

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

**February 14, 2012**

Commissioners met in regular session. Those present were Commissioner Tom Stevens, President, and Commissioner Brad Armstrong, Vice President. Commissioner Derek Towle was not present. Auditor Robin D. Lowder was present.

Hancock County Board of Commissioners meeting began at 8:22a.m.

### **In The Matter of Hancock County Capital Improvement Plan**

The Commissioners met with Consultant Greg Guerrettaz of Financial Solutions Group, Inc. The Commissioners discussed the Hancock County 5-year Capital Improvement Plan. Mr. Guerrettaz advised them throughout the discussion. Mr. Guerrettaz submitted the following Summary of the Meeting.

(See page 3)

The meeting was recessed at 9:03a.m.

The meeting was reconvened at 9:07a.m. in the Commissioner's Conference Room 111 American Legion Place Greenfield, IN 46140.

The Commissioners and Mr. Guerrettaz continued the Capital Improvement Plan discussion.

### **In The Matter of The Jail Locking System Contract**

Major Brad Burkhardt of the Sheriff's department presented the Commissioners with the Contract for the Jail Locking system with Security Automation Systems. Commissioner Armstrong made a motion to enter into a contract with Security Automation Systems for the Jail Locking System for a not to exceed of \$148,000. Commissioner Stevens seconded the motion. The motion carried 2-0

The meeting was adjourned at 9:38a.m.

Hancock County Commissioners

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Commissioner Tom Stevens, President

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Commissioner Brad Armstrong, Vice President

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Absent  
Commissioner Derek Towle

Attest: \_\_\_\_\_  
Robin D. Lowder  
Hancock County Auditor

## **Summary of Capital Improvement Plan Kickoff Meeting**

At the Capital Improvement Plan meeting, the following items were discussed and determined to be part of the 5-year Capital Improvement Plan. The 5-year Capital Improvement Plan will serve Hancock County in 2013-2017. It is generally understood by all parties that the Capital Improvement Plan will be done and in place for the 2013 budget session. Therefore, the following tasks will be performed:

1. Identification of all capital items (also known as 4000s) for the following funds:  
General Fund (separated by each department with a grand total for the General Fund);
2. Identification of all 4000s in the Highway Fund;
3. Identification of all 4000s in the LOIT Public Safety Fund; and
4. Identification of all 4000s in the EDIT Fund

*The above items will be accomplished by Robin Lowder.*

### Creation of the 5-Year Summary (by Department) from Surveys

1. FSG Corp. will go through each department's survey and summarize on the pages needed over the 5-year period; and
2. FSG Corp. will identify a possible funding source, on a preliminary basis, for each project.

### Maintenance Program

1. Commissioner Brad Armstrong will develop a list of major maintenance items for all buildings and major equipment and/or structure for the building (i.e. timeline and cost of replacement for HVAC, roofs, any other major structural component of the building).

### Facility Plan and Replacement of Buildings

1. The Commissioners will seek a proposal, from engineering consulting firms, to do a facilities planning review of all facilities owned and operated by Hancock County Commissioners. This will include such things as utilization of space within each building, life expectancy of each building and development of the ADA compliance schedule for each building lacking compliance.