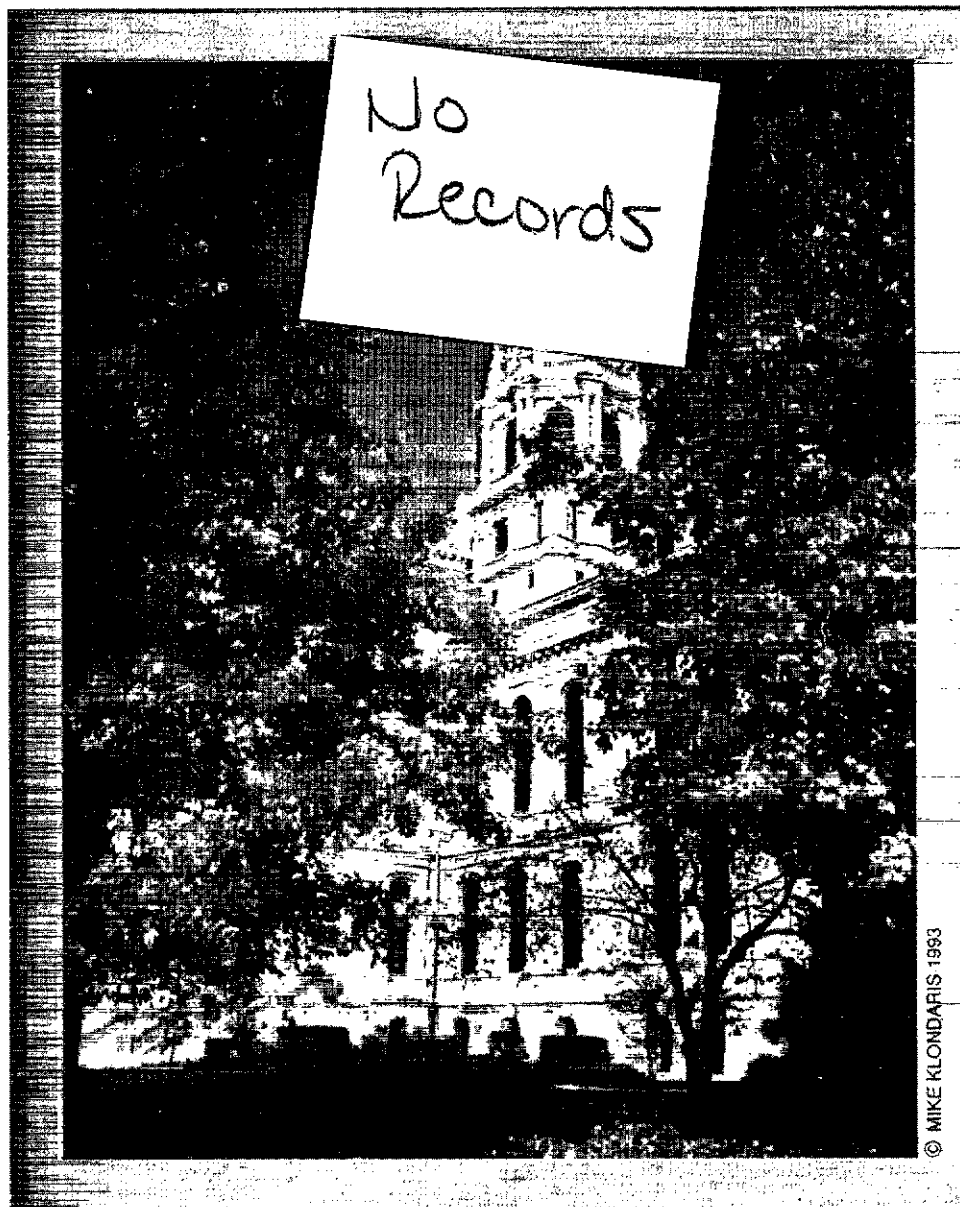


Kosciusko County Government Offices Directory



Kosciusko
Leadership
Academy

A 1993 K.L.A. PROJECT BY CLASS MEMBERS:

Marsha McSherry, Clerk of the Circuit Court

and

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COVER PHOTO

Provided courtesy of:

**Mike Klondaris
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Warsaw, IN 46580**

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Alice Anglin, Recorder
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Jeff Plank, Mayor of Warsaw
Judge Robert Burner, Superior Court
Richard Kemper, Surveyor
Judy Cox, Treasurer
Tug Wagner, Veterans Administration
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INTRODUCTION

Indiana Counties are responsible for the administration of county governmental affairs, including functions such as law enforcement in rural areas, maintenance of county highway systems, operation of county institutions, collection of taxes, keeping of records, operation of court systems, the conducting of voter registrations and elections, landfill operations, emergency medical services, administration of public welfare programs and related services. County jurisdiction is coextensive with county boundary lines. Administrative duties are divided among various elected or appointed county officials. The board of County Commissioners has both administrative and legislative powers while the County Council is a legislative body with its responsibility confined almost exclusively to the fiscal affairs of the county.

This directory is intended to provide "brief" descriptions of each county office's basic function and services provided. Also the location and telephone number is listed for each office in an attempt to aid the general public to match services required to the appropriate county government office.

TABLE of CONTENTS

KOSCIUSKO COUNTY OFFICES

	Page
Kosciusko County Offices by Location	iv - vi
Animal Shelter	1
Area Plan Commission	2
Assessor (All Towns & Townships except Wayne Township)	3
Assessor Wayne Township	4
Auditor	5
Circuit Court	7
Clerk of the Circuit Court (County Clerk)	8
Cooperative Extension Services	10
4-H	
Home Economics	
Agriculture	
County Commissioners	12
County Council	13
County Court	7
Health Department	14
Highway Department	15
Probation Department	16
Prosecuting Attorney	17
(Child Support Enforcement)	
Recorder	18
Sheriff Department	19
Solid Waste District	20
Superior Court	7
Surveyor	21
Treasurer	22
Veteran's Services	24
Welfare Department (County Office of the Division of Family & Children)	25

KOSCIUSKO COUNTY OFFICES BY LOCATION

Kosciusko County Court House
100 West Center Street
Warsaw, IN 46580

<u>Basement:</u> (1st Floor)		Page
Area Plan Commission	372-2304	2
Cooperative Extension Services:		10
Extension Office	372-2340	
4-H	372-2340	
Home Economics	372-2340	
Agriculture Services	372-2340	
County Surveyor	372-2366	21
 <u>Main Floor:</u> (2nd Floor)		
Assessor (All Towns & Townships except Wayne)	372-2310	3
Auditor	372-2446	5
Recorder	372-2360	18
Treasurer	372-2370	22
 <u>3rd Floor:</u>		
Assessor Wayne Township	372-2380	4
Health Department	372-2349	14
Veteran's Services	372-2436	24

KOSCIUSKO COUNTY OFFICES BY LOCATION

Justice Building
121 North Lake Street
Warsaw, IN 46580

1st Floor:

Page

Clerk of the Circuit Court (County Clerk)	372-2331	8
County Court	372-2376	7

2nd Floor:

Circuit Court	372-2402	7
Superior Court	372-2402	7
Prosecuting Attorney	372-2419	17
(Child Support Enforcement)	372-2425	17

KOSCIUSKO COUNTY OFFICES BY LOCATION

	Page
Kosciusko County Animal Shelter 3489 E 100 S Warsaw, Indiana Tel.# 267-3008	1
Kosciusko County Highway Department 2936 E Old Rd 30 Warsaw, Indiana Tel.# 372-2356	15
Kosciusko County Probation Office 222 West Center Street Warsaw, Indiana Tel.# 372-2412	16
Kosciusko County Sheriff's Department 121 West Main Street Warsaw, Indiana Tel.# 267-5667	19
Kosciusko County Solid Waste District 749 West Center Street Warsaw, Indiana Tel.# 372-3087	20
Welfare Department (County Office of the Division of Family & Children) 205 North Lake Street Warsaw, Indiana Tel.# 372-8108	25

ANIMAL SHELTER

3489 E 100 S
Warsaw, Indiana
Telephone # 267-3008

Basic Function and Services Provided:

- Harbor stray and unwanted animals
- Public education on animal matters
- Enforcement of animal laws
- Handle animal bite reports
- Handle all facets of animal control within county (including cruelty and neglect investigations)

AREA PLAN COMMISSION

Court House - Basement
100 West Center Street
Warsaw, Indiana
Telephone # 372-2304

Basic Function and Services Provided: Surveying County resources and planning for conservation of resources. Formulating and recommending adoption of plans for community betterment. The Plan Commission is composed of nine members. A County Commissioner, the County Surveyor or deputy appointed by the Surveyor, the County Extension Agent in agriculture, and a member of the County Council. The other five citizen members are appointed by the County Commissioners for four-year terms staggered to provide for continuity. The Board of Zoning Appeals consists of five citizen members appointed by the County Commissioners; two of the five must be citizen members of the Plan Commission.

- Building Permits/Land Use/Zoning/Subdivisions
- Board of Zoning Appeals - Variances/Exceptions
- Rural Numbering

ASSESSOR

(All Towns & Townships except Wayne Township)
Court House - Main Floor (2nd Floor)
100 West Center Street
Warsaw, Indiana
Telephone # 372-2310

Function and Services Provided: Advises and instructs the County's Township Assessors as to their duties, reviews their returns and has the same powers as a township assessor. Functions under the direction of the State Board of Tax Commissioners. Is the county inheritance tax appraiser and represents the State Inheritance Tax Division in issuing consents to transfer of property held in joint names. Oversees a general reassessment in the county and serves as president of the County Board of Review, which hears appeals on property tax assessments.

- Assessment records for real estate, personal property and mobil homes (except Wayne, Warsaw-Winona Lake)
- Estate Consent to Transfer
- Estate Lock Box Inventory
- Excise Tax information - (auto - boat - airplane)

ASSESSOR WAYNE TOWNSHIP

Court House - 3rd Floor
100 West Center Street
Warsaw, Indiana
Telephone # 372-2380

Basic Function and Services Provided:

- Assessments for Warsaw, Wayne, Winona Lake
- Building & Lot Sizes, etc.
- Dog Tags for above areas
- Re-Assessment
- Assessment Records: Land Splits; Title Transfers; Plat Books; Demolitions;
New Construction
- Mobile Home Assessments
- Personal Property Assessments

AUDITOR

Court House - Main Floor (1st Floor)
100 West Center Street
Warsaw, Indiana
Telephone # 372-2446

Function & Services Provided: General bookkeeper of the county and responsible for the assessment of property for tax purposes

- Transfer Deeds
- Plat Books
- Certification of Maps
- Tax Appeals
- Excise Tax Refunds
- Property Tax Refunds
- Homestead Credits
- Mortgage Exemptions
- Non Profit Exemptions
- VA and over 65 Exemptions
- Tax Abatement Application
- Trace ownership of real estate
- File claim for payments due from the county
- Obtain Application to Pay (before money can be receipted by County Treasurer)
- Schedule use of County Meeting Rooms

continued next page -

Auditor - *continued*

- Receive specifications for county bid projects, supplies & equipment
- Obtain certified tax rates for entire ,or'portion of, county.
- File Poor Relief Appeals
- File Appeals for Board of Review (appeal assessment or disallowance of exemption or deduction)
- Inspection of township payments & receipts and inspection of all "units" annual budget
- Inquiries concerning available federal grants
- County Accounting function - employee garnishments, etc.
- Solicitation by potential vendors
- Accept Petitions for Vacations
- Tax Sale information and issuance of Tax Sale Deeds
- Approve bonds of certain elected officials
- Examine official records
- Secretary to Council & Commissioners
- Bond payment (GOB)
- Purchase Kosciusko County Maps

CIRCUIT & SUPERIOR COURTS

COUNTY COURT

Justice Building
121 N Lake
Warsaw, Indiana
Circuit Court (2nd Floor) Tele. # 372-2402
Superior Court (2nd Floor) Tele. # 372-2402
County Court (1st Floor) Tele. # 372-2376

Basic Function and Services Provided: The Kosciusko Circuit Court, the Superior Court of Kosciusko County, and the Kosciusko County Court currently exist to serve the judicial business of Kosciusko County.

