

Hancock County Council Minutes January 13, 2021

The County Council of Hancock County, Indiana met in the County Commissioner's Court in the Courthouse Annex located at 111 American Legion Place Greenfield, Indiana 46140 on the 13th day of January 2021 at the hour of 8:29 AM in accordance with the rules of the Council.

Councilmembers William Bolander, James Shelby, Kent Fisk, Jeannine Gray, Robin Lowder, Keely Butrum, County Attorney Scott Benkie, Auditor, Debra Carnes and Financial Administrator, Mary Bowmer were present.

President Bolander opened the meeting with the "Pledge of Allegiance". Those present sang "happy birthday" and wished Councilmember Shelby happy birthday.

County Council Officer Election

- Councilmember Bolander asked for nominations for President and Vice President.
- Councilmember Fisk made a motion to nominate Bill Bolander for President and Jeannine Gray for Vice President. Councilmember Noe seconded the motion. **Motion carried 7-0.**

Public Hearing / CTR Logistics Abatement

- Director of Hancock County Economic Development Council (EDC) along with CTR representatives requested a resolution confirming the designation of an economic revitalization area and qualifying that area for tax abatement. Councilmember Shelby asked if this was in the new TIF area. Director for EDC verified yes for new TIF area, the building will be 1,055,000 sq ft for distribution estimated at \$53M. Last month the public hearing was set and proof of publication was submitted to the auditor's office.
- Councilmember Bolander opened the Public Hearing at 8:34 AM for Mt. Comfort Distribution Center (CTR) logistics. Councilmember Bolander asked for public comment; no comments. Councilmember Bolander closed the Public Hearing at 8:34 AM. Councilmember Noe asked about the start date. Director for EDC replied the first quarter this year, Section 6 states he has until December 31, 2025 to secure permits.
- Councilmember Fisk made a motion to pass Resolution 2021-1-2 a confirming resolution for abatement for CTR Logistics LLC. Councilmember Noe seconded the motion. **Motion carried 7-0.**

Economic Development Council

- Director for EDC presented Council with a 10 year real property abatement schedule and a personal property abatement schedule.

Auditor Request New Payroll Deputy Position

- The Auditor recapped the need for a new payroll deputy position and noted the current payroll/benefits administrator has accumulated 80 hours comp time. Originally there was talk about an HR position and unfortunately it comes down to legal once it comes to a certain point. The Auditor's recommendation along with council's recommendation would be a benefits representative with an HR generalists background and this would eliminate some of the cost associated with an HR person or payroll service. LOW has looked into a payroll service and this can be more costly than a benefits representative with a generalist's background. If a payroll service is used, this will involve the Treasurer, the Financial Administrator and the Payroll Deputy will be required to key in information; and would

generate more work, which we are trying to alleviate. My recommendation is to request a new Benefits Deputy to work with Walker & Associates on the Safety & Liability Committee, diversity training seminars with department heads and elected officials, someone to work on best practices, assist with policies and procedures and reach out to legal as needed.

- Councilmember Noe asked if she was looking into a payroll service from an outside source. The Auditor said in the course of discussion a payroll service was looked into and an HR person was looked into. After discussion with LOW, they felt this was not the way to go and could potentially cost more money and not alleviate the work. Councilmember Lowder asked the Auditor to clarify her need.
- The Auditor explained her request is for another deputy, a benefits administrator starting at \$40,000; which is lower than an HR Administrator or payroll service. Councilmember Shelby asked if the BOC agree. Auditor replied they are discussing the alternatives; there is no official yes, but they agreed to resolve by the end of the first quarter. County Attorney felt they were on board but have not officially agreed. Councilmember Gray said she discussed with Commissioner John Jessup, and a benefits administrator with a generalist's background was the way to go.
- Councilmember Fisk made a motion to fund \$40,000 for a new position for the Auditor's office with approval from the Board of Commissioners and pay from the General Fund. Councilmember Butrum seconded the motion. **Motion carried 7-0.**

