from Pledged TIF Revenues in excess of current interest payments.
  - The Phase III Infrastructure Bonds must be purchased and held by Developer (or its wholly owned affiliate) and Developer will execute sophisticated investor letter.
  - The Phase III Infrastructure Bonds will be structured as draw bonds to be advanced and disbursed as Phase III Infrastructure costs are incurred. Phase III Infrastructure costs will be funded on a pro rata basis as such costs are incurred – to illustrate, if Phase III Infrastructure Bonds are to fund 70% of the Phase III Infrastructure costs then each draw would be funded 70% from Phase III Infrastructure Bond proceeds and 30% from Developer Contribution.
  - \$600,000 of the Phase III Infrastructure Bond Proceeds will be contributed by Developer to Hendricks County for fire protection costs at the time of closing on the Phase III Infrastructure Bonds.
  - \$600,000 of the Phase III Infrastructure Bond Proceeds will be contributed by Developer to Morgan County for a new EMS facility in or near and serving the Westpoint Allocation Area No. 2 at an estimated cost of \$1,200,000 (not including land acquisition) no later than the earlier of (i) at the time of the initial draw for Phase III Infrastructure Costs or (ii) January 1, 2025.

- The re-structuring of Westpoint Allocation Area #1, the establishment of Westpoint Allocation Area #2 and the proceedings authorizing the issuance of the Phase III Infrastructure Bonds will be completed by December 31, 2023.
- It is anticipated the Phase III Infrastructure Bonds will be issued by July 31, 2024.
- Developer agrees to pay, and reimburse both Counties for prior payment of, all legal and municipal advisor fees incurred by the Counties to date and to be incurred in connection with establishing the new allocation area and issuing the Phase III Infrastructure Bonds upon completion of the re-structuring of Westpoint Allocation Area #1, the establishment of Westpoint Allocation Area #2 and the proceedings authorizing the issuance of the Phase III Infrastructure Bonds. The Developer may be reimbursed for such costs from the proceeds of the Phase III Infrastructure Bonds when issued.

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The parties agree, subject to further proceedings required by law (including public notices and public hearings), to take such actions, including the execution and delivery of such documents, instruments, petitions and certifications (and, in the case of Hendricks County and Morgan County, the adoption of such ordinances and resolutions), as may be necessary or appropriate, from time to time, to carry out the terms, provisions and intent of this proposal and to aid and assist each other in carrying out said terms, provisions and intent. This proposal does not contain all the detailed provisions to be incorporated in any such document, ordinance or resolution, but does reflect the current mutual intentions of the parties.

HENDRICKS COUNTY, INDIANA  
BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Phyllis A. Palmer, Commissioner

By: \_\_\_\_\_  
Dennis Dawes, Commissioner

By: \_\_\_\_\_  
Bob Gentry, Commissioner

MORGAN COUNTY, INDIANA  
BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Brian Collier, Commissioner

By: \_\_\_\_\_  
Kenny Hale, Commissioner

By: \_\_\_\_\_  
Don Adams, Commissioner

*[Insert Developer's signature block]*



road name

X - site of new home



Stop sign

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF MORGAN COUNTY,  
INDIANA MAKING FINDINGS OF NEED FOR CERTAIN CAPITAL  
IMPROVEMENT PROJECTS, MAKING A RECOMMENDATION TO THE COUNTY  
COUNCIL OF MORGAN COUNTY, INDIANA TO PROCEED WITH BOND  
FINANCING FOR SUCH CAPITAL IMPROVEMENT PROJECTS AND MAKING A  
DECLARATION OF OFFICIAL INTENT TO REIMBURSE FOR PROJECT  
EXPENDITURES AND RELATED MATTERS**

**WHEREAS**, the Board of Commissioners (the "Board") of the County of Morgan, Indiana (the "County") have reviewed the need for the construction and undertaking of various capital improvements, renovations and updates to the County Courthouse located within the County (the "Project");

**WHEREAS**, the Board has determined that there will be an insufficient amount of money on hand or in the course of collection to meet the current needs of the County for the Project; and

**WHEREAS**, the Board now finds that a need exists for the County to incur debt by entering into a lease agreement to pay the cost of leasing real estate and to allow for the constructing and equipping of the Project for use by the County.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
COMMISSIONERS OF MORGAN COUNTY, INDIANA, THAT:**

**Section 1.** The Board hereby determines, after investigation, that a need exists for the Project and that such Project is in the public interest of the citizens of the County and such Project is a proper public purpose.

