

APPENDIX D

PERRY COUNTY DEPARTMENTS AND FACILITIES

DEPARTMENTS:

Assessor

The Assessor is responsible to ensure that all properties in the county are assessed fairly and equitably. The public uses information collected by this office (Property Record Card) which is made available on the County's Geographical Information System (GIS) and is also available for public review in the office. The Assessor's Office is located in the Perry County Courthouse, 2219 Payne Street, Tell City, IN.

Auditor

The Auditor is the general bookkeeper of the county. The Auditor and staff are responsible for handling all receipts and disbursements of County funds, creating financial statements, preparing budgets for the county, controlling distribution of tax collections and other revenue of all units of government in the county, and completing annual reports for review by the State Board of Accounts. They handle transfers of ownership of real property, preserve and provide plat maps of the County GIS system, file all deductions and exemptions for County taxpayers, and administer tax sales for delinquent properties. They also maintain payroll for County employees, and they perform Human Resources duties for the county and have the additional requirement of ensuring Title I compliance. The Auditor's Office is located in the Perry County Courthouse, 2219 Payne Street, Tell City, IN.

Circuit Court

The Circuit Court, headed by the Judge and Magistrate, is responsible for administering all criminal and civil cases in the county. The Judge and Magistrate oversee their programs and support staff, and the programs and staff of Adult and Juvenile Probation, Court Appointed Special Advocate (CASA), and Community Corrections. The Circuit Court and associated programs require extensive interaction with the public.

Probation Officers and staff work with the Court and law enforcement officials to perform duties required by law or as directed by the Court. They supervise and assist persons on probation and notify the Court of probation violations.

The CASA Director works with families and foster families of children who are the subjects of court proceedings. The Director also works with and coordinates training for volunteers to speak on the children's behalf.

Community Corrections is funded through grants from the Indiana Department of Corrections (DOC). The Community Corrections Director and staff work with the DOC, the Judge, and the Community Corrections Advisory Board to create and oversee sentencing alternative programs that the county judicial system can use in order to keep offenders out of the local jail and the Department of Corrections. The Director and staff supervise and assist persons who participate in these programs, and they notify the Court of any Community Corrections violations.

Community Corrections offices are located in the Perry County Sheriff's Office & Detention Center, 2211, Hermann Street, Tell City, IN. All other Circuit Court offices as well as two courtrooms with public seating are located in the Perry County Courthouse, 2219 Payne Street, Tell City, IN.

Circuit Court Clerk

The Clerk is responsible for administering the official court records of all court cases with jurisdiction in Perry County. The Clerk and staff work extensively with the public. They prepare the Court's permanent historical records, process and issue documents for court cases, collect, distribute, and reconcile monies related to court cases, process marriage applications and issue marriage licenses, and register all voters in the county. The Clerk is responsible for administering all federal, state, county, municipal, and special elections for Perry County. On Election Day, voting occurs at designated precinct locations throughout the county. Early voting is offered at the Perry County Courthouse prior to elections, or voters may request and mail in their absentee ballots to the Clerk's Office. The Clerk's Office is located in the Perry County Courthouse, 2219 Payne Street, Tell City, IN.

Commissioners

The Commissioners are responsible for the administration of all county business. Their duties include supervising the construction and maintenance of all county roads and bridges, controlling, maintaining, and supervising all county property, authorizing the payment of all county claims, establishing personnel policies, and authorizing contracts. They also create and enforce ordinances for the county and serve on several committees and boards as well as appoint persons to committees and boards. The Commissioners have two public meetings per month in the Perry County Courthouse. They appoint a County Administrator to provide administrative support to them. The Commissioners and County Administrator interact with County Department officials and staff, representatives from state and local agencies, contractors, vendors, and the public. The Commissioners' Office (Administration Office) is located in the Perry County Courthouse, 2219 Payne Street, Tell City, IN.

