

Hancock County Board of Commissioners

May 5, 2020

Commissioners met for a regular session. Those present were Board of Commissioners President John Jessup, Vice President Brad Armstrong, Commissioner Marc Huber, County Attorney Scott Benkie, Financial Administrator Mary Bowmer and Trish George, Secretary to Board of Commissioners and County Council. Auditor Debra Carnes participated by conference call. Commissioner Jessup called to order the May 5, 2020 Hancock County Commissioners Board meeting at 8:01 AM.

Highway

- Gary Pool (Highway Engineer) requested approval for two driveway variances for the following: Dean Birch at 5344 W Tumbleweed Drive, New Palestine, IN 46163 and Brian Brown at 5386 W. Tumbleweed Drive, New Palestine, IN 46163.
- Commissioner Armstrong made a motion to allow the driveway variance up to 32' for Dean Birch at 5344 W Tumbleweed Drive, New Palestine, IN 46163. Commissioner Huber seconded the motion. **Motion carried 3-0.**
- Commissioner Armstrong made a motion to allow the driveway variance from 18' to 32' for Brian Brown at 5386 W. Tumbleweed Drive, New Palestine, IN 46163. Commissioner Huber seconded the motion. **Motion carried 3-0.**
- Gary requested additional Commissioners signatures for 2 CCM Grants that were approved at April 21, 2020 BOC meeting.
- Gary notified Commissioners 600 West (near old driving range) will be closed for 2 weeks to replace the culvert with frequent flood issues and accidents.
- Gary presented Commissioners with bids for micro sealing and micro surfacing. Commissioner Huber opened and read into minutes the following bids:
Evans Development \$947,393.07 (Micro Seal)
Strawser Inc. \$1,204,723.07 (ONYX Mastic Surface Seal)
MAC Construction \$1,185,280.80 (Micro Seal PPM)
MAC Construction \$2,192,769.48 (Liquid Road)
- Commissioner Armstrong made a motion to accept bids pending Gary Pool's review. Commissioner Huber seconded the motion. **Motion carried 3-0.**
- Commissioner Huber made a motion to accept the bid from Evans Development for micro seal not to exceed \$947,393.07. Commissioner Armstrong seconded the motion. **Motion carried 3-0.**

Maintenance

Dean Mullins updated Commissioners on installing PPE's in county buildings.

RQAW Update on Jail

Dustin Fry updated Commissioners on new jail progress. Dustin reported the job site is progressing well.

Enterprise Fleet Management Analysis

Derek Willard (Enterprise Fleet Management Analysis) presented Commissioners with a Fleet Planning Analysis for Hancock County. Commissioners would like to see the analysis broken down by department. Derek said the next step would be to contact each department to be sure he is quoting the correct vehicle.

Memorial Building Lease w/City of Greenfield

- Ellen Kuker (Parks Department) and Gregg Morelock (City Attorney) presented Commissioners with an updated Memorial Building Lease. Commissioners requested changes to the Agreement.
- Commissioner Huber made a motion to approve the Memorial Building Lease between the Hancock County Commissioners and the Greenfield Board of Parks and Recreation and the Greenfield Board of Public Works and Safety with the requested changes, once approved by legal counsel for 5 year lease with a term of January 1, 2020 to January 31, 2024. Commissioner Armstrong seconded the motion. **Motion carried 3-0.**
- Greg had questions regarding an Addendum to Availability Agreement for the New Jail. He will submit the Addendum in the next week to Commissioners for their review.

E-911 Replacement Employee

John Jokantas (Director E-911) requested a replacement employee. Commissioner Huber made a motion to approve the request for the replacement employee for a public safety dispatcher at the E911 center to be paid out of the 911 Surcharge. Commissioner Armstrong seconded the motion. **Motion carried 3-0.**

Claims / Payroll

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

Sheriff's Department

Surplus vehicles/Drive at Shooting Range/Names of Road for Jail

- Sheriff Burkhardt requested 5 vehicles to be declared surplus.
- Commissioner Huber made a motion to declare surplus 2015 Chevy Tahoe VIN #654403 it will be used to replace the Wilkinson Police Department vehicle. Commissioner Armstrong seconded the motion. **Motion carried 3-0.**
- Commissioner Huber made a motion to declare surplus 2010 Ford Crown Vic #141265; 2011 Ford E350 Van VIN #25657; 2014 Chevy Tahoe VIN #192857 and 2014 Chevy Tahoe VIN #192846. Commissioner Armstrong seconded the motion. **Motion carried 3-0.**
- Sheriff Burkhardt discussed relocating the drive at the shooting range. Relocating the drive would help prevent traffic issues and accidents. Commissioners were fine with this change, they requested he coordinate with Gary Pool (Highway Engineer).
- Sheriff Burkhardt said the new jail road is listed as 400 E. He would like to name it "Something Parkway". Commissioners said they would to get together and discuss this further.
- Sheriff Burkhardt discussed AED's. Sheriff Burkhardt said he would take this to the County Council for approval. Commissioner's agreed AED's could go to County Council for approval.
- Sheriff Burkhardt notified Commissioners of a water tank that has a hole in the bottom and is leaking. Options are being researched. The boiler quote from Fitzgerald North was for \$26,730.