**Section 2.** The Board hereby finds and declares that a need exists for incurring debt and entering into a lease agreement with the Morgan County, Indiana Building Corporation for purposes of leasing and funding the Project, and therefore (i) the County Council is hereby advised to enter into a lease agreement with the Morgan County, Indiana Building Corporation, and (ii) the Morgan County, Indiana Building Corporation is hereby advised to issue lease rental bonds pursuant to the provisions of Indiana Code 36-1-10.

**Section 3.** The Board hereby recommends to the Morgan County Council that they consider the adoption of an ordinance authorizing the execution of a lease agreement and approving the Morgan County, Indiana Building Corporation's issuance and sale of lease rental bonds. Upon receipt of the authorizing ordinance, the Board shall take action to adopt a resolution, ordinance or final order to proceed with the sale and delivery of the lease agreement in accordance with the provisions of Indiana law.

**Section 4.** The Board hereby requests that two hearings on the preliminary determination to enter into a lease agreement with the Morgan County, Indiana Building Corporation to allow for the financing of the Project be held (i) at 6:30 p.m. on September 13, 2023, at the Morgan County Administration Building, located at 180 S. Main Street, Martinsville, Indiana, during a regular

meeting of the Morgan County Council, and (ii) at 6:30 p.m. on October 2, 2023, at the Morgan County Administration Building, located at 180 S. Main Street, Martinsville, Indiana, during a regular meeting of the Morgan County Council.

Section 5. The Auditor is authorized and directed to publish notice of said hearings in accordance with Indiana Code 5-3-1, to mail the notice to the Clerk of the Morgan County Circuit Court in accordance with Indiana Code 6-1.1-20-3.5(b), and to take all necessary action related thereto.

Section 6. The Board hereby declares its official intent to undertake the Project and to reimburse certain expenses of the Project which are paid, directly or indirectly by the County, prior to the issuance of the lease rental bonds of the Morgan County, Indiana Building Corporation. Certain indirect expenses will be permitted to be included as part of the bond issue to finance the Project in accordance with Ind. Code § 5-1-14-6 and Regulations Section 1.150-2 of the Internal Revenue Code of 1986, as amended.

Section 7. Baker Tilly Municipal Advisors, LLC, is hereby retained as municipal advisor to the County and Taft Stettinius & Hollister LLP is hereby retained as bond counsel to the County, both with respect to the Project and the lease rental bond financing.

\* \* \* \* \*

RESOLVED AND APPROVED BY the Board of Commissioners of the County of Morgan, Indiana, this 21<sup>st</sup> day of August, 2023.

THE BOARD OF COMMISSIONERS OF THE  
COUNTY OF MORGAN, INDIANA

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Commissioner

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Commissioner

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Commissioner

ATTEST:

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County Auditor

**RE: Fallen Officer Fund**

Don Adams <[dadams@morgancounty.in.gov](mailto:dadams@morgancounty.in.gov)>

Fri 8/11/2023 7:28 PM

To: Deb Verley <[dverley@morgancounty.in.gov](mailto:dverley@morgancounty.in.gov)>; Bryan Collier <[bcollier@morgancounty.in.gov](mailto:bcollier@morgancounty.in.gov)>

Cc: Rich Myers <[rmyers@morgancounty.in.gov](mailto:rmyers@morgancounty.in.gov)>; Linda Pruitt <[lpruitt@morgancounty.in.gov](mailto:lpruitt@morgancounty.in.gov)>

Hello all,

Thanks for the info Deb.

