

**REGULAR SESSION OF THE BOARD OF COUNTY COMMISSIONERS
HUNTINGTON COUNTY, INDIANA MONDAY, FEBRUARY 5, 2018**

The Commissioners met with Larry Buzzard, Rob Miller and Tom Wall present.

IN THE MATTER OF MINUTES)

1/22/2018 Minutes

Tom Wall made a motion to approve the minutes for 1/22/2018. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF CLAIMS)

02/05/2018 Claims

Tom Wall made a motion to approve the claims for 02/05/2018. Rob Miller seconded and motion passed 3-0.

IN THE MATTER OF PAYROLL)

02/02/2018 Payroll

Tom Wall made a motion to approve the payroll docket for 02/02/2018. Rob Miller seconded and motion passed 3-0.

IN THE MATTER OF REPORT)

Department of Community Development – 2017 Annual Report

Department of Community Development Executive Director Mandy Woods appeared before the Commissioners to present the 2017 Annual Report.

IN THE MATTER OF DISCUSSION)

Department of Community Development – Employee Hours

Department of Community Development Executive Director Mandy Woods discussed with the Commissioners that she anticipates needing to work additional hours prior to her leave of absence in April in an effort to complete projects and work that is currently pending.

IN THE MATTER OF DISCUSSION)

Multi-Agency Facility

County Coroner Phil Zahm and Director of Emergency Management Agency Bob Jeffers appeared before the Commissioners to discuss the proposed floor plan and use of the multi-agency facility to be built behind the Courthouse Annex Building. Phil and Bob discussed the size of the building, what agencies would be housed there, other uses for the building, and what costs would be saved by having a building dedicated to those needs.

IN THE MATTER OF PERMIT)

Heartland REMC – 2197 E. Saddle Creek Drive, Roanoke, Indiana

Tom Wall made a motion to approve the Heartland REMC Permit for 2197 E. Saddle Creek Drive, Roanoke, Indiana. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Warren Cable – 2017 Franchise Fee

Administrative Assistant to the Commissioners Jodi PeGan submitted to the Commissioners for their review and signature a check in the sum of \$7,055.03 from Citizens Telephone Corporation for Warren Cable's 2017 franchise fee, along with a detailed CATV Customer Count for 2017.

IN THE MATTER OF DISCUSSION)

Heritage Days Update

Huntington County Chamber of Commerce Director Steve Kimmel updated the Commissioners on the plans for Heritage Days and the flow of traffic in and around town. Steve requested that they be allowed to route some of the traffic down Broadway. Steve also asked the Commissioners if it was possible for the carnival workers to use the property behind the County Annex building to set up their trailers for temporary housing during the week of Heritage Days.

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By consensus, the Commissioners agreed to allow traffic to travel down Broadway during Heritage Days, along with allowing the carnival workers to use the property behind the County Annex building during the week of Heritage Days.

IN THE MATTER OF DISCUSSION)

Commissioners' Certificate Sale

DCD Land Use Office Coordinator Marla Stambazze appeared before the Commissioners to present them with a report that details the Commissioners' Certificate Sales from 2013 through 2016. The report itemized the number of properties sold, the outstanding taxes owed, the amount received from the sales and SRI's fees for the years 2013-2016. Marla indicated that she believed it would be beneficial if the Commissioners considered raising the minimum bid for the properties to be sold. The Commissioners voiced their concerns regarding increasing the minimum bid.

IN THE MATTER OF REPORT)

Huntington Area Transportation - Quarterly Operating Financial Status Report

Huntington County Council on Aging Director Holly Saunders appeared before the Commissioners to submit the fourth quarter 2017 Huntington Area Transportation Quarterly Operating Financial Status Report.

Tom Wall made a motion to accept and sign the 2017 Huntington Area Transportation Quarterly Operating Financial Status Report for the fourth quarter. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Change Order – Midwest Maintenance, Inc.

Facilities Manager Greg Ricker presented Change Order Number 1 from Midwest Maintenance, Inc. for Job: 17-050, Huntington County Courthouse. The change order provides the cost for two different types of ceilings in the women's second floor restroom.

Tom Wall made a motion to approve the change order that includes installing an Armstrong drywall suspended ceiling grid with 2 access panels at the cost of \$6,583.75. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF CONTRACT)

Amended Contract for Legal Services (Juvenile Delinquents)

Huntington Circuit Court Judge Jamie Groves appeared before the Commissioners with an amended Contract for Legal Services (Juvenile Delinquents). Judge Groves indicated that he would like to amend the previous contract that was entered into on December 29, 2017. Judge Groves would like to replace Attorney Shannon Wright with Attorney Jill Denman. He has spoken to all parties involved and they are in agreement with the amendment.