The Circuit Court and Superior Court have general jurisdiction to try and determine all legal proceedings with the exception of matters which are specifically reserved exclusively to, or by practice retained, in the Kosciusko County Court.

The Kosciusko County Court has exclusive jurisdiction to try small claims cases and as a matter of practice handles municipal ordinance violations, traffic cases, and most misdemeanors. The Kosciusko County Court also has authority to try class D felonies.

As a matter of practice, most felonies and some misdemeanors are prosecuted in either the Circuit or Superior Courts.

Routinely, juvenile cases are handled exclusively in the Superior Court and guardianship cases, trust administration matters, adoption, protective orders, and mental health proceedings are routinely handled in the Circuit Court.

Some civil cases which exceed in controversy the amount limited to a small claims case are handled in the Kosciusko County Court, but most plenary cases are generally filed either in the Circuit or Superior Court.

In the County Court, there currently exists a referee to hear evidence and make recommendations as to the disposition of such cases to the Kosciusko County Court Judge who, if the referee's findings are approved, formally enters judgment on the cases as heard by the referee.

Record keeping and some administrative functions of the Courts are processed by the Clerk of the Circuit Court (county clerk) who maintains offices in the Kosciusko County Justice Building occupied by the Courts at 121 North Lake Street, Warsaw, Indiana.

CLERK of the CIRCUIT COURT

Justice Building - 1st Floor
121 N Lake
Warsaw, Indiana
Telephone # 372-2331

Basic Function and Services Provided: Filing, recording and entering orders pertaining to civil, juvenile and criminal matters. Issuing letters testamentary, administration and guardianship. Record wills, inventories of estates, sale bills, inheritance tax orders, final accounts in probate proceedings. Receives filings of candidacy. Issues marriage licenses, receipts for and paying of support money. Registration of voters.

- Adoptions
- Passports
- Bartenders License
- Tax Warrants
- Going Out of Business License
- Notary Certifications
- Divorce Decrees
- Probate, Guardianships
- Clerks Bonds
- Voter Registration
- Absentee Voting Forms
- Mental Commitment papers
- Coroner's Reports
- Marriage Licenses

continued next page -

Clerk of the Circuit Court - continued

- Hunting & Fishing Licenses
- Census Records
- Civil Suit Filings - Circuit & Superior Court
- Criminal Filings - Circuit & Superior Court
- Child Support
- Clerks File & Order Book Room
- County Court: Small Claims; Traffic, Boating and Snowmobile Violations;
Hunting and Fishing Violations.

COOPERATIVE EXTENSION SERVICES

Court House - Basement
100 W Center
Warsaw, Indiana
Telephone # 372-2340

Basic Function and Services Provided: The Purdue Cooperative Extension Service is an off-campus educational arm of Purdue University. It provides informal, educational programs and information in the areas of agriculture, home economics, 4-H and youth and community development. A combination of federal, state and county money make these educational programs available to all people of Kosciusko County. Many publications are available free or with a minimal charge on 4-H and Youth, Home Economics and Agriculture.

4-H:

The major youth program of the Purdue Cooperative Extension Service is 4-H. 4-H is a voluntary youth development education program for 9-19 year olds. It is concerned with helping youth acquire knowledge, develop life skills and form attitudes important to becoming self-directed productive citizens. "Exploring 4-H" is a noncompetitive youth development program for 6-9 year olds. School enrichment programs, a "Youth As Resources" program and youth development workshops are also available through our office.

Home Economics:

The Home Economist in the county serves as advisor to the county organization called Extension Homemakers. This group consists of 48 individual clubs that meet on a monthly basis. The purpose is education. People interested in joining a club may come here to get information.

Home Economics - *continued next page* -

Cooperative Extension Services - Home Economics: *continued* -

Programs are available for church groups, civic groups, school groups and others in the field of Food and Nutrition. These programs are generally free of charge. This office also works cooperatively with other agencies in the community to put on seminars and educational programs for the betterment of families. Any Home Economics topic can be covered and information and speakers from Purdue University can be obtained.