As I recall, the Fallen Officer Fund at the Morgan County Community Foundation was started at the request of Janet or is it Janice Starnes as a consequence of the tragic loss of her husband. With only \$50 in the fund and the \$15 fee, it would seem prudent to close the fund and donate any remaining money to the Sheriff's department in some manner. Perhaps they have a fund there or even at the Foundation that would be an appropriate depository for the remaining funds. We may want to bring Mrs Starnes in on the decision.

don

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**From:** Deb Verley <[dverley@morgancounty.in.gov](mailto:dverley@morgancounty.in.gov)>

**Sent:** Friday, August 11, 2023 10:48 AM

**To:** Bryan Collier <[bcollier@morgancounty.in.gov](mailto:bcollier@morgancounty.in.gov)>; Don Adams <[dadams@morgancounty.in.gov](mailto:dadams@morgancounty.in.gov)>

**Subject:** Fallen Officer Fund

Gentlemen:

The account that Kenny just appointed you to apparently has less than \$50 in it or has not had any activity during the fiscal year. Maybe there isn't enough of a balance to assess the \$15 fee?

Deb



*Morgan County Board of Commissioners*  
**180 S. Main Street Suite 112**  
**Martinsville, IN 46151**  
**[www.MorganCounty.in.gov](http://www.MorganCounty.in.gov)**

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August 21, 2023

Morgan County Council  
180 S Main St  
Martinsville, IN 56151

Dear Council Members:

This letter is to ask your consideration in approving a one-time stipend of \$5,000 for a Highway Department employee that has saved the county several thousands of dollars by stepping up and acting quickly. At a time when the department did not have an engineer, this employee became certified as an ERC (Employee in Responsible Charge) which is required in order for the county to be eligible for federal funds. The county has several LPA projects that were in danger of elimination and the employee's quick action resolved this issue. The Morgan County Board of Commissioners would like to reward this employee's actions of going above and beyond their normal duties. Thank you for your consideration.

Sincerely,

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Bryan Collier

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Don Adams

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Kenny Hale

**Waggoner • Irwin • Scheele  
& Associates INC**

**MEMORANDUM**

**DATE:** **July 7, 2023**

**TO:** **Morgan County Job Classification/Compensation Sub-Committee  
Daree Fry, Human Resources Director**

**FROM:** **Lori Seelen, Senior Consultant**

**SUBJECT:** **Classification Review – Emergency Management**

As requested, Waggoner, Irwin, Scheele reviewed the following requests for the Morgan County Emergency Management Department.

**1. Administrative Assistant/EOC Manager**

The department is requesting the position be converted from full-time to part-time. The position is currently classified as COMOT II Non-exempt. The job description has been updated and the position is responsible for managing operations center, assisting with Emergency Management functions, and processing claims for payment.

One job duty has been removed: Applying for grants.

Added job duties include: Managing EOC during disasters, coordinating with applicable ESFs and coordinating with State EOC; and Preparing NIMS documents for Incident Commander and managing work periods.

**Recommendation:** The changes to the job description do not warrant a change in classification. Therefore, if converting the position to part-time is approved, it is recommended the position remain classified at COMOT II Non-exempt and paid within the hourly rate range for COMOT II positions.

**2. Deputy Director:**

The department is requesting the Deputy Director position be converted from a part-time to a full-time position. According to information provided by the department, the request is “to accommodate the increased reporting and preparedness/mitigation needs of the agency.” The position is currently classified as PAT I Non-exempt and paid within the hourly rate range for PAT I positions.

No changes were made to the job description.

**Recommendation:** The position does not meet the FLSA test for exemption. Therefore, if the request to convert the position from part-time to full-time is approved, it is recommended that the position remain classified at PAT I Non-exempt and paid within the PAT I hourly range.

