

Hancock County Board of Commissioners
Regularly Scheduled Meeting
April 20, 2021

Commissioners met for a regular session. Those present were Board of Commissioners President John Jessup, Commissioner Vice President Marc Huber, Commissioner Bill Spalding, County Attorney Scott Benkie and Auditor Debra Carnes. Commissioner Jessup called to order the April 20, 2021 Hancock County Commissioners Board meeting at 8:00 AM.

Highway

- Gary Pool (Highway Engineer) requested Commissioners signatures on contracts.
- Commissioner Huber made a motion to approve the consulting contract between Hancock County and USI Consultants, Inc. for DES #1702754 and DES #1702755 for ROW services. Commissioner Spalding seconded the motion. **Motion carried 3-0.**
- Gary presented Commissioners with an upgraded Roadway Classifications.
- Commissioner Huber made a motion to approve the Functional Re-classification request from Hancock County to the Indiana Department of Transportation for 500 N (from 200 W to 600 W), 300 N (from Fortville Pike to 800 W), 300 N (from State Road 9 to Fortville Pike) and 200 W (from 600 N to US40) as presented. Commissioner Spalding seconded the motion. **Motion carried 3-0.**
- Gary discussed ROW purchasing agreements for 600 W; still working on 600 W project south of the area. Four parcels of ROW on Bridge 62 (on 300 N near the campground) will need to be purchased. Bridge work will begin soon. INDOT will reimburse for some of ROW.
- Request for Proposals (RFPs) for countywide bridge inspection, Segment B construction inspection, design and ROW purchase for Bridge 85 and Bridge 146 will be out soon. Gary requested an Executive Session to discuss.
- Gary said the County received several grants for public transit and they would like this program restructured. The services would have to be procured through RFP and the county would agree to receive the money. Gary introduced Suzanne Derengowski with Hancock County Senior Services & Hancock Area Regional Transit to explain further. At some point the census determined Hancock County was urban and not rural in the eyes of Federal Transportation and at that time they were ready to pull all funding; but they decided to make the change in 2022. Hancock County Board of Commissioners needs to agree to be the subrecipient of the grant. IndyGo has been chosen as the administrator. Hancock County must agree to this and craft an RFP for the service. Also a match will be required for the Federal and State money.
- Gary said to retain control, a vendor needs to be selected. Gary will construct a letter for Commissioners to accept Federal money; then construct an RFP to find a vendor; once the vendor is identified, we agree to raise the local match. This is similar to Pennsy Trail raising money and putting it into an account established by the Council, then the money is used to pay the local match. This would require the County to commit to the project. Gary made Commissioners aware of a possible 15% funding cut. Commissioner Huber said we are looking at \$200,000 or \$525,000.
- The Walmart road 500 W base stabilization is still problematic. Many trucks carrying heavy material are being brought in on this road. Currently the county has invested up to \$120,000 in this road.
- Big Ash tree removal is in progress while waiting for CCMG decision to be made at the state.

- OCRA is requesting a fair housing ordinance. The elevator at the Memorial Building is being funded through OCRA. Gary requested an Executive Session to discuss the ordinance.

CASA

Marciann Miller (Director CASA) presented Commissioners with 2020-2021 Program Stats and informed them the CASA Program is now 16 months old. She thanked Commissioners for their support.

Facility Management

- Dean Mullins (Facility Manager) discussed flashing on the Prosecutors Building needing replaced. Dean has a couple of people giving estimates to put trim up on the North and South side.
- Commissioner Huber made a motion to approve an amount not to exceed \$1,500 for the flashing repairs at the Prosecutors Building to be paid out of Building Maintenance. Commissioner Spalding seconded the motion. **Motion carried 3-0.**
- Commissioner Spalding will follow-up with the City on replacing sidewalk around the courthouse.
- Dean reported Johnson Controls completed the asbestos abatement in the Memorial Building.
- Fire Marshall is working at the courthouse. Records need moved so sprinklers can be installed.

