

Hancock County Board of Commissioners Meeting

April 21, 2020

Commissioners met in regular session. Those present were Vice President Brad Armstrong, Commissioner Marc Huber, County Attorney Scott Benkie, Auditor Debra Carnes and Mary Bowmer, Financial Administrator. Board of Commissioners President John Jessup participated by Conference Call. Commissioner Armstrong called to order the April 21, 2020 Hancock County Commissioners Board meeting at 8:02 AM.

Highway

- Gary Pool (County Engineer) requested signatures for 2 Community Crossing Grants (CCMG) \$1M each with matching of \$552,000 each. The projects are for 600 W between US40 and the RAB and neighborhoods throughout the county will get new resurfacing. Commissioner Huber made a motion to agree to the local roads and bridges matching grant agreement with INDOT for EDS #A249-20-LG200036. Commissioner Armstrong seconded the motion. **Motion carried 3-0.**
- Gary requested signatures for Supplemental Agreement No. 1. Commissioner Huber made a motion to enter into Supplemental Agreement No. 1 with First Group for 0 sum. Commissioner Armstrong seconded the motion. **Motion carried 3-0.**
- Gary requested to upgrade roadway classification of two roads 300 North (between the RAB and Greenfield) and 600 East (the entire length). He is trying to better position for the future when we start other capital projects. Commissioner Huber made a motion to upgrade the road classifications of County Road 300 North (from County Road 600 West to State Road 9); from County Road 600 East (from State Road 234 to County Road 500 South); from County Road 500 South (from 600 East to County Road 575; from County Road 575 East (from County Road 500 South to 600 South). Commissioner Jessup seconded the motion. **Motion carried 3-0.**
- Gary requested approval for a bid for micro surfacing. Commissioner Huber made a motion to accept the bid from American Pavement Solutions for micro surfacing from US40 to the RAB at 300 North, not to exceed \$742,535. Commissioner Jessup seconded the motion. Commissioners discussed.
- Gary requested E35 Dura Patch and E105 Hot Box to be declared surplus. Commissioner Huber made a motion to declare surplus the E35 Dura Patch and E105 Hot Box (\$6,500) to be used as trade-ins for the Diesel Hot Box (\$25,790). Commissioner Armstrong seconded the motion. **Motion carried 3-0.**
- Gary discussed Highways CCD Budget. Commissioners accepted CCD Budget as presented.

Surveyors Non-Navigable Streams Request

- Susan Bodkin requested approval to use non-navigable streams for trees down at Brandywine Creek at Arrowhead golf course and 500 North and 25 West beaver damn/debris jam at sugar creek.
- Commissioner Huber made a motion to allow the Surveyor to use the Non-Navigable Streams Fund to pay for the log jam removal on Brandywine at Arrowhead and Sugar Creek (500 North & 25 West). Commissioner Armstrong seconded the motion. **Motion carried 3-0.**

- Commissioners asked if Susan's department needed anything for a May 4th open date. Susan didn't think she did. Susan questioned audits and paying people for not being present. Auditor Debra Carnes said these hours are being tracked. Commissioner Armstrong said on May 4th, if employees are not working, they will need to use FLMA.

Coroners Surplus Item

- David Stillinger requested the coroner's old van be declared surplus.
- Commissioner Huber made a motion to declare surplus the Coroner's 2003 Ford Windstar VIN #A04962. Commissioner Armstrong seconded the motion. **Motion carried 3-0.** Commissioners noted this title was signed and previously declared surplus.
- Sheriff Burkhart offered to assist with putting it on their on-line auction.