**POSITION DESCRIPTION  
COUNTY OF MORGAN, INDIANA**

**POSITION:** Administrative Assistant/EOC Manager  
**DEPARTMENT:** Emergency Management  
**WORK SCHEDULE:** As assigned (20 hours per week)  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** September 2019  
**DATE REVISED:** July 2023

**STATUS:** Part-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Morgan County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Administrative Assistant/EOC Manager for the Morgan County Emergency Management Department, responsible for managing operations center, assisting with Emergency Management functions, and processing claims for payment.

**DUTIES:**

Answers telephone and greets office visitors, providing information and assistance, responding to inquiries, and/or directing callers to appropriate individual or department.

Performs general clerical duties including filing, faxing, mailing, copying, preparing correspondence and memos, and receiving and distributing incoming mail.

Maintains hard-copy and electronic filing systems.

Prepares agendas and schedules for meetings. Records, compiles, transcribes, and distributes meeting minutes.

Schedules and coordinates meetings, appointments, and travel arrangements for managers or supervisors.

Maintains all equipment in Emergency Operations Center.

Managers EOC during disasters coordinating with applicable ESF's and coordination with State EOC.

Prepares NIMS documents for Incident Commander and manages work periods.

Maintains budget line items and pays invoices.

Maintains grant reports.

Maintains office supply inventory, ordering supplies when needed.

Performs related duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Ability to pass National Incident Management System (NIMS) 100, 200, 300, 400, 700, and 800 trainings.

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of grant writing.

Working knowledge of various software and computer programs used by the department including Microsoft Office Suite and general accounting/bookkeeping procedures.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare detailed reports.

Ability to properly operate various office equipment, including computer, calculator, fax machine, copier, telephone, and vehicle.

Ability to file, post, and mail materials.

Ability to effectively communicate orally and in writing with co-workers, other County departments, vendors, various State offices, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to comply with employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to count and make simple arithmetic calculations.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, collate or classify data, analyze observe, coordinate, make determinations, and take action based on data analysis.

Ability to analyze data to discover facts or develop concepts.

Ability to read/interpret detailed prints, layouts, and maps.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and occasionally work rapidly for long periods, often under time pressure.

Ability to perform arithmetic calculations.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to occasionally work extended hours, weekends, and/or evenings, regularly travel out of town for meetings, but not overnight, respond to emergencies on 24-hour basis, and serve on 24-hour call on rotation basis.

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

## **II. RESPONSIBILITY:**

Incumbent performs duties according to a flexible, customary routine with work priorities determined by supervisor. Assignments and objectives are set jointly by immediate supervisor and incumbent with some flexibility in the job. Periodically, decisions are made in the absence of specific policies. Errors in work are usually prevented through standard bookkeeping checks, procedural safeguards, and prior instructions from supervisor. Undetected errors may result in work delays in other departments/agencies.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, and the public for the purpose of exchanging information.

Incumbent reports directly to Emergency Management Director and/or Deputy Director.

#### **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and vehicle, involving driving, sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, bending/reaching, crouching/kneeling, keyboarding, close/far vision, color/depth perception, handling/grasping objects, speaking clearly, and hearing sounds/communication.

Incumbent occasionally works extended hours, weekends, and/or evenings, regularly travels out of town for meetings, but not overnight, responds to emergencies on 24-hour basis, and serves on 24-hour call on rotation basis.

#### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Administrative Assistant/EOC Manager for the Emergency Management Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

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Applicant/Employee signature

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Date

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Print or Type Name

**POSITION DESCRIPTION  
COUNTY OF MORGAN, INDIANA**

**POSITION:** Deputy Director  
**DEPARTMENT:** Emergency Management  
**WORK SCHEDULE:** As assigned  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** September 2019

**STATUS:** Full-time

**DATE REVISED:** July 2023

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Morgan County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Deputy Director for the Morgan County Emergency Management Department, responsible for providing specialized human services in response to disaster and support to the Director by supervising daily operations in his/her absence.

**DUTIES:**

Performs duties of Director in his/her absence.

