

## **Hancock County Board of Commissioner's Minutes**

**February 4, 2014**

Commissioners met in regular session. Those present were Commissioner Derek Towle, President, Commissioner Brad Armstrong, Vice President and Commissioner Tom Stevens.

Auditor Robin D. Lowder was also present.

Hancock County Board of Commissioner's meeting began at 8:00 a.m.

Attorney Ray Richardson arrived at 8:28 a.m.

### **The Highway Department**

Engineer Gary Pool appeared before the Hancock County Board of Commissioners to discuss the following:

**FEMA Application** – the application for snow removal has been submitted for approximately \$50,000.00

**Church Property** – located at the Northeast corner of 600 W. and 300 N. We need to acquire the right of way property it has taken on a sense of urgency. There was a consensus from the Commissioners to make a presentation at the R.D.C. meeting requesting their help in the acquisition of the right of way.

**No Idle Policy** – The policy begins on County property for County Equipment.

**Volvo Grader Hub** – the Hub was replaced and further damage was found. The next step is for the equipment committee to take this under advisement.

**GPS Units** – units were not included in the Original Budget. However in January there was enough tows that we are in the black. Money can be moved to pay the monthly invoice.

**Snow and Flood Policy** – Trying to get additional flood signs for the County through HISP. A draft of this policy has been sent to the Commissioners for review.

**Des Numbers** – closing Des # 0600204, 1005178, 1172159 and 1172485 which are two bridge inspections and two sign replacements.

**Updates** – The State is awarding Federal Funds today. The overtime budget is \$280,000.00 of which \$150,000.00 has been used so far due to the snow. Neighborhood plowing has cost \$50,000.00 so far this year with the possibility of additional funds to be used.

**Road School** will be March 11, 12 and 13. All three Commissioners will be attending.

**Mt Comfort United Methodist Church** – Attorney Richardson is working on getting the church bylaws or constitution and the parcel is being re-abstracted. When a decision is made immediate action can be taken.

**Right of Way** – eight parcels with offers to be made based on appraisals. Commissioner Stevens specified parcels #10, 11, 12, 13, 14, 20, 21 and 29 for a total cost of \$30,270.00. Commissioner Stevens made a motion the President of the Commissioners be authorized to sign a statement of intent and authorize the engineer to make the offers to the owners. Commissioner Armstrong seconded the motion. The motion carried 3/0.

**Supplement Number 1** – Commissioner Stevens moved approval of Supplement Number 1 EDS No. A249-13-320056 which changes the letting date on the Broken Arrow project from 2015 to 2016. Commissioner Armstrong seconded the motion. The motion carried 3/0.

**LPA Contract** – Commissioner Stevens moved to enter into the LPA contract with USI Consultants Inc. for right of way acquisition on section G and section A for the 600 W. and 300 N. project in an amount not to exceed \$355,350.00. Commissioner Armstrong seconded the motion. Commissioner Towle and Armstrong were concerned there was another contract for right of way and would like to research this possibility. Commissioner Stevens moved to table this motion. Commissioner Armstrong seconded the motion. The motion carried 3/0. The motion was tabled.

#### **The Assessor's Office**

**Reassessment Bid** – Mary Noe appeared before the Commissioners to inform them she has advertised a bid for reassessment at 8:30 a.m. on February 18, 2014. The State of Indiana is now requiring her to bid out reassessment.

#### **Commissioner Action Items**

**OSHA Report** – Commissioner Stevens moved to have President Towle execute the summary of work related injuries on form 300A. Commissioner Armstrong seconded the motion. The motion carried 3/0.

**Amended Minutes** – Commissioner Towle moved to amend the minutes of January 14, 2014 so the word Regular Session be struck and replaced with Special Session. Commissioner Stevens seconded the motion. The motion carried 2/0. Commissioner Armstrong abstained.

**Claims and Payroll** – Commissioner Stevens moved approval of the claims and payroll as presented. Commissioner Armstrong seconded the motion. The motion carried 3/0.

**Minutes** – Commissioner Stevens moved approval of the minutes for the Commissioners meeting January 21, 2014. Commissioner Armstrong seconded the motion. The motion carried 3/0.

**Minutes** – Commissioner Stevens moved approval of the minutes for the Executive Session January 22, 2014. Commissioner Armstrong seconded the motion. The motion carried 3/0.

## **The IT Department**

**Agreement to Provide Communications Services** – Bernie Harris appeared before the Commissioners for approval of the agreement for NineStar Communications to host the server and setup. Commissioner Stevens moved approval to enter into the agreement to Provide Communications Services from Ninestar on February 4, 2014 in the amount of \$1,000.00 plus \$100.00 a month for a three year period. Commissioner Armstrong seconded the motion. The motion carried 3/0.

## **Commissioner Action Items**

**Job Descriptions** – Waggoner, Irwin, Scheele & Associates, Inc provided a letter of engagement amendment to prepare job descriptions for the County. Commissioner Stevens moved to enter into the agreement with Waggoner, Irwin, Scheele & Associates, Inc. for job descriptions not to exceed \$18,240.00. Commissioner Armstrong seconded the motion. The motion carried 3/0.