Claims / Payroll

Commissioner Huber made a motion to approve Claims and Payroll as presented. Commissioner Armstrong seconded the motion. **Motion carried 3-0.**

Commissioner Minutes

Commissioner Huber made a motion to approve the Commissioner Minutes for April 7, 2020 and the Executive Session Minutes for April 7, 2020 as presented. Commissioner Armstrong seconded the motion. **Motion carried 3-0.**

Probation CCD Budget / Progress House Contract

- Josh Sipes discussed Probation's CCD Budget. Commissioners accepted the CCD Budget as presented.
- Josh discussed the Recovery House Service Contract for 12 beds at 2 years for \$109,500. He notified the Commissioners the contract in front of them will require some modifications.
- Commissioner Huber made a motion to enter into a Service Agreement between Hancock Circuit Court and Progress House Incorporated for 12 beds at 2 years for \$109,500 subject to legal counsel approval and also allow the President John Jessup of Board of Commissioners to sign the contract pending legal approval to be paid from County General Line 31210. Commissioner Armstrong seconded the motion. **Motion carried 3-0.**
- Commissioner Armstrong asked Josh if there was anything needed to start up May 4th. Commissioners agreed they would still allow remote work, as long as it is productive with the goal of getting back to full service. Commissioner Armstrong clarified the goal is to set an example trying to get back to a normal level of service safely.

Maintenance

- Dean Mullins notified Commissioners a tree limb fell over the work van. The van is functional, but ready to be replaced. He feels a truck would be more suitable.
- Commissioner Armstrong requested Dean work towards the goal of opening County Offices in the next few weeks. He suggested Dean look into hanging Lexan for counters. Auditor Debra Carnes said her and some offices have been checking into ordering free standing plastic protectors for counters. Commissioner Armstrong said if you aren't able to do this, this can be done in-house. Commissioner Huber suggested not using anything that permanently affixes to the counter, only something that can easily be removed. Commissioner Huber suggested Dean get measurements and check with each office to start

getting materials. Commissioner Armstrong suggested checking with Meyer Plastics, Inc. Dean said he will look at Home Depot too. Commissioner Armstrong said the goal is to implement safety steps by May 4th. Commissioner Huber asked Dean to start checking into availability of parts. Commissioner Armstrong would like Dean to look at the Annex and Courthouse Building.

- Dean checked into the drain west of the Sheriff’s Building and has two estimates, Vails at \$1800 and Stearns at \$3800. Commissioner Huber made a motion to approve the quote from Vails Concrete not to exceed \$1,800 to repair the subsurface drain inlet in the parking lot west of the jail to be paid out of Building Maintenance. Commissioner Armstrong seconded. **Motion carried 3-0.**

Sheriff’s Department Surplus Vehicle

Commissioner Huber made a motion to declare surplus the 2001 Ford Van VIN #B74892. Commissioner Armstrong seconded. **Motion carried 3-0.**

IT Department / Purchase Switches

Commissioner Huber made a motion to approve purchase of additional switches and IT equipment not to exceed \$46,000 to be paid from the 2019 GO Bond. Commissioner Armstrong seconded. **Motion carried 3-0.**

CCD Budgets

Commissioners accepted CCD Budgets as presented (see below summary).

DEPARTMENT HEAD	FUND	DEPARTMENT	2020 BUDGET	2021 REQ BUDGET
GARY POOL		HIGHWAY		
8:45 AM	1135	Cumulative Bridge	\$877,000	\$1,922,000
	1169	Local Road & Street	\$1,035,000	\$1,035,000
	1176	Motor Vehicle Highway	\$2,316,100	\$2,171,700
	1229	LOIT Special Distribution	\$920,000	\$0
			\$5,148,100	\$5,128,700
JOHN JOKANTAS		E911 EMERGENCY CENTER		
10:05 AM	1222	Statewide EOC	\$1,289,553	\$1,348,352
	1235	LIT PSAP	\$727,050	\$728,613
			\$2,016,603	\$2,076,965
MISTY MOORE		EMERGENCY MANAGEMENT		
10:20 AM	1001.03	Emergency Management Dept	\$145,371	\$145,371
			\$145,371	\$145,371
TIM RETHERFORD	1001.01	NASA		
10:25 AM	11604	Drug Free Director	\$46,253	\$46,253
			\$46,253	\$46,253
RICHARD SIMON	1001.03	WEIGHTS & MEASURES		
10:30 AM	11111	Inspector	\$18,398	\$18,398
	21100	Office Supplies	\$550	\$650
	23100	Supplies	\$200	\$250
	31200	Contractual Services	\$2,500	\$2,500
	32100	Postage	\$40	\$50
	32200	Mileage	\$1,900	\$1,900
	36100	Equipment Main & Repair Exp	\$500	\$750
	39100	Dues & Subscriptions	\$150	\$200
	39200	Meetings, Travel & Lodging	\$550	\$600