E-911

- John Jokantas (Director E-911) requested Commissioner approval for the E-911 Center Operations Board Ordinance.
- Commissioner Huber introduced Ordinance 2021-4B an ordinance of the Hancock County Board of Commissioners authorizing the 911 Center Operations Board and read into minutes.
- Commissioner Huber made a motion to suspend the rules and allow for adoption on the day of introduction Ordinance 2021-4B. Commissioner Spalding seconded the motion. **Motion carried 3-0.**
- Commissioner Huber made a motion to adopt Ordinance 2021-4B. Commissioner Spalding seconded the motion. **Motion carried 3-0.**
- John requested old console furniture to be declared surplus at zero value.
- Commissioner Huber made a motion to declare six control dispatch consoles as surplus. Commissioner Spalding seconded the motion. **Motion carried 3-0.**
- John requested 2 desktop computers, 26 monitors, 2 black box KVM's, any peripherals (i.e. LED's, video card); since he came in low on the initial budgeted consoles on the GO Bond, he would like to make this purchase for less than \$9,500.
- Commissioner Huber made a motion to approve the purchase of 2 desktop computers, 26 monitors, 2 black boxes and accessories in an amount not to exceed \$9,500 to be paid out of the 2019 GO Bond. Note it is still about \$25,000 under the estimated projected cost. Commissioner Spalding seconded the motion. **Motion carried 3-0.**

RQAW Update on New Jail

- Dustin Frye, Director of Construction Services for RQAW reported the jail continues to progress on schedule.
- Windows are going in on the admin building; the roof is on and building is expected to be weather tight in two weeks. Mason is working on the exterior of building and almost complete. Road is ready to be dressed up and finishing touches on the outside site facility.

- The entrance drive they used off the county road on the southside where the groundbreaking ceremony was; there is a nice gravel area off the road. Dustin asked when they do the cleanup would Commissioners like to keep this area or get rid of it and restore to grass. Commissioner Spalding asked how much it would cost to remove. Dustin was unsure. Commissioner Huber asked how much would it cost to put back in? Dustin said \$15,000-20,000 to add it back. Commissioners agreed and felt it was worth keeping at this time.
- Dustin requested Commissioners have an Executive Session to discuss soft cost and contingencies. Commissioner Jessup requested County Attorney Benkie to schedule an Executive Session to discuss change orders.

Johnson Control Update

- Jennifer Payne (Account Executive for Johnson Controls) updated Commissioners on work in the county buildings.
- **Purdue Building:** Mechanical installation completed. Lighting upgrades punch list items remain.
- **Highway:** Mechanical systems have been completed. Lighting upgrades punch list items remain.
- **Memorial Building:** Boiler room demo will begin April 21st. Asbestos inspection was completed. Boiler replacement will follow demo. Steam trap replacement will happen at the same time as the boiler replacement. New thermostat control valves for radiators will be installed as the new traps are installed. Building exterior improvements (lintel repair, tuck pointing, etc.) was started on March 30th. Lighting upgrade will begin April 19th. Order new fixtures for boiler room and punch list items.
- **Community Corrections:** Mechanical (RTU's) installation has been completed. PDF Mechanical has completed commissioning of controls.
- **Courthouse:** Replacement of VAV box reheat will be scheduled after Community Corrections is complete. Lighting upgrades in process.
- **Annex:** Lighting upgrades have begun and will continue on April 19th on second shift. Additional material is needed for the Commissioners meeting room. The material will be delivered to the Annex building as soon as the week of March 19th. Issues with diffusers may cause damage due to age of fixture.
- **911 Building:** Lighting upgrades completed. Punch list items remain. Mechanical system completed. Building envelope completed.

Claims & Payroll

Commissioner Spalding made a motion to approve claims and payroll. Commissioner Huber seconded the motion. **Motion carried 3-0.**

Commissioner Minutes

Commissioner Spalding made a motion to approve the Commissioner minutes for April 6, 2021 as presented. Commissioner Huber seconded the motion. **Motion carried 3-0.**

Accept Cash Bond

Commissioner Spalding made a motion to accept the cash bond from Gregory Hepler for \$2,000 for Noelting Estates, Section 2, Monuments. Commissioner Huber seconded the motion. **Motion carried 3-0.**

Vacate Alley & Street

- Mike Gibson (with Harold Gibson Land Surveying) requested approval of a street vacation and an alley vacation in the town of Philadelphia (specifically Clarks Addition). The street is Pearl Street and is 49.5 feet ROW and is an unapproved roadway. The alley is a 16.5 foot plated alley that runs through the existing home. The existing house runs in the middle of Pearl Street also.
- Commissioner Jessup opened the public hearing at 9:17 AM for discussion on a petition to vacate a public alley and street. Commissioner Jessup asked if there was anyone in attendance that would like to speak in support of or against granting of vacation of alley and street. Commissioner Jessup asked again; with no comment Commissioner Jessup closed the public hearing at 9:18 AM
- Commissioner Huber introduced Ordinance 2021-4C an ordinance vacating a public road and alley in Philadelphia for Pearl Street and the alley.
- Commissioner Huber made a motion to suspend the rules and allow for adoption on the day of introduction for Ordinance 2021-4C. Commissioner Spalding seconded the motion.
Motion carried 3-0.
- Commissioner Huber made a motion to adopt Ordinance 2021-4C. Commissioner Spalding seconded the motion. **Motion carried 3-0.**

