

**REGULAR SESSION OF THE BOARD OF COUNTY COMMISSIONERS
HUNTINGTON COUNTY, INDIANA MONDAY, JANUARY 22, 2018**

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

IN THE MATTER OF MINUTES)

1/8/2018 Minutes

Tom Wall made a motion to approve the minutes for 1/8/2018. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF CLAIMS)

1/22/2018 Claims

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

IN THE MATTER OF PAYROLL)

1/19/2018 Payroll

Tom Wall made a motion to approve the payroll docket for 1/19/2018. Rob Miller seconded and motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Proposed Parking Lot

Mike Trevino from DLZ appeared before the Commissioners to discuss the design and construction of the proposed parking lot across from the County Jail on State Street. Mike discussed the size of the parking lot, the driveway placement, sidewalk, crosswalk, and possible lighting and greenery around the parking area. Mike indicated that Metronet has fenced in equipment on the property and questioned whether or not they would need their own driveway to access that equipment. The Commissioners requested that Mike get in touch with Metronet to ask about their intention. Too, the property owners on the east side of the parking lot have been using the driveway for ingress/egress and will need to be contacted concerning their usage of this property.

IN THE MATTER OF DISCUSSION)

Board of Finance

The Board of Finance opened the annual meeting with Larry Buzzard, Rob Miller, Tom Wall, County Attorney Bob Garrett, and County Treasurer Paula Farley present at 8:45 a.m.

First order of business was to elect the officers for the Board of Finance for the year. Tom Wall made a motion to elect Larry Buzzard as President and Paula Farley as Secretary. Rob Miller seconded and the motion passed 4-0.

County Treasurer Paula Farley submitted a report on the funds invested, interest paid during 2017 and the overall investment policy. Paula also submitted a report regarding all the banks which hold funds for the County. She discussed the breakdown of funds, where the money earned is deposited and when the interest is earned.

Tom Wall made a motion to accept the reports as presented. Rob Miller seconded and the motion passed 4-0.

County Treasurer Paula Farley presented to the Commissioners a list of outstanding warrants and requested that these 2 year old warrants be cancelled.

Tom Wall made a motion to cancel these outstanding checks and to put the funds back into the funds that they came out of. Rob Miller seconded and the motion passed 4-0.

The Board of Finance closed the annual meeting at 9:00 a.m.

IN THE MATTER OF AGREEMENT)

Huntington County Treasurer – Agreement with The Master’s Touch, LLC

Huntington County Treasurer Paula Farley requested the Commissioners to execute an Agreement with The Master’s Touch, LLC as Huntington County’s tax bill print vendor for 2018 at a cost of \$2,514.00.

Tom Wall made a motion to sign the Agreement with The Master’s Touch, LLC. Rob Miller seconded and the motion passed 3-0.

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IN THE MATTER OF DISCUSSION)

Credit Card Request

Drug Court Coordinator Erin Wiley presented to the Commissioners a Credit Card User Agreement to be signed allowing her to obtain a county credit card.

Tom Wall made a motion to sign the agreement. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Credit Card Request

Newly appointed Circuit Court Judge Jamie Groves presented to the Commissioners a Credit Card User Agreement to be signed allowing him to obtain a county credit card.

Tom Wall made a motion to sign the agreement, effective January 31, 2018, the date of the swearing in of Jamie Groves as Circuit Court Judge. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Community Corrections Grant

Drug Court Coordinator Erin Wiley and Community Corrections Advisory Board Chairman Ryan Wall appeared before the Commissioners to discuss a Community Corrections grant application. Ryan discussed the initial process and timeline of the grant. The Commissioners questioned what the benefits of the grant would be and requested an overview of the spending of the grant, if received. Commissioner Wall expressed a concern about the possibility of using grant money for two additional employees and whether or not there was a need for additional employees. Ryan indicated that he was requesting the Commissioners' approval to begin the grant application and, if received, he or another representative from Community Corrections would appear before the Commissioners with more information about the how the grant money would be allocated.