Coroner

The County Coroner is responsible for the investigation and certification of all deaths within the county. The Coroner authorizes autopsies to be done by a pathologist, and assists local, state, and federal law enforcement agencies to investigate suspicious, unusual, or unnatural deaths which occur in the county. The Coroner's Office is located in the Perry County Armory Annex, 3214 Tell Street, Tell City, IN.

Council

The County Council has the decision-making power over fiscal affairs, approving and fixing annual operating budgets of all County Departments, setting priorities for the allocation of public funds, establishing salaries and other compensation, authorizing expenditure of public funds for specific purposes, fixing tax rates and levies, and authorizing the borrowing of money in the form of bonds and notes. The Council has interaction with County department officials and staff, and the public. The Council meets once a month in the Perry County Courthouse, 2219 Payne Street, Tell City, IN.

Emergency Management Agency

The Emergency Management Agency (EMA) works with the Indiana Department of Homeland Security, Federal Emergency Management Agency (FEMA), Office for Domestic Preparedness, and other state and federal agencies as well as city and county agencies to ensure the continuity of government and other essential services exist to build, sustain, and improve our preparedness and response capabilities for any manmade or natural disaster in the county including acts of terror. The EMA is also responsible for writing, updating and disseminating various emergency plans, procedures and agreements with support from city and county agencies. The EMA also obtains grant funds to enhance the County's emergency response agencies capabilities. The EMA is also in charge of the operation of the Enhanced

9-1-1 System and various administrative and emergency services which includes addressing in rural areas of the County. The EMA oversees the county's Rescue and First Responder program that respond to various emergencies such as vehicle accidents, hazardous materials incidents, searches, and water rescue. The EMA has interaction with emergency response personnel and the public. The EMA Office is located in the Perry County Armory Annex, 3214 Tell Street, Tell City, IN.

Health Department

The County Health Department provides copies of birth and death records, clinics for child and adult immunizations, septic system inspections and permits, inspection of retail food establishments, information on health issues, and investigates food-related complaints and food borne illnesses. The County Health Officer and Health Board are responsible for the overall operations of the Department. The Health Department Offices are located in the Perry County Armory Annex, 3214 Tell Street, Tell City, IN.

Highway Department

The Perry County Highway Department is responsible for maintaining county roads, bridges, and several culverts. Duties include assessing roads, clearing debris from roadways and removing tree limbs, patching potholes, mowing rights-of-way, replacing culverts and bridges, preparing roads for paving, and snow removal from roads and bridges which are not located on either state highways or within the corporate limits of a city or town. The Highway Department Superintendent, appointed by the Commissioners, oversees all operations of the Department. The Superintendent and staff interact with the public and vendors, mainly by phone. The Highway Department is located in the Perry County Multi Services Building, 17115 State Rd 37, Leopold, IN.

Parks and Recreation & Building Maintenance

The Perry County Parks and Recreation Department Director and Assistant, under the direction of the Parks and Recreation Board, are responsible for overseeing the maintenance and operation of three County parks and their facilities. The parks range in size from 1 to 128 acres and include public boat launches, walking trails, shelter houses, and restroom facilities. The Parks and Recreation staff are also in charge of building and grounds maintenance for the Courthouse, Sheriff's Office & Detention Center, Armory Annex, and South Annex. The Parks and Recreation Office is located in the Perry County South Annex, 65 Park Avenue, Tell City, IN.

Planning and Zoning

The Planning and Zoning Administrator is responsible for administering and enforcing land use ordinances for the county, issuing improvement location permits, reviewing site plans, verifying zoning designations, and reviewing for location in the flood plain. The Administrator also confirms septic permits and assists applicants with completing documents. The Administrator serves as secretary for the Plan Commission and Board of Zoning Appeals. The Planning and Zoning Office is located at the Perry County Courthouse, 2219 Payne Street, Tell City, IN.