Tom Wall made a motion to approve the amended Contract for Legal Services (Juvenile Delinquents). Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Courthouse and Jail Construction – Update

Mark Heirbrandt from Ameresco appeared before the Commissioners to update them on the status of the Courthouse and Jail construction. Mark indicated that the projects are going well and on schedule. He discussed that he is working on a landscape design and painting for the cooling tower. Mark did a walk-thru of the Courthouse attic and discussed the need to possibly insulate that area. He indicated that utility rebate checks will be coming shortly, which will go back to the County general fund. Mark further discussed other progress being made throughout both buildings.

IN THE MATTER OF DISCUSSION)

City of Huntington Prevention Task Force

Victory Noll Social Justice Outreach & Development Coordinator Jenna Strick and Youth Services Bureau Executive Director Jan Williams discussed with the Commissioners the purpose of the City of Huntington Prevention Task Force and updated them on activities that took place in 2017. Jan informed the Commissioners that there would be year-long discussions in 2018 focusing on opioid use. Both Jenna and Jan invited the Commissioners to be involved in the discussions that are being held at the Huntington City-Township Library.

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IN THE MATTER OF BIDS)

2018 Fuel Bids

The Commissioners received and opened the bids for the 2018 Annual Fuel Contracts.

Petroleum Traders Corporation

Unleaded: \$1.9527, before taxes

Diesel: \$2.1038, before taxes

North Central Co-Op/Ceres

Unleaded: \$1.937, before taxes

Diesel: \$2.188, before taxes

Lykens Energy Solutions

Unleaded: \$2.1079, before taxes

Diesel: \$2.3014, before taxes

Johnson Petroleum

Unleaded: \$2.13, before taxes

Diesel: \$2.28, before taxes

Highway Superintendent Troy Hostetler reported that all of the bids were good and acceptable bids, with the exception of Johnson Petroleum.

Tom Wall made a motion to award the bid for unleaded fuel to North Central Co-Op/Ceres and diesel to Petroleum Traders Corporation. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF BIDS)

2018 Annual Highway Bids

The Commissioners opened the bids for the 2018 Annual Highway Bid items. The following is a listing for the bidders. Actual bids will be reviewed by County Attorney Bob Garrett and Highway Superintendent Troy Hostetler for accuracy and compliance with the bid specifications advertised.

Bid #1 – Gravel and Sand

Columbia City Mill Service Co.

Speedway

Bid #2 – Stone and Sand

West Plains Mining, LLC

Brooks Construction Co.

Columbia City Mill Service Co.

IMI

Rock Creek

Bid #3 – Concrete Bridge Materials

No bids

Bid #4 – Timber Bridge Materials

American Timber Bridge

Bid #5 – Liquid Asphalt

Pierceton Trucking Co., Inc.

Bid #6 – Emulsion (Delivered to job site)

Pierceton Trucking Co., Inc.

Asphalt Material

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Bid #7 – Cold Mix (delivered to job site)

Central Paving, Inc.
Brooks Construction
Niblock
Pulver and Sons

Bid #8 – HAC Base, Binder and Surface

Wayne Asphalt
Brooks Construction Co.
Niblock
E&B Paving

IN THE MATTER OF QUOTES)

2018 Annual Highway Quotes

The Commissioners opened the quotes for the Annual Highway quote items. The following is a listing for the bidders. Actual quotes will be reviewed by County Attorney Bob Garrett and Highway Superintendent Troy Hostetler for accuracy and compliance with the quote specifications advertised.

Quote #1 – Tires

Wertemberger Tire, Inc.
McMahon

Quote #2 – Signs

Osburn
Stello
Hall

Quote #3 – Pavement Markings

Three Rivers

Quote # 4 – Culvert Pipe & Tile

Debco Metal Culverts
St. Regis Culvert, Inc.
Metal Culverts, Inc.
E3 Bridge
Civilcon

Quote #5 – Heavy Equipment (Excavator)

Zahm Excavating
Amor Excavating, Inc.
Enyeart Construction

Quote #6 – Grader Blades

St. Regis Culvert, Inc.
Winter
MacAllister
American Wire

Quote #7 – Calcium Chloride

Great Lakes Chloride, Inc.

Tom Wall made a motion to take the Bids and Quotes under advisement until the February 19, 2018 meeting. Rob Miller seconded and the motion passed 3-0.

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IN THE MATTER OF DISCUSSION)

Highway Department – Update

Highway Superintendent Troy Hostetler updated the Commissioners on several items that he is currently working on.

Troy presented the Huntington County Bridge Inventory that was prepared by United Consulting. The report sets forth the 2017 Bridge Inventory Summary, the Top 5 Bridges on Replacement List, the Top 4 Bridges on Rehabilitation List, and a State Comparison of the number of bridges in all Indiana Counties, along with other bridge information.