Hancock County Ag Association

- Councilmember Fisk from the County Council informed Commissioners the Hancock County Ag Association had a shortfall this year due to COVID last year. He explained because of the way the meetings happened, he could not request from Commissioners first and Council had a meeting the week before. Councilmembers agreed the Ag Association was one of the biggest not-for-profit in the incorporated area. Commissioner Jessup said he would most definitely like to help out and asked if Council would spend out of COVID reimbursement received last year. Councilmember Fisk said yes.
- Commissioner Jessup made a motion to request County Council appropriate \$195,000 additionally for Hancock County Ag Association additionally in 2021 to make up for the COVID shortfall and that \$75,000 be paid immediately out of Food and Beverage to be reimbursed once it is figured out where it can be from; with the understanding that we use existing dollars, not ARP money. Commissioner Huber seconded the motion. **Motion carried 3-0.**

Surveyor

- Surveyor Bodkin explained we sub out verifying Section Corner Perpetuations out of Section Corner Perpetuation Funds and this is not part of the General Fund. A consultant is hired to make sure those monuments are still there, re-referencing them to be sure they have not been damaged and what needs to be done to rectify that. We received 4 proposals and would like to recommend SJCA.
- Commissioner Huber made a motion to approve the proposal from SJCA for locating the Perpetuation Corners in an amount not to exceed \$25,300 to be paid out of the Section Corner Perpetuation Funds. Commissioner Spalding seconded the motion. **Motion carried 3-0.**

Salary Workshop Committee Update

- Surveyor Bodkin updated Commissioners on the Salary Workshop Committee. The Committee created four classifications of employees; professional, administrative, police and labor; each classification has a level 1, 2 and 3 with a set salary and range. The Committee anticipates presenting this to the Commissioners soon. All offices participated and provided

what their people currently make; what level they feel their employees should be in; what classification they feel their employees should be in and what percentage range to get employees to the appropriate level. We have taken those and averaged them and sent to the Hancock County Financial Consultant for review. The Consultant will review the numbers to see if they are sustainable moving forward. Elected Officials and Department Heads were not included, County Council has set that separately. Therefore what was done can only be used for employees and Department Heads cannot take left over money for themselves (these are separated). There are some employees who fall under the Commissioners and what comes back from the Consultant will be used for these employees, so they will get the same as everyone else. The Committee was able to utilize the job descriptions that the county paid for a couple years ago, which we thought would sit on a shelf; but we used them to develop the classifications and this was done in house so we were able to save money. We worked quickly to compile this information. At some point, the classifications and levels will be brought to Commissioners to adopt. This should assist with hiring employees in the future by identifying their classification/level and when they progress to the next level.

- Auditor Carnes said the process is good, with respect that it did allow us to identify some employees that started lower and just couldn't get up to where they should because of across the board percentages. It did not allow us the ability to identify some of those inequities in pay versus other counties. Surveyor Bodkin said with a 2% raise for a \$40,000 employee with someone making \$20,000, the \$40,000 percentage continues to get larger and the \$20,000 just keeps traveling along at a lower rate.
- Commissioner Jessup asked Surveyor Bodkin to bring the percentages to Commissioners because Commissioners make the recommendations to Council. Surveyor Bodkin is working on updating those and putting Hancock County's job descriptions in those categories; she believes this should get Hancock County more level with other counties. Commissioners thanked Surveyor Bodkin.

Vernon Township Tornado Siren

- Florence May (Vernon Township Trustee) along with Marybeth Sears (Board Member) requested assistance with Vernon Township tornado sirens. Unlike other townships, Vernon Township owns their tornado sirens. After discussion, there was interest in the county taking over the management of the tornado sirens as they do with other townships. The Vernon Township Board is prepared to officially donate the sirens to the county.
- Commissioner Jessup asked if they are on township property. Trustee May said they are located throughout the township, but not on property owned by the township. There are six locations. Trustee May clarified the sirens are on County ROW.
- Commissioner Jessup said Misty Moore (Director of Emergency Management) needs to come to a Commissioner's Meeting to discuss the proper paperwork. Commissioner Jessup told Trustee May we want to take the sirens; we just need to figure out the proper steps. County Attorney Benkie said a new agreement needs to be created. Commissioner Huber said it is basically an agreement saying the county will take over ownership and maintenance. But he expressed concern if the sirens are in county ROW or on personal property.