Agriculture Services:

Educational Meetings and activities for livestock and crop producers and associations. Information on lawns, gardens, ornamentals, diseases and insects, horticultural crops, landscaping, water quality, and solid waste management.

COUNTY COMMISSIONERS

Court House
100 West Center Street
Warsaw, Indiana

Basic Function: Responsible for the administration of County business. Control, maintain, and supervise County property. Auditing and authorizing claims against the County.

COUNTY COUNCIL

Court House
100 West Center Street
Warsaw, Indiana

Basic Function: Appropriates funds used by the County and it's offices. Exclusive power to fix the tax ratio for county purposes. Levying taxes. Fixing salaries of officers, deputies, assistants and employees of county government. Adoption of annual county budget.

HEALTH DEPARTMENT

Court House - 3rd Floor
100 West Center Street
Warsaw, Indiana
Telephone # 372-2349

Basic Function and Services Provided: Enforcing all the laws, regulations and ordinances of the State, as well as their own. Responsible for Birth and Death registrations. Prevention and suppression of diseases, communicable disease control, and environmental health, including general community sanitation, retail food sanitation, and initiation of health services.

- Birth Certificates
- Death Certificates
- Immunizations
- Septic & Well Permits (Inspection of same)
- Water Testing Information
- Restaurant Permits & Inspections
- Blood Pressure Checks
- Files Animal Bite Reports with State
- Public Health Complaints
- Lead Screening
- Health Information for International Travel
- Health Education
- Prenatal Care Counseling
- Communicable Disease Monitoring

HIGHWAY DEPARTMENT

2936 E Old Rd 30
Warsaw, Indiana
Telephone # 372-2356

Basic Function and Services Provided: Maintenance and repair of county roads, bridges, and culverts.

- Highway Matters
- Driveway Permits - (Residential & Commercial)
- General Drainage - (within the right-of-way)

PROBATION DEPARTMENT

222 West Center Street
Warsaw, Indiana
Telephone # 372-2412

Basic Function and Services Provided: Supervise and assist persons who are released on probation. Assist the courts with presentence and other investigations.

PROSECUTING ATTORNEY

Justice Building - 2nd Floor
121 N Lake
Warsaw, Indiana
Prosecuting Attorney - Telephone # 372-2419
Child Support Enforcement - Telephone # 372-2425

Basic Function and Services Provided: Represents the State of Indiana and prosecutes violators of State Statutes in various courts having criminal jurisdiction.

- Prosecution of Criminal Offenses and Civil Infractions
- Bad Check Collection
- Child Support Enforcement: Establishment of Paternity; Enforcement of Collection of Delinquent Support; Establishment and Modification of Support Orders; Interception of Federal and State Income Tax Refunds and Lottery Proceeds
- Adult Protective Services: Services necessary to protect the health or safety of endangered adults.

RECORDER

Court House - Main Floor)
100 West Center Street
Warsaw, Indiana
Telephone # 372-2360

Basic Function and Services Provided: Preserve public records, including deeds, mortgages, liens, leases, articles of incorporations and amendments, certificates authorizing foreign corporations to do business within the State of Indiana, military discharges, bankruptcy notices, and other documents requested.

This office records 175 plus different documents representing four class groups:

- Deeds:
- Mortgages: Amendments; Assignments; Assumptions; Extensions; Releases; Indenture; Modification; Promissory Notes; Rate Rider; Subordination; Supplement & Liens
- Miscellaneous: Affidavits; Agreements; Assumed Business Name; Bankruptcy; Birth Certificates; Bonds; Contracts; Environmental Disclosure; Federal Tax Liens; POA Guardianships; Mechanic Liens; etc. (any document an individual would like recorded)
- UCC¹(Uniform Commercial Code): Amendments; Assignments; Assumptions; UCC1; UCC2; Continuations; Oversize; Releases; Terminations and Search

¹ A lien against personal property

SHERIFF'S DEPARTMENT

121 W Main
Warsaw, Indiana
Telephone # 267-5667

Basic Function and Services Provided: Conservator of the peace. In charge of the County Jail and the prisoners confined. Serves warrants, subpoenas and other forms of process.