			\$24,788	\$25,298
DEAN FOLKENING	1001.01	WEED SPECIALIST		
10:35 AM	11408	Weed Specialist	\$13,653	\$13,653
	22402	Weed Specialist Supplies	\$1,500	\$1,500
	22403	Weed Specialist Chemicals	\$1,000	\$1,000
	22502	Weed Leins & Releases	\$1,000	\$1,000
	39903	Weed Board Mowing	\$3,000	\$3,000
			\$20,153	\$20,153
JOHN ALBRIGHT	1001.01	PAUPER COUNSEL		
10:40 AM	14400	Public Defender Board	\$4,637	\$6,000
	22203	Public Defender Supplies	\$200	\$200
	31803	Pauper Counsel Felonies	\$500,000	\$550,000
	31901	Pauper Counsel Misdemeanors	\$70,000	\$100,000
	39300	Counsel Training	\$2,000	\$2,000
			\$576,837	\$658,200
BOB WORKMAN		VETERANS SERVICE OFFICER		
10:50 AM	12902	Veterans Service Officer	\$22,074	\$24,300
	12903	Part-Time Veterans Service Officer	\$15,292	\$12,200
	32403	Veteran Service Officer Phone	\$1,600	\$720
	32900	Veterans Service Officer Exp	\$3,600	\$3,600
	32901	Veterans Service Software	\$900	\$1,000
			\$43,466	\$41,820

	Acct Description	Loc	Location Description	2020 Budget	2021 Requested
	Fund : 1138				
44100	Furniture & Equipment	0001	Clerk	1,300.00	1,300.00
44202	Copier Lease	0001	Clerk	2,500.00	2,500.00
				3,800.00	3,800.00
44201	Office Equipment & Machines	0062	Election	5,500.00	5,500.00
44202	Copier Lease	0062	Election	905.00	905.00
				6,405.00	6,405.00
44202	Copier Lease	0002	Auditor	1,200.00	1,200.00
44303	Computer Sfw/ Srvs Agreement	0002	Auditor	5,500.00	6,900.00
				6,700.00	8,100.00
44202	Copier Lease	0003	Treasurer	700.00	700.00
				700.00	700.00
44202	Copier Lease	0004	Recorder	678.00	815.00
				678.00	815.00
44100	Furniture & Equipment	0005	Sheriff	2,000.00	2,000.00
44302	Vehicle Equipment	0005	Sheriff	90,000.00	115,000.00
44400	Investigative Equipment	0005	Sheriff	22,000.00	5,000.00
44500	Radio Equipment	0005	Sheriff	2,000.00	2,000.00
44600	Camera & Video Equipment	0005	Sheriff	2,000.00	2,000.00
44700	SWAT & SCUBA	0005	Sheriff	3,000.00	3,000.00
44800	Motor Vehicles	0005	Sheriff	220,000.00	220,000.00
44900	Weapons & Vests	0005	Sheriff	7,000.00	7,000.00
44902	800 mhz Handheld Radios	0005	Sheriff	82,000.00	0.00
45400	Auxiliary Police Exp	0005	Sheriff	37,000.00	37,000.00
44901	Tasers X120	0005	Sheriff	0.00	52,000.00
				467,000.00	445,000.00
	AED's for all county offices			0.00	100,500.00
				934,000.00	990,500.00
44202	Copier Lease	0380	Jail	6,000.00	7,000.00
44304	Kitchen Equipment	0380	Jail	1,000.00	1,000.00
44500	Radio Equipment	0380	Jail	2,000.00	2,000.00