Community Corrections Salaries

- Wade Kennedy (Director of Community Corrections) informed Commissioners he met with Council on proposed salary increases and he was advised to update Commissioners. Debbie Welch the Court Liaison worked as an FTE and has moved to Probation. Rather than fill that position, he reassigned those duties within Community Corrections hence the discussion with County Council. By eliminating the position which was about \$23,000-\$25,000 a year plus

insurance. By reassigning the duties, the pay raises will be approximately \$7,000 for the Home Detention Coordinator, Nicole Raffaelli and Deputy Director, Kelly Perry. We would like to make the position a 15 hour a week high school co-op position for someone going into criminal justice. Council has approved the salary increases and they will take effect April 30th. The increases have been figured into the new salary matrix.

- Commissioner Spalding said his concern is allowing increases before the new salary situation has been figured out. Commissioner Jessup agreed, I don't think we should consider until the conversation is finished on increases. Wade said these are employees that have been with Community Corrections 15 & 20 years. He expressed concern over losing employees. Commissioner Jessup asked Wade to understand where we are from a political standpoint, we are trying to align everyone's salary and this sets a pretty high bar for 300 other employees that will expect this kind of increases out of these processes. The reason why we are going through this process is because what we have done over this last 4-5 years is every time we feel someone and I am not saying either one does or doesn't, but because someone needs more money, the department head writes a new job description and council approves the increase and that's why we have ranges all over the board. Since we have had pay freezes since 2008, but it hasn't been frozen it's been a pick and choose; it's been who has money in different funds and that's why we are going through this process. I do not like it until we get through this process. Wade said the requested increases fall in line with the categories. Commissioner Huber asked the existing categories or proposed categories. Wade said the proposed categories. Commissioner Huber said he has not even seen the proposed categories; it has not even been approved. This is just starting the process. Commissioner Spalding said I don't doubt they need pay increases, I think it is better to pause right now, until the county's salary study is complete.
- Wade informed Commissioners a Committee has been formed on the rules for eligibility for Community Corrections/Work Release. At the last board meeting, a committee was formed to work these things out. We are a few months away from Work Release coming back and we are hoping when the new jail opens Work Release will open. The rules will be finalized; Judges and attorneys are working on this. The next board meeting is the second Thursday in July and it's an open invitation.

Salary Ordinance Discussion

Commissioner Jessup discussed clarity on salary ordinances; Council does salary ordinances, which is an appropriation. Which board sets that pay or is it the department head. County Attorney Benkie said it comes to the Commissioners first, then Council. The Council can be addressed first to get their thoughts. Commissioner Huber said since he has that money in his budget, is he allowed to circumvent that money. Auditor Carnes said it makes a difference if it is an elected official or someone that reports to Commissioners. Community Corrections have contacted her office to start the process. We need to have some clarification. Auditor Carnes said she is happy to do some checking. Commissioner Jessup said I think the process has been wrong even with elected officials; historically Council sets the maximum amount to appropriate and then elected officials made the decision; I am not sure that is the process it should be. Even though an elected official has direct control of the employee, they are still county employees.

IT Department

- Bernie Harris (IT Director) requested approval for the yearly maintenance Gibson Teldata Agreement for the county phone system.
- Attorney Benkie did not like the statement on limitation of liability and requested it be removed. Bernie said he will request the statement be removed.

- Bernie asked Attorney Benkie if he had an update on the NineStar contract. Attorney Benkie said he was working on it. Commissioner Spalding asked when the NineStar video recording will start. Bernie said soon as the contract is signed; the equipment is installed and ready.

TIF Presentation

- Rhonda Cook, Esq. (Deputy Director, Chief Federal/State Policy Officer) explained the Intricacies of TIF; Property taxes: the basics, history, tax caps; Funding development/ bonding; Creating a VISION for growth; The importance of communication; Mechanics of Tax Increment Financing; Policy decisions in regards to TIF.
- Commissioners thanked and requested Rhonda Cook, Esq. meet with County Council and Hancock County RDC.

The Hancock County Board of Commissioners meeting adjourned at 11:25 AM.

Hancock County Commissioners

Commissioner John Jessup, President

Commissioner Marc Huber, Vice-President

Commissioner Bill Spalding

Attest: _____
Debra Carnes, Hancock County Auditor