IN THE MATTER OF DISCUSSION)

Appraisal Problem & Fee Estimate Sheet – CR 600 N and N. Broadway

Highway Superintendent Troy Hostetler presented an Appraisal Problem & Fee Estimate Sheet for CR 600 N and N. Broadway. The Appraisal Problem Analysis for Parcels 1-4 indicates the type of appraisal required for each parcel based on the complexity as determined by the appraiser. Troy indicated that the Commissioners signature was required in order to proceed with the actual appraisal of the properties.

Tom Wall made a motion to sign the Appraisal Problem & Fee Estimate Sheet for CR 600 N and N. Broadway. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Change Order No. 029 – Contract No.: R-37393

Highway Superintendent Troy Hostetler presented Construction Change Order No. 029 to Contract No.: R-37393. The change order is for mitigation of Cow Creek, Roanoke.

Rob Miller made a motion to approve the change order for mitigation of Cow Creek, Roanoke. Tom Wall seconded and the motion passed 3-0.

IN THE MATTER OF EXECUTIVE SESSION)

The executive session was continued to 1:40 p.m.

IN THE MATTER OF DISCUSSION)

LIT – Economic Development – Project Stamper

Huntington County Economic Development Executive Director Mark Wickersham requested that the Commissioners approve a LIT grant request in the sum of \$40,000.00 for Project Stamper.

Rob Miller made a motion to approve the LIT grant request in the sum of \$40,000.00 for Project Stamper to be paid from LIT Economic Development Funds Project 4. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Legal Update

County Attorney Bob Garrett updated the Commissioners on several items that he is currently working on.

Attorney Garrett indicated that he sent a letter to Attorney Urberg suggesting that he contact the Commissioners' office to set a meeting date and time to be held with C. Stephan Trucking, Inc., INDOT, the Commissioners and other officials to discuss the Stephan Trucking driveway/road matter.

Attorney Garrett informed the Commissioners that he has been contacted by Community Corrections Director Leslie Rentschler with a request for security at the Community Corrections building.

IN THE MATTER OF EXECUTIVE SESSION)

The Commissioners met in executive session at 1:40 p.m. to discuss job performance evaluation of individual employees as authorized under I.C. 5-14-1.5-6.1(b)(9) as provided in the public notice of executive session. No other subject matter was discussed in executive session other than that authorized under I.C. 5-14-1.5-6.1(b)(9). No official decisions were made in executive session.

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The Executive Session was closed.

IN THE MATTER OF AGREEMENT)

Express Scripts – Pharmacy Benefit Management – Client Access Agreement

Human Resource Director Erika Devine presented a Client Access Agreement between Huntington County and Express Scripts for the Commissioners' review and signature.

Tom Wall made a motion to sign the Client Access Agreement between Huntington County and Express Scripts. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Application for Excess Insurance

Human Resource Director Erika Devine presented a Stop Loss Application for Excess Insurance between Huntington County and Crum & Forster on behalf of United States Fire Insurance Company for the Commissioners' review and signature.

By consensus, the Commissioners agreed to sign the Stop Loss Application for Excess Insurance between Huntington County and Crum & Forster on behalf of United States Fire Insurance Company.

IN THE MATTER OF DISCUSSION)

Human Resources – Update

Human Resource Director Erika Devine updated the Commissioners on several items that she is currently working on.

Erika discussed some of the PTO policy questions that she had and asked for the Commissioners' clarification on how to interpret the part-time PTO and the PTO carryover policy.

Erika informed the Commissioners that the 2018 Human Resources Conference will be held on March 8, 2018 in Fort Wayne and asked if they were agreeable with her attending the conference. The Commissioners agreed that Erika should attend the conference.

Erika presented the Commissioners with the restructured working supervisory position with the Huntington County Highway Department. The job description was adjusted to create another level of Equipment Operator, adding the function of an on-site Foreman. The new structure will have three of these positions, rather than one assistant supervisor. The structure sets forth the current and proposed positions and salary ranges.

Erika reported that the 2018 Unemployment Rate is currently 0.5%, which is down from the 2017 rate of 0.7%.

IN THE MATTER OF DISCUSSION)

USI Consultants, Inc. – Projects Update

USI Consultants, Inc. Project Manager Ben Beer updated the Commissioners on several projects that he has been working on for Huntington County.

Ben informed the Commissioners that there have been some concrete issues on 900 N and Lower Huntington Road in Roanoke and they are working with Primco to resolve the problem.

Ben presented the Structure Size & Type Report for Huntington County Bridge No. 702, McKeever Street over Loon Creek in Huntington County and discussed some of the details of the report.

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Ben discussed the items that he is currently working on with the Highway Superintendent.

Larry Buzzard

Rob Miller

Tom Wall

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Attest:

Cindy Yeiter, Auditor