Rob Miller made a motion to sign the grant application. Larry Buzzard seconded and the motion passed 2-1, with Tom Wall voting against.

IN THE MATTER OF DISCUSSION)

Veterans' Service Office – Personnel

Veterans' Service Officer Tim Eckert appeared before the Commissioners to discuss the need to replace the administrative assistant in his office that resigned on January 10, 2018. Tim indicated that he has an employee that has been working on a temporary part-time basis in the office and requested that he be allowed to retain her on a part-time permanent basis. He has discussed with the employee the possibility of her becoming a full-time employee and she indicated that she would be willing to do so in the future. Tim will contact the previous employee to see if she would be available to help transfer all records and/or paperwork to the new employee.

By consensus, the Commissioners agreed to allow Veterans' Service Officer Tim Eckert to retain the employee that has been working in the office on a part-time permanent basis.

IN THE MATTER OF DISCUSSION)

Release of Orders on Unsafe Properties

DCD Land Use Office Coordinator Marla Stambazze appeared before the Commissioners requesting release of two orders on unsafe properties. Marla indicated that both properties are now compliant.

Rob Miller made a motion to release the unsafe order on the property located at 2986 E – 600 S, Huntington. Tom Wall seconded and the motion passed 3-0.

Rob Miller made a motion to release the unsafe order on the property located at 2867 W – 1000 S, Huntington. Tom Wall seconded and the motion passed 3-0.

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IN THE MATTER OF ORDINANCE)

Ordinance No. 2018-1 - An Ordinance Amending the Official Zoning Code of Huntington County, Indiana, Modifying Section 1020: Livestock Operations

Department of Community Development Director Mandy Woods presented An Ordinance Amending the Official Zoning Code of Huntington County, Indiana Modifying Section 1020: Livestock Operations. Mandy indicated that the only amendment to the zoning code is on Page 3, Section F. General Provisions, paragraph 1.c. and 2.c. In the original zoning code, the setbacks were 50' and in the new zoning code, the setbacks are 25'.

Tom Wall made a motion to approve Ordinance No. 2018-1 - An Ordinance Amending the Official Zoning Code of Huntington County, Indiana, Modifying Section 1020: Livestock Operations. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF AGREEMENT)

License for Access to and Improvements on City Owned Property

Emergency Management Agency Director Bob Jeffers presented the License for Access to and Improvements on City Owned Property to the Commissioners for their review and signature. Bob discussed the changes that were made to the agreement since their last discussion, with respect to item 7. Ingress, Egress, and Access.

Tom Wall made a motion to sign the License for Access to and Improvements on City Owned Property. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF AGREEMENT)

Emergency Management Agency – Heartland Career Center Job Shadowing

Emergency Management Agency Director Bob Jeffers appeared before the Commissioners to discuss two Agreements he received for the Heartland Career Center CMJ Job Shadow Program, along with an email he received from Criminal Justice Instructor Leroy Striker concerning the program. Bob discussed some of the details and benefits of the program.

Tom Wall made a motion to approve the Agreements for the Heartland Career Center CMJ Job Shadow Program, pending review by County Attorney Bob Garrett. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Reorganizational Meeting – Updated Board Appointment List

Rob Miller discussed with the Commissioners that he would like to step down from his position on the Community Corrections board.

Rob Miller moved to appoint Tom Wall to the Community Corrections board. Larry Buzzard seconded and the motion passed 3-0. A complete updated list of the boards that the Commissioners are on is as follows:

Drainage Board: Tom Wall
 Regional IIIA: Tom Wall
 HCED: Larry Buzzard
 EMA Advisory Board: Rob Miller
 Solid Waste District Board: All three commissioners
 Plan Commission: Larry Buzzard
 Employee Safety Committee: Rob Miller
 CEDIT Advisory Board: Larry Buzzard
 Employee Connection Committee: Rob Miller
 District 3 Planning Council (DPC): Rob Miller
 Northeast Regional Partnership: Tom Wall
 GIS Advisory Committee: Tom Wall
 District Planning Oversight Committee: Rob Miller
 HCPS Dispatch: Rob Miller
 Tax Abatement Review Committee: Larry Buzzard
 Community Corrections: Tom Wall
 Job Classification Committee: Larry Buzzard