- Commissioner Armstrong made a motion to authorize boiler tank replacement to be paid out of Commissioners CCD Miscellaneous Building Expenses Line 45101 from Fitzgerald North not to exceed \$26,730. Commissioner Huber seconded the motion. **Motion carried 3-0.**

Courts / Judicial Calendar During the Lockdown

- Judges Sirk/Marshall/Castetter requested the Commissioners support in compliance of the administrative rule of emergency relief for the trial courts from the Indiana Supreme Court of April 24th. In that order, it is asking Courts to effectively open on May 18th with full staff. Currently only emergency court issues are being held and full staff are not essential for the courts to operate. Some staff are home with computers and can operate from home. The judges requested to delay full staff for the courts and requested full-pay for staff staying home. Judges do not anticipate over-time or comp time to get caught up.
- Commissioner Huber said we are trying to justify paying employees to stay home. Commissioner Armstrong said employees could be laid off, I struggle with this decision, but I will honor the Judges request. Commissioner Huber requested any comp time count towards this time off. Judges agreed.

Probation / Progress House Agreement

- Josh Sipes (Chief Probation Officer) requested Commissioners approval and signatures for Progress House Agreement (recovery house).
- Commissioner Huber made a motion to enter into the service agreement between Hancock County (Hancock Circuit Court & Hancock County Probation) and Progress House, Inc. agreement for twelve beds, May 1, 2020 through May 1, 2022 in an amount not to exceed \$109,500. Commissioner Armstrong seconded the motion. **Motion carried 3-0.**

Planning Department / Participation in Study Planners Discussed

Mike Dale (Director Planning Department) participated in meetings with other municipalities for the Mount Comfort Corridor Planning to look at a study for land use. Mike worked with the planners, the town of New Palestine, Cumberland and McCordsville to look at land use for the Mount Comfort Corridor. The Urban Land Institute (ULI) was hired to do a more detailed analysis of recommended land uses. This study was completed in January 2019. Since then, there has been a committee meeting every month to six weeks to discuss implementing the recommendations from the ULI study. The committee believes the best way to implement the results of the ULI study is to update the County's Comprehensive Land Use Plan. Conversations were had with Randy Sorrell in Economic Development indicated he is interested in a county wide Economic Development Plan. Mike said Gary Pool (Highway Engineer) talked with him about working with his office for a Countywide Thoroughfare Plan. This has become a diverging energy towards updating the County's Comprehensive Plan. In order to have zoning, we must have a Comprehensive Plan. Commissioners prefer not to blanket zone areas, they prefer to individually rezone, unless it is a targeted area. There are side effects to blanket rezoning, although sometimes in targeted cases it is necessary. Commissioners appreciate the idea of collaboratively working with three towns.

First Quarter Claim 2020/INDOT Grant Application/Resolution

- Bob Long (Senior Services) requested First Quarter Claim 2020 approval and signature for \$54,167 Federal money and \$35,451 PMTF for a total of \$89,618. INDOT proposal for this coming year
- Commissioner Huber made a motion to approve the county to be the pass-through for Hancock Senior Services for the First Quarter Claim for INDOT in the amount of \$89,618 Commissioner Armstrong seconded the motion. **Motion carried 3-0.**
- Commissioner Huber introduced Resolution 2020-5-1 allowing Hancock County to be the pass-through from INDOT for Hancock Senior Services with a time frame of July 1, 2020 through December 31, 2021.
- Commissioner Huber made a motion to adopt Resolution 2020-5-1. Commissioner Armstrong seconded the motion. **Motion carried 3-0.**

Campground Inquiry

Randy Sorrell (Director Hancock County Economic Development Council) received an inquiry from a campground that would like to move from Level 3 to Level 2. Scott Benkie (Hancock County Attorney) said the county follows the State Guidelines. Commissioner Huber clarified we can be more restrictive, but not less restrictive.