Oversees daily administration and operations of Emergency Management office, including providing appropriate leadership and direction, promoting positive morale, creativity and teamwork among staff. Assists Director with preparation of fiscally appropriate budgets to meet County and grant objectives and monitors budget expenditures and appropriations.

Supervises assigned staff, including interviewing applicants, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, training, developing, and motivating staff, reviewing salaries, and maintaining discipline and recommending corrective action.

Assists in updating the Comprehensive Emergency Management Plan (CEMP). Assists the Director in working with local government agencies and community organizations in reviewing and updating plans.

Assists with planning and managing emergency preparedness activities and projects.

Maintains and updates hazard mitigation, emergency response, and recovery plans for community and mutual aid agreements with neighboring communities. Evaluates effectiveness of systems and processes and recommends improvements.

Serves as liaison and maintains partnerships between County and local, state, and federal emergency response agencies.

Participates on assigned committees and completes required training program and related exercises.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

**I. JOB REQUIREMENTS:**

High school diploma or GED.

Must be at least 21 years of age.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Ability to perform duties of Director in his/her absence.

Thorough knowledge of community geography.

Working knowledge of principles involved in developing budgetary requests and grant writing and ability to administer department budget and prepare grant request forms.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare detailed written reports within established deadlines.

Knowledge of the structure, functions, and interrelationships of state and local governments and background and objectives of the federal, state, county, and local emergency management programs.

Knowledge of methods of organization, planning, management, and supervision.

Ability to properly operate standard office and emergency equipment, including computer, camera, and vehicle.

Ability to supervise assigned staff, including interviewing applicants, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, training, developing, and motivating staff, reviewing salaries, and maintaining discipline and recommending corrective action.

Ability to effectively communicate orally and in writing with co-workers, other County departments, city/county/state government, law enforcement agencies, fire departments, Public Works, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to understand, memorize, retain, and follow oral and written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people or things.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and perform arithmetic calculations.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

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

Ability to work extended hours, evenings, and/or weekends.

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

## **II. DIFFICULTY OF WORK:**

Incumbent performs a broad array of duties, with interrelationships among them not self-evident. Analysis and independent judgment is needed in selecting the appropriate guidelines, instructions or rules to apply to specific tasks.

## **III. RESPONSIBILITY:**

Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Incumbent exercises independent judgment in a variety of situations and circumstances, using departmental policies for guidance. Unusual problems or situations are discussed with the supervisor, and work product is periodically reviewed for soundness of judgment and conclusions, and overall adherence with departmental policies.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, city/county/state government, law enforcement agencies, fire departments, Public Works, and the public for purposes of exchanging information and determining or interpreting work procedures.

Incumbent reports directly to the Director.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, vehicle, and the field, involving driving, sitting and walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, bending/reaching, crouching/kneeling, running up/down flights of stairs, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and exposure to hazards associated with emergency response and natural disasters, such as inclement weather, exposure to chemicals, blood-borne pathogens, and distraught individuals. Safety precautions and universal health precautions must be followed at all times to ensure safety of self and others.

Incumbent may work extended hours, evenings, and/or weekends. Incumbent responds to emergencies on a 24-hour basis and serves on 24-hour call.

### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Deputy Director describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

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Applicant/Employee Signature

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Date

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Print or Type Name

EMA/Dep. Dir.



***Morgan County Board of Commissioners***  
***180 S. Main Street Suite 112***  
***Martinsville, IN 46151***  
***www.MorganCounty.in.gov***

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August 21, 2023

Dear Morgan County Council Members:

The Morgan County Board of Commissioners would like to request an additional appropriation of \$5,000 from the Opioid Restricted Fund (1237) into Account #1237.36100.000.0000 (Contractual Services) for Stability First. This amount was approved as part of a letter of support during the July 17<sup>th</sup> Commissioner meeting.

Thank you for your attention to this request. If you have any questions, please feel free to contact us any time.

Sincerely,

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Bryan Collier

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Don Adams

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Kenny Hale