

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

**January 31, 2012**

Commissioners met in regular session. Those present were Commissioner Tom Stevens, President, Commissioner Brad Armstrong, Vice President and Commissioner Derek Towle. Auditor Robin D. Lowder was also present.

Attorney Ray Richardson arrived at 8:24 a.m.

Hancock County Board of Commissioners meeting began at 8:00 a.m.

### **In The Matter of Hancock County Highway**

#### **Highway-Engineer Joe Copeland**

**ADA** – Joe Hollis of the Highway Department appeared before the Commissioners to request a button for ADA information on the County website. The Commissioners suggest he work with Bernie Harris of the IT Department to see if another row of hot buttons can be added or another idea to add the ADA access to the website.

**Supplemental Agreement No. 2** – Chris Hammond and Jeremy Richardson appeared before the Commissioners to present the Supplemental Agreement No. 2 from United Consulting. The additional cost of \$15,000.00 will include \$5,000.00 for an additional survey, \$1,300.00 for Archeological components, \$1,700.00 for Environmental components and \$7,000.00 for the design to move the pond. Approval of Supplemental Agreement No. 2 is requested so the project can move forward. Commissioner Towle moved to approve the Supplemental Agreement No. 2 with United Consulting in the amount of \$15,000.00. Commissioner Armstrong seconded the motion. The motion carried 3-0.

**2011 Highway Maintenance Costs** – were presented to the Commissioners for review. Also used was an additional \$100,000.00 for snow and ice removal, which is above the \$180,000.00, from the line item for winter material, which does not include labor.

**Patch Truck** – three quotes were presented for the patch truck, which will also be used for winter maintenance, and includes the truck chaise, bed, plow and stainless steel spreader. Commissioner Towle moved authorization to purchase the patch truck from Dellen Chevrolet at a price not to exceed \$48,579.00. Commissioner Armstrong seconded the motion. The motion carried 3-0.

**Highway Garage Light Fixtures** – A quote was presented to the Commissioners for replacement of light fixtures in the old shop area of the Highway Department Garage. The quote is from Steve Millis Electric, Inc. for an amount of \$2,355.00. Commissioner Armstrong moved to allow Steve Millis Electric, Inc. to replace light fixtures needed at the highway Department in an amount not to exceed \$2,355.00. Commissioner Towle seconded the motion. The motion carried 3-0.

**Culvert#-63** – The culvert on McKenzie Road now has a posted load limit sign for 12 tons. Greenfield City Engineer Mike Fruth stated the city would help by giving the County a loan, to be paid back next year, and they would cover all cost for the sidewalk on the North side of the culvert. The Commissioners requested Joe to check into who would cover the cost of right-of-way on the Northwest corner and for the sidewalk. Engineer Joe Copeland estimates the total cost for the culvert will be \$70,000.00 which does not include the design cost. Commissioner Towle moved authorization to proceed with the design for culvert# 62 on McKenzie Road. Commissioner Armstrong seconded the motion. The motion carried 3-0.

**Grant Parcel** - A counter offer for the property at 600W and 300N which is being purchased for right-of-way was received by the Highway Department. The counter offer from their attorney, which includes a lengthy appraisal, was for an approximate 100% increase in price. The Commissioners agree they will not accept this offer.

**Blankenship Parcel** – A counter offer for the right-of-way property at the Southwest corner for bridge 59. The Blankenship's sent an offer in the amount of \$75,000.00. The property has already been turned over to the attorney for condemnation and the Commissioners do not want to change their course.

#### **In The Matter of the Riley Festival**

**Use of County Property** – Tom Billings appeared before the Commissioners to request use of the Courthouse Annex for Riley Days. They will be using the City Hall for festival offices and first floor restrooms and would like to use the Courthouse Annex for the Home Arts Exhibits on the first floor and restroom use on the first floor. The Riley Festival will be responsible for cleanup and monitoring the building during open hours. This building is handicap accessible and the formerly used Memorial Building is not. The Commissioners brought up a few concerns such as crossing traffic to enter the Annex building and the Annex being open for business while the exhibits are open to the public on Thursday. Mr Billings agreed to work with the Commissioners on resolving those issues. Commissioner Towle moved for authorization for the Riley Festival to use the Annex with details to be worked out. Thursday through Sunday during Riley Festival the request was to use the Annex as well as the Courthouse, Courthouse lawn and water. Commissioner Armstrong seconded the motion. The motion carried 3-0.