44600	Camera & Video Equipment	0380	Jail	2,000.00	2,000.00
				11,000.00	12,000.00
44006	Surveying Equipment	0006	Surveyor	7,750.00	0.00
44100	Furniture & Equipment	0006	Surveyor	5,000.00	5,000.00
43019	Truck Lease	0006	Surveyor	0.00	7,500.00
				12,750.00	12,500.00
44103	Pictometry Project	280	GIS	63,211.00	63,211.00
				63,211.00	63,211.00
44309	Misc Equipment	1202	Cornerstone Perpet	0.00	20,000.00
				0.00	20,000.00
44902	800 MHZ Portable Radios	0007	Coroner	21,500.00	0.00
				21,500.00	0.00
44103	Pictometry Project	0124	Reassessment	N/A	N/A
44303	Computer Sfw/Srvc Agreement	0124	Reassessment	N/A	N/A
				0.00	0.00
44100	Furniture & Equipment	0009	Prosecutor	1,500.00	1,500.00
44101	Printer	0009	Prosecutor	1,500.00	1,500.00
44200	Computer Equipment	0009	Prosecutor	23,440.00	23,440.00
44201	Office Equipment & Machines	0009	Prosecutor	1,500.00	1,500.00
44202	Copier Lease	0009	Prosecutor	2,500.00	2,500.00
44400	Investigative Equipment	0009	Prosecutor	1,000.00	1,000.00
44406	Equipment	0009	Prosecutor	5,600.00	5,600.00
44411	Equipment Whiteboard	0009	Prosecutor	3,400.00	0.00
				40,440.00	37,040.00
44100	Furniture & Equipment	0011	Extension	1,500.00	1,500.00
44200	Computer Equipment	0011	Extension	6,768.00	6,768.00
44202	Copier Lease	0011	Extension	6,800.00	6,800.00
				15,068.00	15,068.00
44202	Copier Lease	0068	Commissioner	527.00	527.00
45080	ADA (Disability Act) Project	0068	Commissioner	25,000.00	25,000.00
45101	Misc Building Expense (All)	0068	Commissioner	100,000.00	100,000.00
				125,527.00	125,527.00
44200	Computer Equipment	0070	IT Department	110,000.00	115,000.00
44306	County Phone System	0070	IT Department	19,000.00	20,000.00
45107	Document Imaging Proj	0070	IT Department	3,500.00	3,500.00
45201	WebSite Expense	0070	IT Department	4,800.00	4,900.00
45601	Judical Computer Equip	0070	IT Department	19,000.00	20,000.00
45700	Contractual Software	0070	IT Department	380,000.00	411,500.00
				536,300.00	574,900.00
44100	Furniture & Equipment	0201	Superior Court I	3,000.00	0.00
44202	Copier Lease	0201	Superior Court I	1,072.00	1,072.00
				4,072.00	1,072.00
44100	Furniture & Equipment	0202	Superior Court II	3,000.00	0.00
44202	Copier Lease	0202	Superior Court II	1,224.00	1,224.00
	Braden Folding Machine	0202	Superior Court II	0.00	707.00
				4,224.00	1,931.00
44202	Copier Lease	0232	Circuit Court	900.00	900.00
				900.00	900.00
44100	Furniture & Equipment	0235	Probation	10,800.00	0.00
44202	Copier Lease	0235	Probation	3,020.00	4,000.00
	Equipment - Computers	0235	Probation	0.00	9,000.00
				13,820.00	13,000.00
40001	Safety Equipment	0302	Emergency Mgmt	1,500.00	1,500.00
44200	Computer Equipment	0302	Emergency Mgmt	2,500.00	5,000.00
44202	Copier Lease	0302	Emergency Mgmt	750.00	750.00
44500	Radio Equipment	0302	Emergency Mgmt	30,500.00	0.00