Board Appointments

- **Alcoholic Beverage Commission:** Councilmember Noe made a motion to re-appoint Bob Hiday to the Alcoholic Beverage Commission with a term ending December 31, 2021. Councilmember Lowder seconded the motion. **Motion carried 7-0.**
- **Area Planning Commission:** Councilmember Shelby made a motion to re-appoint Bill Bolander to the Area Planning Commission with a term ending December 31, 2021. Councilmember Fisk seconded the motion. **Motion carried 7-0.**
- **Community Correction Advisory Board:** Councilmember Lowder made a motion to re-appoint Jeannine Gray to the Community Correction Advisory Board with a term ending December 31, 2021. Councilmember Noe seconded the motion. **Motion carried 7-0.**
- **Economic Development Commission:** Councilmember Fisk made a motion to re-appoint Mary Noe to the Economic Development Commission with a term ending December 31, 2021. Councilmember Gray seconded the motion. **Motion carried 7-0.**
- **Economic Development Council:** Councilmember Noe made a motion to re-appoint Jim Shelby to the Economic Development Council with a term ending December 31, 2021. Councilmember Fisk seconded the motion. **Motion carried 7-0.**
- **Property Tax Assessment Board of Appeals (PTABOA):** Councilmember Fisk made a motion to re-appoint Ken Rogers to the Property Tax Assessment Board of Appeals with a term ending December 31, 2021. Councilmember Shelby seconded the motion. **Motion carried 7-0.**
- **Redevelopment Commission (RDC):** Councilmember Shelby made a motion to re-appoint Joseph Doninger and Jim Cherry to the Redevelopment Commission (RDC) with a term ending December 31, 2021. Councilmember Noe seconded the motion. **Motion carried 7-0.**
- **Solid Waste Management District Board:** Councilmember Shelby made a motion to re-appoint Kent Fisk to the Solid Waste Management District Board with a term ending December 31, 2021. Councilmember Butrum seconded the motion. **Motion carried 7-0.**

Team Image Invoice (Cloth Mask)

- The Auditor explained the mask were approved last year, but the invoice arrived this year.
- Councilmember Shelby made a motion to pay the Team Image Invoice for \$5,500 from F&B. Councilmember Gray seconded the motion. **Motion carried 7-0.**

Health Department Comp Time / Cares Act Grant \$280,640

- The Auditor explained the comp time was approved last year to be paid from F&B, but there was a breakdown of information and the voucher was not submitted. The Financial Administrator clarified, a motion was made at the December 2020 Council meeting to pay the comp time from F&B, it was advertised, appropriated, a budget transfer was made but a voucher was never turned in.
- Councilmembers agreed 7-0 to advertise \$4,493.32 additional appropriation for Health Department Comp Time from the General Fund Cash Line (Cares Act money) to the Commissioners budget.
- Councilmembers agreed to move Cares Act funds to Commissioners budget for ease of payment for Covid related expenses.
- Councilmembers agreed 7-0 to advertise New Cares Act Grant for \$280,640.

Fund 4021 SWMD (\$62,428) from County General

- The Auditor explained this is transferred the beginning of every new year. The Financial Administrator added Solid Waste Management requires funding because they do not have a property tax rate.
- Councilmember Fisk made a motion to transfer from County General to Fund 4021 SWMD \$62,428. Councilmember Gray seconded the motion. **Motion carried 7-0.**

Public Hearing – Additional Appropriations Fund 1001

- Councilmember Bolander opened the Public Hearing at 9:00 AM for Fund 1001 Commissioner's \$25,000 (COVID supplies). Councilmember Bolander asked for public comment; no comments. Councilmember Bolander closed the Public Hearing at 9:00 AM.
- Councilmember Gray made a motion to appropriate \$25,000 for Fund 1001 COVID Supplies for the commissioner's budget. Councilmember Lowder seconded the motion. **Motion carried 7-0.**

Public Hearing – Additional Appropriations Fund 1001

- Councilmember Bolander opened the Public Hearing at 9:02 AM for Fund 1001 Sheriff \$30,000 (phone app). Councilmember Bolander asked for public comment; no comments. Councilmember Bolander closed the Public Hearing at 9:02 AM.
- Councilmember Lowder made a motion to appropriate \$30,000 for Fund 1001 phone app for the sheriff's budget. Councilmember Lowder seconded the motion. **Motion carried 7-0.**

New Jail Update

Councilmember Shelby notified councilmembers the sheriff's administration building was up now. The Sheriff notified councilmembers tours will be January 21st and January 26th at 2:00 PM.

Court Appointed Special Advocate (CASA) Update

- The CASA Director presented councilmembers with a snapshot of year one and thanked them for their support.
- Councilmembers thanks the Director.

Council Minutes

Councilmember Gray made a motion to approve the December 9, 2020 and December 14, 2020 minutes as presented. Councilmember Noe seconded the motion. **Motion carried 7-0.**

Budget Transfer Fund 8900

Councilmember Fisk made a motion to transfer \$26,000 from Fund 8900 Drug Court Other Service to Personal Services. Councilmember Gray seconded the motion. **Motion carried 7-0.**

IT Department Cell Phone Request

- IT Director requested a line item for cell phones. His employees do not want to use their personal phones to do county work on. He could transfer travel funds and add in next year's budget.
- Councilmember Noe made a motion to budget transfer \$600 in Travel Line Item to Phone Line Item. Councilmember Butrum seconded the motion. **Motion carried 7-0.**

Treasurer Request to Replacement Deputy

- The Treasurer requested to replacement employee.
- Councilmember Shelby made a motion to approve a replacement employee for the Treasurer's Office. Councilmember Fisk seconded the motion. **Motion carried 7-0.**