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EMS Advisory Committee at Parkview Huntington Hospital: Rob Miller
EMS Dispatch: Rob Miller
Upper Wabash River Basin: Larry Buzzard

IN THE MATTER OF APPOINTMENTS)

Annual Appointments

Rob Miller made a motion to appoint Suzanne Whitted to PTABOA, term to expire 12/31/2018. Tom Wall seconded and the motion passed 3-0.

Rob Miller made a motion to appoint Robert Morton to PTABOA, term to expire 12/31/2018. Tom Wall seconded and the motion passed 3-0.

Rob Miller made a motion to appoint Eric Harris to the Tourism Commission, term to expire 12/31/2019. Tom Wall seconded and the motion passed 3-0.

Tom Wall made a motion to appoint Paul Hirschy to the Rural Huntington Regional Water & Sewer District, term to expire 12/31/2021. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF CONTRACTS)

Annual Contracts

Rob Miller made a motion to approve the Contract with Robert S. Garrett as Huntington County Attorney for 2018. Tom Wall seconded and the motion passed 3-0.

IN THE MATTER OF PERMIT)

AT&T – CR 250 E Between CR 900 N and CR 950 N

Rob Miller made a motion to approve the AT&T Application for Permit for CR 250 E Between CR 900 N and CR 950 N, Huntington County. Larry Buzzard seconded and the motion passed 2-1, with Commissioner Wall voting against.

IN THE MATTER OF REPORT)

County Clerk's Report

County Clerk Kittie Keiffer submitted the monthly County Clerk's Report for the month of December, 2017.

IN THE MATTER OF REPORT)

County Treasurer's Report

County Treasurer Paula Farley submitted that monthly County Treasurer's Report for the month of December, 2017.

IN THE MATTER OF DISCUSSION)

2017 Huntington County Employees Wages

Administrative Assistant to the Commissioners Jodi PeGan submitted to the Commissioners the 2017 Huntington County Employees Wages, as prepared by the Auditor's office, to be advertised. The Commissioners agreed by consensus to advertise the wages report as presented.

IN THE MATTER OF DISCUSSION)

Commissioners' Office – Update and Correspondence

The Commissioners' Administrative Assistant Jodi PeGan presented several items to the Commissioners for their review.

Jodi presented a copy of the receipt from the Treasurer's Office in the sum of \$6,684.14 for the Duke Energy Savings Reimbursement received for the County Jail.

Jodi presented a copy of a letter directed to County Auditor Cindy Yeiter indicating that there was no objection filed with the Election Division concerning the proposed precinct boundary changes previously submitted.

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IN THE MATTER OF DISCUSSION)

Investments

The Commissioners discussed the renewal of the monthly Cumulative Courthouse Investment and the Courthouse Improvement Bond Investment. They discussed the current budget status for the funds.

Tom Wall made a motion to reinvest \$250,000.00 from the Cumulative Courthouse fund for another thirty (30) days. Rob Miller seconded and the motion passed 3-0.

Tom Wall made a motion to move \$650,000.00 back into the Courthouse Improvement Bond fund and to reinvest \$3,400,000.00 from the Courthouse Improvement Bond Investment for another thirty (30) days. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Human Resource – Update

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

Erika presented the Commissioners with the Courthouse bond payment schedule which sets forth the pay date, the total amount of each payment, which portion of the payment is coming from Cumulative Courthouse and which portion of the payment is coming from County Council.

Erika presented the Commissioners with a copy of the Position Description that was prepared for the Highway Department Equipment Operation III/Foreman, which is a full-time, non-exempt position. The description sets forth the duties, skills and knowledge, responsibility, physical effort and working conditions necessary for employment in that position.