**Capital Improvement Plan** – Greg Guerrettaz appeared before the Commissioners to discuss the Capital Improvement Plan. Commissioners are working on departments finalizing their requests for the Cumulative Capital Development requests for the 2015 Budget. Mr. Guerrettaz suggested they then need to take their larger projects to the Council and find other funding sources to pay for projects. He felt part of the plan was to have categories for these projects. He is concerned buildings and equipment may fall through the cracks. He suggested the county have a 5 year Facility review to access the needs for all County Facilities.

Categories or Sections of the CIP:

1. Departmental, 2. Facility, 3. Highway, 4. Public (Trails, Fairgrounds etc.)

Public Comment: John Priore felt the township needs were not being considered for example the need for natural gas lines out in the townships. He also feels the Commissioners and our consultant does not have their CIP priorities correct.

Commissioners and Consultant do not agree.

## **The Emergency Management**

**Grant** – Jeff Vanderwal appeared before the Commissioners for approval of the 2013 Emergency Management Performance Grants-Projects Sub-Grant Agreement CFDA#97.042 EDS#C44P-4-364B for reimbursement of salary. Commissioner Stevens moved to approve the 2013 Emergency Management performance Grant Projects Sub Grant Agreement CFDA#97.042 EDS#C44P-4-364B, Commissioner Armstrong seconded the motion. The motion carried 3/0.

## **Septic & Drainage Regulations**

**Ordinance 2014-2A** – Richard Garrett appeared before the Commissioners to present an Ordinance Amending Sewage Disposal and Drainage Regulations. Commissioner Stevens introduced Ordinance 2014-2A An Ordinance Amending Sewage Disposal and Drainage Regulations. Next meeting the Ordinance will be reviewed again.

## **Personnel Inquiry**

**Benefits** – Mary Noe appeared before the Commissioners for direction on her employee that is currently working 30 hours with full benefits. The Assessor questioned with new Personnel Policy Handbook will she be able to continue. Two County employees that work 30 hours with full benefits show they appeared before the Commissioners for approval. However, the Assessor's employee did not. The Commissioners direct the employee will need to work 29 hours and be part time, work 30 hours with health insurance benefits only or work 35 hours and be a full time employee with all benefits.

## **The Sheriff's Department**

**Surplus** – Major Brad Burkhart appeared before the Commissioners to request the scrap metal from the installation of the jail locks be declared surplus. Commissioner Armstrong moved to declare the scrap metal from the door reconstruction project be declared surplus. Commissioner Stevens seconded the motion. The motion carried 3/0.

**Court Security Officers** – Clarification was requested regarding the court security officers. One is going on vacation and the other will need to increase hours to cover. The Commissioners stated that the increase in hours would need to be for a period of time before it would be a problem. The time is averaged over a quarter.

**Sams Club Account** – The Sheriff's department would like to receive a Sams Club Account and feel that other departments could benefit as well. There is a \$25.00 charge for each account. Attorney Ray Richardson will write a resolution.

**Hosting Agency** – The Sheriff's Department would like to use the new range to host training classes. They will need to establish a local fund to receipt money in and receipt back out. Attorney Richardson cautions to be sure money is appropriated.

**Holiday Pay** – several scenarios of the holidays and how pay will work were presented to the Commissioners. After much discussion, the Commissioners instruct that the Personnel Policy states they are to receive regular pay plus holiday pay.

**The Planning Department**

**Ordinance 2014-2B** – Property owned by Mohawk Partners, LLC located at 2033 West US 40 in Sugar Creek township. The request is to rezone from (CR) Commercial Regional to (IBP) Industrial Business Park. There was a public hearing and the Planning Commission gave a favorable recommendation. Commissioner Armstrong moved to introduce Ordinance 2014-2B An Ordinance Amending The Hancock County, Indiana Zoning Ordinance. Commissioner Armstrong moved to adopt Ordinance 2014-2B, An Ordinance Amending The Hancock County, Indiana Zoning Ordinance. Commissioner Towle seconded the motion. The motion carried 3/0.

**In The Matter of E.O.C.**

**Trainers** – Connie Hoy appeared before the Commissioners to request approval of the additional pay for the trainers in the amount of \$2,100.00 for the IDAX trainer. She requested this last year and thought it was approved but it was not. Commissioner Stevens moved to allow Connie to go before the Council with a request for an additional amount of \$2,100.00 plus benefits and amend the salary ordinance. Commissioner Armstrong seconded the motion. The motion carried 3/0.

**Out of State Travel** – Approval is requested for out of state travel for Jason Bonham to attend a conference, at no cost, in Anniston, Alabama. Commissioner Stevens moved to authorize out of state travel for Jason Bonham for E.O.C. Training. Commissioner Armstrong seconded the motion. The motion carried 3/0.

**Parking Lot** – The Commissioners informed Connie Hoy that the County hires the parking lots plowed when there is two inches of snow but they do not have them put down salt or sand.

The Hancock County Board of Commissioners meeting adjourned at 11:12 a.m.

Hancock County Commissioners

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Commissioner Derek Towle, President

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Commissioner Brad Armstrong, Vice President

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Commissioner Tom Stevens

Attest: \_\_\_\_\_  
Robin D. Lowder, Hancock Co Auditor