	Vehicle Lease	0302	Emergency Mgmt	0.00	7,200.00
				35,250.00	14,450.00
45104	Test Equip Weights & Measures	0308	Weights & Measures	2,500.00	2,500.00
				2,500.00	2,500.00
44100	Furniture & Equipment	0911	E911	8,000.00	5,000.00
44200	Computer Equipment	0911	E911	66,000.00	93,000.00
44202	Copier Lease	0911	E911	1,100.00	1,100.00
44205	E911 Upgrades & Equipment	0911	E911	1,000.00	1,000.00
44500	Radio Equipment	0911	E911	29,000.00	5,000.00
				105,100.00	105,100.00
31403	Guardrail & School Signs	530	Highway	40,000.00	0.00
31419	600W/Broken Arrow Des #1702754	530	Highway	350,000.00	160,000.00
31420	500W/300S RAB Des #1701529	530	Highway	50,000.00	0.00
	Guardrail Project Des #1702757	530	Highway	0.00	30,000.00
	600W to CSX Des #1802940	530	Highway	0.00	60,000.00
	Pennsy Trail Des #1802940	530	Highway	0.00	250,000.00
	NP Roundabout	530	Highway	0.00	210,000.00
	Stinemyer Road Extension	530	Highway	0.00	60,000.00
				440,000.00	770,000.00
				2,850,945.00	3,224,519.00

Commissioners Meeting Reschedule

Action Item for April 28th. Commissioners considering moving scheduled Commissioners meeting from June 1st to June 4th due to election voting May 26th to June 1st.

Re-opening Policies and Procedures Discussed

- Auditor Debra Carnes asked for clarification on the Commissioners Minutes being adequate for the Pandemic Policy. Commissioners agreed minutes would suffice. Commissioner Armstrong suggested May 4th as the start-up date and employees not returning to work use FLMA. Commissioner Armstrong said Commissioners would like to have a Policy with an end date. Debra said Mary McCoy (Payroll) would like to go over FLMA and the Pandemic Policy with the County Attorney Scott Benkie. Mary has questions on the laws regulating this and since we do not have a Human Resource person, she would like to be clear and covered on this situation. Scott said Mary McCoy wanted to talk to him about people who are out now and not working. Debra said there are legal concerns she would like to clarify. Commissioner Huber said the minutes say "if they can work from home where possible or not, they will be paid". Commissioner Armstrong said Commissioners agreed to this on March 16th. Commissioner Huber said it was our intent for them to try to work from home in some capacity, if at all possible.
- Commissioners discussed meeting next week, Tuesday, April 28th at 8:30 AM to further discuss details for a Monday, May 4th start-up date. County Attorney, Scott Benkie said a Special Meeting requires 48 hours notice.
- Commissioners would like to hear back from department heads and Dean Mullins (Maintenance) on Plexiglas. Commissioner Armstrong would like move travel restrictions down a level. Commissioner Huber verified County Attorney Scott Benkie would go up and talk to Mary McCoy after their Executive Session.

Cash Bonds Jordan Morris & Paul Holden

- Commissioner Huber made a motion to accept a Cash Performance Bond for Paul Holden at 6700 North State Road 9, Greenfield, IN 46140 for \$2,462.50 for Paul Holden Minor Sub 8” Relocate County Tile. Commissioner Armstrong seconded. **Motion carried 3-0.**
- Commissioner Huber made a motion to accept a Cash Performance Bond for Jordan Morris \$8,000 for JA Wheeler Lot 1 Minor Sub 8” tile. Commissioner Armstrong seconded. **Motion carried 3-0.**

Adjourn

Commissioner Huber made a motion to adjourn the Commissioners Meeting. Commissioner Jessup seconded. **Motion carried 2-0.**

The Hancock County Board of Commissioners meeting adjourned at 11:26 AM.

Hancock County Commissioners

Commissioner John Jessup, President

Commissioner Brad Armstrong, Vice-President

Commissioner Marc Huber

Attest: _____
Debra Carnes, Hancock County Auditor