Clerk's Office Request

- The Clerk notified council the clerk incentive fund (Fund 8899 & Fund 8895) was not put in the 2021 budget. This is the Incentive and Title IV-D for child support. The Clerk said by statute they don't have to be presented, but as a courtesy we do. Councilmember Noe clarified this is appropriation not an addition. Clerk said yes. Councilmember Shelby said this is a fee based fund. Clerk said yes.
- Councilmember Noe made a motion to approve the appropriation for Fund 8895 for \$2,550 and Fund 8899 for \$53,765 for the Clerk's office. Councilmember Gray seconded the motion. **Motion carried 7-0.**
- Councilmembers agreed 7-0 to advertise appropriations for Fund 8895 for \$2,550 and Fund 8899 for \$53,765 for the Clerk's office

GDI Abatement Request

- Director for EDC presented GDI to the councilmembers for an abatement. GDI has previously received abatements on other buildings in Hancock County. GDI was previously Greenfield Builders and Greenwalt Development (which split). Councilmember Noe asked is this for one building. The representative from GDI verified at this time they are only looking at one building 317,000 square foot.
- Councilmember Shelby asked is this in the old allocation area. The Director for EDC confirmed yes. Councilmember Butrum asked how many spec buildings are built or under construction and what percentage have firm occupancy arrangement completion. Director for EDC most of the spec buildings have not even commenced construction yet. He estimates about 29 spec buildings since 2019 and of those 10 have been built. Councilmember Noe would like next month to review the report that was done last year at this time. The report had abatements approved, but not built and walk through buildings not started. The Director for EDC said sometimes the developers are chasing the same tenant.
- Director for EDC presented a Declaratory Resolution 2021-1-5 for GDI to council.

- Councilmember Shelby introduced Resolution 2021-1-5 a petition for declaration of an economic revitalization area and for tax abatement for real property improvements.
- Councilmember Shelby made a motion to pass Declaratory Resolution 2021-1-5. Councilmember Fisk seconded. **Motion carried 7-0.**
- Councilmember Bolander said this will be scheduled for a public hearing February 10th at 8:30AM.

Green Township Fire Department

- Councilmember Shelby clarified Green Township needs to go the Board of Commissioners for this request.
- Councilmember Shelby made a motion to recommend to the Board of Commissioner to pay \$120,000 from Food & Beverage contingent on the Board of Commissioners approval. Councilmember Fisk seconded. **Motion carried 7-0.**

Auditor Request

- The Auditor requested the part-time secretary change to full-time. She is currently the secretary for the Commissioners, Council and the Auditor's office. She has been here 2½ years and has picked up a lot of additional responsibility over the years. The Commissioners are in agreement to retro back for vacation time and effective January 11, 2021.
- Councilmember Shelby made a approve the Auditor's Secretary to work full-time, effective January 11, 2021 and give credit for the two years of service with the appropriate pay increase. Councilmember Noe seconded the motion. **Motion carried 7-0.**
- Councilmember Shelby made a motion to approve Salary Ordinance 2021-1A. Councilmember Noe seconded the motion. **Motion carried 7-0.**

Rules of Decorum

- Councilmembers discussed a council resolution for the establishment of meeting procedures and decorum.
- Councilmember Shelby would like #1 revised. The County Attorney suggested "County Council generally follows standard policy and procedures in Roberts Rules of Order". Councilmembers agreed with this change.
- County Attorney will redo for the next County Council meeting.

Budget Meeting Update

- Councilmember Shelby requested we review fund balances on a monthly basis and for bond ratings read into the minutes. The budget committee and County Council reviewed all fund balances and saw no problems.
- Also, reviewed salaries both level and structured for the Sheriff's Department. The Sheriff was asked to go back and redo his proposal for the Sheriff's Department.
- There is another committee set-up to look at other employees for level and structured salaries. This committee includes Councilmember Noe, the Auditor, the Assessor, the Treasurer and the Surveyor. Councilmember Lowder requested to be on this committee. Councilmembers agreed. The Auditor said Councilmember Shelby would like an update in March.
- Councilmember Shelby and Councilmember Gray have been meeting with the Merit Board and Councilmember Butrum expressed interest in the Merit Board. Councilmembers agreed this was good.
- Councilmembers discussed a line item in the Commissioners Budget to a 3000 line item strictly for COVID related expenses. Councilmembers agreed 7-0 to advertise \$100,000 to create a new line.

Adjourned 9:55 AM

Councilmember Gray made a motion to adjourn. Councilmember Kent seconded. **Motion carried 7-0.**

Approved this day:

William Bolander

Mary Noe

James Shelby

Robin Lowder

Kent Fisk

Keely Butrum

Jeannine Gray

Attest: _____
Debra Carnes, Hancock County Auditor