IN THE MATTER OF DISCUSSION)

American United Life Insurance Company – Life Insurance Renewal

Human Resource Director Erika Devine presented a letter from American United Life Insurance Company regarding the County's life insurance renewal. The letter indicated there would not be a premium rate increase at this time and, in fact, AUL is holding all rates until 2/1/2020. The Commissioners and Erika discussed increasing the life insurance benefit amount and the costs incurred for that increase.

Tom Wall made a motion to renew the group policy with American United Life Insurance Company and to raise the benefit amount from \$25,000.00 to \$35,000.00. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF AGREEMENT)

Roth Option to Hoosier S.T.A.R.T.

Human Resource Director Erika Devine presented an e-mail she received from Hoosier S.T.A.R.T., along with an Amendment to the State of Indiana Public Employee Deferred Compensation Plan Adoption Agreement. The Adoption Agreement allows for employees to elect to have their contributions made either on a pre-tax basis or as a Roth 457(b) after-tax basis.

By consensus, the Commissioners agreed to sign the Amendment to the State of Indiana Public Employee Deferred Compensation Plan Adoption Agreement.

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 is working with GIS Coordinator Dathen Strine to make changes and updates to the current Data Sharing Agreement.

IN THE MATTER OF EXECUTIVE SESSION)

The executive session was continued to 11:35 a.m.

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IN THE MATTER OF DISCUSSION)

Health Department – Update

Environmental Health Specialist Brant Ricker appeared before the Commissioners to update them on several items that he is working on for the Health Department.

Brant presented pictures of junk on a property in the County that had a previous junk violation order placed on it and asked how to proceed with the matter. County Attorney Bob Garrett indicated that he would send a letter to the owners asking them to comply with the previous order and, if they do not, he will prepare the necessary documents to proceed to Court.

Brant indicated that he is still working on possible changes to the County ordinance regarding septic systems on properties in the County.

Brant informed the Commissioners that he has been working on a possible ordinance for methamphetamine clean-up in the County and has been informed that the State is now working on a new administrative code.

IN THE MATTER OF DISCUSSION)

County Surplus Items

Brant Ricker from Huntington ALERT appeared before the Commissioners to discuss the possibility of obtaining two small radiators that were removed from the second floor bathrooms to use in a home that Huntington ALERT is currently restoring.

Tom Wall made a motion to deem the two radiators that were removed from the second floor bathrooms as surplus and to donate them to Huntington Alert. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF EXECUTIVE SESSION)

The Commissioners met in executive session at 11:35 a.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.

The Executive Session was closed.

IN THE MATTER OF DISCUSSION)

Highway – Update

Highway Superintendent Troy Hostetler updated the Commissioners on various items he is working on at the highway department.

Troy indicated that the property owners at the intersection of Bracken Road and State Road 105 are still requesting that a platted road that runs between their house and garage be vacated and that they take possession of that piece of property. Troy has discussed the matter with County Attorney Bob Garrett who informed Troy that the property owners need to initiate the process to get the platted road vacated.

Rob Miller left the meeting at approximately 1:30 p.m.

IN THE MATTER OF DISCUSSION)

Clarification of Part-Time Employees' PTO Hours

Human Resource Director Erika Devine discussed with the Commissioners the need to clarify the policy that relates to part-time employees receiving PTO. As written, the policy states that part-time employees shall receive five days of PTO. Erika asked for the Commissioners' clarification on how to determine how many hours the 5 days would be. Commissioner Buzzard indicated that the five days would be 37.5 hours.

By consensus, the Commissioners determined that the five days of PTO for the part-time employees would be calculated at 37.5 hours per year.

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IN THE MATTER OF DISCUSSION)

Credit Card Request

Facilities Manager Greg Ricker requested that the Commissioners allow Maintenance Supervisor Ed Matthews to obtain a county credit card.

By consensus, the Commissioners agreed to allow Maintenance Supervisor Ed Matthew to obtain a county credit card.

Larry Buzzard

Rob Miller

Tom Wall

BOARD OF COMMISSIONERS
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Attest:

Cindy Yeiter, Auditor