Prosecutor

The County Prosecutor represents the State of Indiana in all felony and misdemeanor criminal cases and is charged with prosecuting persons who have committed crimes in the county. The Prosecutor's Office oversees child support under Title IV-D of the Social Security Act, collects restitution in criminal cases, and provides advocate services for crime victims. The Prosecutor, Deputy Prosecutors, and office

staff have extensive interaction with the public. The Prosecutor's Offices are located on the second-floor of the Tell City Electric Department building, located at 601 Main Street, Suite C, Tell City, IN.

Purdue Extension

The Cooperative Extension Service is a network of colleges, universities, and the U.S. Department of Agriculture, serving communities and counties across America. Purdue Extension is a service tailored to meet the needs of Indiana, with educators, specialists, and volunteers living and working in all 92 Indiana counties. The Extension administers programs and provides information to the public pertaining to agriculture and natural resources, health and human sciences, community development, and 4-H youth development. The 4-H Fair and other programs are held at the Fairgrounds located on Roy Fenn Drive in Tell City. Perry County's Purdue Extension Offices are located at the Perry County South Annex, 65 Park Avenue, Tell City, IN.

Recorder

The County Recorder and staff are responsible for recording documents (called "instruments") including deeds, mortgages, liens, military discharges, subdivision plats, leases, bonds, powers of attorney, releases, assignments, contracts, and many other miscellaneous documents. The office also files Uniform Commercial Code financing statements that pertain to fixtures to the real property. It is the duty of the Recorder to see that each instrument meets the essential requirements for recording. Each instrument must be scanned and indexed into a computer system and then microfilmed for archival purposes. The Recorder and staff have daily interaction with surveyors, title companies and searchers, attorneys, and the general public. The Recorder's Office is located in the Perry County Courthouse, 2219 Payne Street, Tell City, IN.

Recycling Management District

Perry County Recycling Management District identifies, designs and promotes public programs that emphasize the importance of reducing, reusing, and recycling. The Recycling Management District operates four recycling drop-off sites, two of which also provide trash and large item disposal for county residents. The Director oversees staff and all operations of the department, under the direction of the Solid Waste Joint Board. Recycling drop off sites are located in Cannelton, Branchville, Leopold, and Derby. The Recycling Management District Office is located in the Perry County Armory Annex, 3214 Tell Street, Tell City, IN.

Sheriff

The Sheriff oversees several operations in the department, including deputy services, a 136-bed Detention Center, and various administrative services. The Department provides many services to the public including executing and serving all process directed by legal authority, enforcing the laws and ordinances of the state and Perry County, issuing gun permits, performing investigations of crimes, Courthouse security, and public relations. The Sheriff and Detention Center administration staff are responsible for directing the operation of the facility including the supervision of the detention staff, overseeing inmate care, and adhering to department policies and procedures to ensure the security, safety and well-being of employees and inmates. The newly built (2014) Perry County Sheriff's Office & Detention Center is located at 2211 Herrman Street, Tell City, IN (behind the Courthouse).

Soil and Water Conservation District

Perry County Soil and Water Conservation District (SWCD) is a subdivision under the Indiana State Department of Agriculture, Division of Soil Conservation. Activities of Perry County's SWCD are

directed by five supervisors. Perry County SWCD works with federal, state and local agencies, organizations and individuals to correct existing soil and water problems to develop Perry County's natural resources to proper and full use. The department assists in connecting land users to sources of educational, technical and financial assistance to implement conservation practices and technologies. The SWCD Coordinator / Treasurer works in the office, located at the Perry County Armory Annex, 3214 Tell Street, Tell City, IN.

Surveyor

The County Surveyor is responsible for maintaining and keeping a legal survey record book showing maps of sections, grants, subdivisions, or groups of such areas in sufficient detail so that the location of each is shown. The Surveyor also maintains a corner stone record book. There is limited public interaction with the Surveyor who works out of a home office.