Commissioners Discuss COVID-19 Updates

- Jason Wells (Hancock Hospital Liaison) introduced himself to the Commissioners to assist with medical expertise for COVID-19. Commissioner Jessup thanked Jason for being an excellent community partner. Jason has been working with Department Heads to create a safe situation for the public and employees.
- Commissioner Jessup said he would like Department Heads to be more restrictive than less restrictive. Sneeze guards are up in each department. Discussions have been to require staff to wear masks when interacting with the public, but to allow the Department Heads to make the decisions on social distancing and whether to wear masks dependent on department size. Department Heads have clear direction that Jason is the person to contact for information and guidance to develop procedures under the Hancock County's policy.
- Jason clarified the Governor's Plan said for State Level Government after May 4th is to screen employees daily, masks highly recommended, make provisions for social distancing and provide employees and customers with your COVID-19 Policy. Jason feels all the Governor's requirements have been met for opening county offices on May 4th.
- Commissioners approved for Jason Wells to craft a COVID-19 Policy for Hancock County Offices and circulate to Hancock County employees pending each Commissioner's approval. Commissioners will ratify this in a motion at a later meeting.
- Commissioners agreed someone should sit at Annex Front Desk May 11th-May 22nd to pass out masks.
- Commissioners would like an email from each Department confirming each employee received the policy and watched the education videos.
- Scott Benkie, County Attorney clarified Departments could refuse service to someone refusing to wear a mask and showing symptoms of COVID-19. Commissioner Armstrong would like for an employee to have the latitude, if they feel unsafe in performing work, to justify seeking another method or way to do the transaction.

- Commissioner Armstrong notified Misty Moore (Emergency Management) to change Hancock County's Travel Advisory from Orange to Green effective today, May 5, 2020.

Release Bond to ADF Construction of Indiana LLC \$1,836

Commissioner Huber made a motion to release the Performance Bond for ADF Construction of Indiana LLC for 8" tile for Jewel Pines in the amount of \$1,836. Commissioner Armstrong seconded the motion. **Motion carried 3-0.**

Resolution BOC Approving Order of Hancock County Area Plan Commission

Commissioner Armstrong clarified this Resolution is for the Hospital's TIF area. Scott Benkie (County Attorney) will review the Resolution for approval at the next BOC meeting.

Bikes & Bloom Request

Commissioner Huber made a motion to allow Bikes and Bloom from May 8th to June 21 to be placed at the Annex Pillars and Courthouse Lawn. Commissioner Armstrong seconded the motion. **Motion carried 3-0.**

Yearly Annual Flowers Landscaping (Annex/Courthouse)

Commissioner Huber made a motion to approve \$2,107.63 for the Greenfield in Bloom Yearly Maintenance and Landscaping Agreement to be paid out of Building Maintenance. Commissioner Armstrong seconded the motion. **Motion carried 3-0.**

Purdue Extension Landscaper

Commissioner Huber made a motion approving Purdue Extension to allow the Hancock County Master Gardner Association to hire the landscaper for the heavy lifting on the office grounds. But, since the property is county owned, the Commissioners will require the contractor to provide liability insurance and worker's comp insurance with the county listed as additional insured before the work commences. Commissioner Armstrong seconded the motion. **Motion carried 3-0.**

Travel Restrictions for Hancock County Removed

Commissioner Armstrong made a motion to drop travel restrictions in Hancock County from the Orange Travel Advisory to Green and he thanked everyone in Hancock County for reacting quickly and efficiently to the travel warning. Commissioner Huber seconded the motion. **Motion carried 3-0.**

Penny Trail Questions

- Scott Benkie (County Attorney) will draft a letter to the property owner regarding the trampoline on county property near Penny Trail.
- Commissioner Huber suggested someone with Penny Trails reach out to the electric company to handle the old electrical cable issue.
- Commissioner Armstrong said, at this time, due to the current economic turmoil the Commissioners would like to wait on any large purchases for Penny Trails.

IT Department / Switches for Courthouse

- Bernie Harris (Director IT) informed Commissioners he received an invoice for the switches for Courthouse and it was less than originally thought (\$38,000 versus \$46,000).
- Commissioners talked to Bernie about looking into a more updated user-friendly system for conference calls for the Commissioner’s Court Room. Bernie agreed he would look further into updating the current system.

Highway Road Closure / 600 West

Commissioner Armstrong discussed 600 West Road Closure for a two-week project to replace a culvert. This causes flooding over the road and holds water. Commissioner Armstrong requested the Daily Reporter Jessica Karins to publish in the newspaper for the public to be aware.

The Hancock County Board of Commissioners meeting adjourned at 12:37 AM.

Hancock County Commissioners

Commissioner John Jessup, President

Commissioner Brad Armstrong, Vice-President

Commissioner Marc Huber

Attest: _____
Debra Carnes, Hancock County Auditor