### **In The Matter of the Hancock County Prosecutor's Office**

**Office Hours** – Prosecuting Attorney Michael Griffin appeared before the Commissioners to discuss closing his office from 12:00pm to 1:00pm daily for lunch. The Commissioners informed Mr. Griffin that they very much appreciate him informing them of the change, but since he is a State Elected Official he may set his office hours as he sees fit.

### **In The Matter of the Hancock County Health Department**

**2011 Overview** – Dr Haas appeared before the Commissioners to present the 2011 finances as well as births and deaths for the Hancock County Health Department.

**Office Manager** – Dr. Haas asked the Commissioners who in his Office would be required to sign all claims. The Commissioners explained to him that ultimately he is responsible for the claims and they will need to have original signatures. However, he can appoint someone in his office such as the Office Manager to sign the claims on his behalf.

**VaxCare** – is a program the Health Department will be using. There is no cost to the County. The Company will provide vaccinations for individuals with insurance. VaxCare will do the insurance billings and pay a fee to the County for administering the vaccination.

**Tattoos and piercings** – The State of Indiana no longer controls or inspects establishments that provide tattoo and piercing services. Dr. Haas is working on an Ordinance to set out the fees and guidelines similar to the State of Indiana's Ordinance.

### **In The Matter of the Auditor's Office**

**Software** – Auditor Robin Lowder appeared before the Commissioners to present the RFP's for the new software for the Auditor's Office. Boyce Systems was not interested at this time. Harris is the current provider and Auditor Lowder is not satisfied at this time. CompuTrain provided a quote in the amount of \$84,000.00 with only fourteen hours of onsite training and has no experience working with Counties. Their experience is mainly with cities and town, who have one to two funds. She said the County presently has 170 funds. Low Associates, Inc. offers great support and Auditor Lowder recommends them. Commissioner Towle moved for approval of Low and Associates, Inc. having software solutions for the Hancock County Auditor and Treasurer's Offices pending working out the legal details of Schedule B with the County Attorney. Commissioner Armstrong seconded the motion. The motion carried 3-0.

### **In The Matter of the Hancock County Planning Department**

**2011 Annual Report** – Mike Dale of the Planning Department appeared before the Commissioners to present the 2011 Annual Report of the Hancock County Area-Wide Plan Commissioner, Board of Zoning Appeals, Building Department and Planning Department. All areas of the report were covered by Mr. Dale excluding the Building Department.

### **In The Matter of Burris/Hendricks Cemetery**

**Access** – Kelly Paugh appeared before the Commissioners to request assistance with gaining access to a cemetery where family members are buried. The cemetery is located between 100N and 200N on Mt. Comfort Road and there is no public access. Attorney Ray Richardson stated he will review state code.

### **In The Matter of the EOC**

**Console Radios** – Connie Hoy appeared before the Commissioners to present Indiana State Code to allow her a special exception bid for the radio system for the Emergency Operations Center. The Commissioners informed her she will be required to put out bids and that she will need to be specific as to exactly what is needed.

### **In The Matter of the Hancock County Clerk's Office**

**Mailings** – Marcia Moore, Hancock County Clerk, appeared before the Commissioners to provide the cost for mailings to inform the public of changes by redistricting. The cards and postage will cost \$6,888.60. The Commissioners state that Ms. Moore will need to approach the County Council for funds to cover the cost of cards and postage and they will support her request. Commissioner Armstrong moved that in conjunction with the Clerk presenting the request to the County Council for additional funds in the amount of 6,888.60, he also moved to give permission to purchase the cards and start printing while awaiting the approval to appropriate or transfer funds for the mailing.