- Answer Telephone for: Red Cross; Hospice; Beaman House; Hoosier Water; and REMC
- Receiving Center for Security Services
- Offer GED, AA, MedPark
- Title Checks
- Gun Permits
- Security Checks

Work release

- GED, AA, MedPark

SOLID WASTE DISTRICT

749 West Center Street
Warsaw, Indiana
Telephone # 372-3087

Function and Services Provided: This office is new, consequently there is not a lot of specific information available.

- County-wide Waste Reduction
- Coordination of Recycling Activities

SURVEYOR

Court House - Basement
100 West Center Street
Warsaw, Indiana
Telephone # 372-2366

Basic Function and Services Provided: Survey and keep record of all section corners throughout the County and supervise all civil engineering work of the County, including construction and maintenance of drains and ditches.

- Drainage Ditches, County Drain Maps, Watershed Plats
- Topography Maps, Lake Maps
- Aerial Maps: 1938, 1957, 1965, 1974, 1981, 1985, 1991
- Plats in book form, County Drainage Maps, Legal Survey Record Book
- Section Corner Record Book
- Original Government Survey Record Book/Field Notes
- Original Government Lots Plats
- Township Drainage Maps
- Lake Level Data (sea level, normal level, high & low water levels)
- U.S.G.S. (U.S. Geological Survey) Vertical Control Bench Marks
- D.N.R. (Department Natural Resources) Vertical Control Bench Marks
- I.N.D.O.T. (Indiana Department of Transportation) Highway Plans
- Railroad Plans

TREASURER

Court House - Main Floor (1st Floor)
100 West Center Street
Warsaw, Indiana
Telephone # 219/372-2370

Basic Function & Services Provided: Collect, retain custody of and disburse county funds. Collects local and state general property taxes for all units in the county. Required annually to send each person charged with taxes a statement in the amount of property tax owed.

- Taxes
- Real Estate: Personal; Mobile Homes
- Drainage Assessments: sewers; reconstruction
- Tax Clearance: Alcohol & Beverage Permits
- Moving Permits: Mobile Homes & Title Transfer
- Judgements
- Tax Sale
- Demand Notices
- Inheritance Tax: Collections & Quarterly Reports
- Delinquent Tax Reports for all State, City, County & School Employees
- Surplus Tax Records
- Indiana Gross: Collection & quarterly reports
- Military Fines
- License Excise, Aircraft & Water Craft Tax
- Investments of County Money

continued next page -

Treasurer - *continued*

- Dog Tax
- Spring & Fall Settlement to Auditor
- Deposits of County money on a daily basis
- Mortgage companies - tax billing & deletions
- Bankruptcies

VETERAN'S SERVICES

Court House - 3rd Floor
100 W Center Street
Warsaw, Indiana
Telephone # 219/372-2436

Basic Function and Services Provided: Furnishes assistance or referral services to veterans attempting to secure benefits information.

- Discharge Papers
- Assist Veterans, Widows, and Dependents

WELFARE
(County Office of the Division of Family & Children)

205 N Lake
Warsaw, Indiana
Telephone # 267-8108

Basic Function and Services Provided:

- Adoptions
- Babysitting Licenses
- Welfare Cases
- Child Abuse, Foster Homes
- Food Stamps
- Medicaid for Elderly, Blind or Disabled
- AFDC (Assistance to Families with Dependent Children)
- Medical Assistance for Children and Pregnant Women
- Hospital Care of Indigent
- Medical Care Program for children with special needs
- Assessment for Nursing Home Placement

REFERENCE MATERIALS:

Here is Your Indiana Government

1991-92 Edition

Carl Henn Jr., Editor

Jeanne Wiles, Assistant Director

Published by: Indiana Chamber of Commerce
One North Capitol, Suite 200
Indianapolis, IN 46204

Handbook for Indiana Elected County Officials

November 1978

Academy in the Public Service

Georgetown University Graduate School

3737 North Meridian Street, Suite 403

Indianapolis, IN 46208

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