Treasurer

The County Treasurer is responsible to be custodian for all monies belonging to the county and to invest public funds in a responsible manner. The Treasurer's Office duties include collecting and reporting of all taxes including property taxes, inheritance taxes and Innkeepers' taxes, liquor license clearing, processing bankruptcy claims, and issuing permits for transferring and moving of mobile homes. The Treasurer's Office is located in the Perry County Courthouse, 2219 Payne Street, Tell City, IN.

Veterans Service

The County Veterans Service Officer assists veterans, their widows, spouses, and dependents in answering questions, advising, applying for benefits, and educating individuals and groups on what benefits are available from the federal, state, county, and local resources. A significant number of individuals that this office has contact with has a disability. The Veteran's Service Office is located in the Perry County Courthouse, 2219 Payne Street, Tell City, IN.

FACILITIES:

COUNTY-OWNED BUILDINGS

Perry County Courthouse

2219 Payne Street, Tell City, IN 47586

- County-owned facility
- Early voting location
- Construction completed in 1994
- Alterations completed in 2014

Perry County Armory Annex

3214 Tell Street, Tell City, IN 47586

- County-owned facility (acquired in 2014)
- Construction completed in 1961
- Most recent alterations completed in 2017

Perry County Multi Services Building

17115 State Rd 37, Leopold, IN 47551

- County-owned facility
- Voting location
- Construction completed in 2001
- Most recent alterations completed in 2016

Perry County Sheriff's Office & Detention Center

2211 Herrman Street, Tell City, IN 47586

- County-owned facility
- Construction completed in 2014

This facility was designed and constructed according to the 2010 ADA Standards. No further evaluation was done on this facility.

Perry County South Annex

65 Park Avenue, Tell City, IN 47586

- County-owned facility (acquired in 2014)
- Construction completed in 1994
- Alterations completed in 2015
- ADA Accessible Ramp installed in 2019

COUNTY-OWNED PARKS

Eagles Bluff Park and Overlook

5100 East State Road 66, Cannelton, IN 47520

- County-owned park facility (acquired in 2000)
- Voting location
- Most recent alterations completed in 2008

Riverside Park

Magnet, IN 47520

- County-owned park facility (acquired in 1998)
- Shelter House constructed in 1998
- Most recent alterations completed in 2016

Wilkerson Park

Rome, IN 47574

- County-owned park facility (acquired in 1996)
- Most recent alterations completed in 2009

LEASED FACILITIES

Perry County Prosecutor's Office

601 Main Street, Suite C, Tell City, IN 47586

- Leased from Tell City Electric Department

Electra Crash Memorial Site

Millstone Road, Tobinsport, IN 47520

- Leased from property owners.

Recycling Drop-off Site

14895 State Rd 70, Derby, IN 47514

- Leased from property owners.

OTHER FACILITIES

Recycling Processing Facility

508 N. 2nd and Herzele St, Cannelton, IN 47520

- Owned by Recycling Management District

Recycling Drop-off Site

Old Hwy 37 & County Road 40, Branchville, IN 47514

- Owned by Recycling Management District

Perry County 4-H Fairgrounds

99 Roy Fenn Drive, Cannelton, IN 47520

- Operated and managed by 4-H Fairgrounds Committee

VOTING LOCATIONS

Bristow Community Center

20569 Huffman Road, Bristow, IN 47515

Cannelton Library

210 South 8th Street, Cannelton, IN 47520

Deer Creek Baptist Church

6733 Alamo Road, Tell City, IN 47586

Hoosier Heights Country Club

3822 Mozart Street, Tell City, IN 47586

Perry County 4-H Fairgrounds

99 Roy Fenn Drive, Cannelton, IN 47520

Schergens Center

1140 31st Street, Tell City, IN 47586

Troy Fire House

330 Harrison Street, Troy, IN 47588

Tell City Depot

333 7th Street, Tell City, IN 47586

Twilight Towers

1648 10th Street, Tell City, IN 47586