**Secure Doors** – Ms. Moore requested approval to proceed on securing the election offices swinging door at a cost of \$135.00. Commissioner Armstrong moved approval to install the lock on the door in the election office. Commissioner Towle seconded the motion. The motion carried 3-0.

**Election Office Panic Button** – Ms. Moore requested being added to the list of Office's to have panic buttons installed. The Commissioners informed her she was already on that list.

**Securing Clerk's Office** – Hancock County Clerk, Marcia Moore requested to have the balance of the Clerk's Office, Child support and juvenile files to be kept behind a double lock system. Ms. Moore stated her concern about confidential files. The Commissioners stated their concern for the Office to maintain a customer friendly appearance and they would like to see what is being proposed.

**Additional Purchases** – Ms. Moore informed the Commissioners that due to redistricting she will need to purchase additional provisional absentee ballots and inspector bags.

### **In The Matter of Trustee Complaint**

**Poor Relief** – Attorney Ray Richardson called three times in open court for Tamara Watkins Ward who appeared not. Commissioner Stevens stated, based on failure to appear the poor relief decision is hereby denied.

### **In The Matter of Sheriff Reserve**

**Reserve Car Lease Program** – Jeary Smith appeared before the Commissioners for signatures on the final draft of the RCLP (Car lease program for reserve Sheriff). Attorney Ray Richardson stated he has not heard back from all parties required to approve the program. Mr. Richardson will check into the final approvals.

### **In The Matter of EOC**

**Recording of Plat** – Mike Fruth discovered the plat for the Emergency Operation Center has never been recorded. Mike Dale recommends that Mike Fruth meet with the Commissioners to get signatures on the Plat for recording.

### **In The Matter of the Hancock County Board of Commissioners Minutes**

**January 17, 2012** – Commissioner Towle moved for approval of the January 17, 2012 minutes. Commissioner Armstrong seconded the motion. The motion carried 3-0.

**January 24, 2012** – Commissioner Towle moved for approval of the January 24, 2012 minutes. Commissioner Armstrong seconded the motion. The motion carried 3-0.

**Claims** – Commissioner Towle moved for approval of the claims and payroll presented on January 31m 2012. Commissioner Armstrong seconded the motion. The motion carried 3-0.

### **In The Matter OF Commissioner's Action Items**

**Nawa Property** – The property owned by James R. Nawa, Jr. located at 650N east of 600E. A complaint was received from Dana Ham regarding the condition of the home, which was burned down two and a half years ago. Ms. Ham asked if the home could be negotiated for taxes due. The Commissioners denied the request. There are currently no plans for demolition or securing the property. The Commissioners request Rusty from the Building Department to look into and gather information on the property regarding the tax and foreclosure status of the home.

**FSB Contract** – The State of Indiana now requires everything to go on Gateway including Bond information. Greg Guerrettaz of FSG suggested using his Company to enter the bond information into the New Gateway system, the Auditor concurred. The cost would be \$1,000.00 to \$2,500.00. Commissioner Armstrong moved to enter into a contract with FSG services for gateway debt management for a fee specified at a partner hourly rate of \$165.00 to Staff level 4 at \$25.00 per hour with a total amount not to exceed \$2,500.00. Commissioner Towle seconded the motion. The motion carried 3-0.

**OSHA** – form #300A – Summary of Work Related injuries and illnesses. The total numbers reported to OSHA for 2011 was presented to the Commissioners for review and signature. Commissioner Towle moved authorization to sign OSHA form 300A. Commissioner Armstrong seconded the motion. The motion carried 3-0.

Panhandling – A sheriff’s Deputy requested the Commissioners look to see if the County has an Ordinance for Panhandling which has been observed at 500W and US40. Attorney Ray Richardson will review County Ordinances.

The meeting adjourned at 11:38am

Hancock County Commissioners

---

Commissioner Tom Stevens, President

---

Commissioner Brad Armstrong, Vice President

---

Commissioner Derek Towle

Attest: \_\_\_\_\_

Robin D. Lowder  
Hancock County Auditor