

**REGULAR SESSION OF THE BOARD OF COUNTY COMMISSIONERS
HUNTINGTON COUNTY, INDIANA MONDAY, MARCH 19, 2018**

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

IN THE MATTER OF MINUTES)

03/05/2018 Minutes

Tom Wall made a motion to approve the minutes for 03/05/2018. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF CLAIMS)

03/19/2018 Claims

Tom Wall made a motion to approve the claims for 03/19/2018. Rob Miller seconded and motion passed 3-0.

IN THE MATTER OF PAYROLL)

03/16/2018 Payroll

Tom Wall made a motion to approve the payroll docket for 03/16/2018. Rob Miller seconded and motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Change Order No. 1 – Huntington County Courthouse Masonry Phase 2, Reroof and Restrooms

Facilities Manager Greg Ricker presented an amended Change Order Number 1 for the Huntington County Courthouse Masonry Phase 2, Reroof and Restrooms between the County, DLZ Indiana, LLC and Midwest Maintenance, Inc. The change order calls for the addition of an Armstrong drywall suspended ceiling grid with two access panels, install and finish 5/8” drywall, prime and paint the ceiling for \$6,583.75. The order calls for the change of the door swing from outside swing to inside swing, eliminate sidelight on strike side of frame and infill wall to the match the width of the existing wall and opening, skimcoat and paint new wall to match existing adjacent wall finish, and for removing the new handrail extension project for a contract reduction of -\$826.00. The contract sum will be increased by this Change Order in the amount of \$5,757.75.

Tom Wall made a motion to approve Change Order Number 1 for the Huntington County Courthouse Masonry Phase 2, Reroof and Restrooms between the County, DLZ Indiana, LLC and Midwest Maintenance, Inc. for the total sum of \$5,757.75. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

2018 Hazardous Materials Emergency Preparedness Grant Program – Subrecipient Agreement

Emergency Management Agency Director Bob Jeffers presented the 2018 Hazardous Materials Emergency Preparedness Grant Program – Subrecipient Agreement in the total amount of \$11,520.00. Bob discussed that, if granted, one half of the amount would be used for the LEPC Annual Hazardous Material Exercise, which would be a full scale exercise involving the release of anhydrous ammonia. The remaining one half of the grant amount would be used for updating the LEPC Hazardous Materials Emergency Response Plan to better serve the needs of all the emergency responders in Huntington County.

Tom Wall made a motion to execute the 2018 Hazardous Materials Emergency Preparedness Grant Program – Subrecipient Agreement in the total amount of \$11,520.00, pending review by County Attorney Bob Garrett. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Emergency Management Agency – Update

Emergency Management Agency Director Bob Jeffers updated the Commissioners on several items that he is working on for the agency.

Bob indicated that he is working with County Attorney Bob Garrett and a representative for Brightpoint - Jobs for America’s Graduates (JAG) in an effort to revise some of the wording in the contract for the internship program. At this time, the internship program will be put on hold until the contract can be revised to the County’s satisfaction.

Tom Wall discussed the need for an active shooter plan for the Courthouse. Bob said that it is now more commonly referred to as an “active threat” and that he would be willing to work on putting together a plan.

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IN THE MATTER OF REPORT)

County Clerk's Report

County Clerk Kittie Keiffer submitted the monthly County Clerk's Report for the month of February, 2018.

IN THE MATTER OF REPORT)

County Treasurer's Report

County Treasurer Paula Farley submitted the monthly County Treasurer's Report for the month of February, 2018.

IN THE MATTER OF DISCUSSION)

Commissioners' Certificate Sale

SRI Services submitted the Huntington County Commissioners' Certificate Sale Calendar for 2018. The calendar sets forth the dates for advertisement, a timeline for updating SRI with payments and establishes the Commissioners' Certificate Sale date for Wednesday, May 30, 2018 at 10:00 a.m.

Tom Wall made a motion to approve and sign the Huntington County Commissioners' Certificate Sale Calendar for 2018. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Huntington County Extension Office/Purdue Extension – Annual Agreement

On February 19, 2018 County Extension Director Karen Hinshaw presented Amendment #3, Attachment A to Extension Contractual Services Agreement Between Purdue University and Government of Huntington County, Indiana for the period January 2, 2018 through December 31, 2018. At that time, the Commissioners agreed to hold the Amendment and to sign it as soon as the budget has been fully approved by DLGF. The Commissioners have been informed that the budget has been fully approved by DLGF.

By consensus, the Commissioners agree to enter into and sign the Amendment.

IN THE MATTER OF AGREEMENT)

Huntington County Extension Office/Purdue Extension – Perry ProTech – Sales Quotation

On February 19, 2018 County Extension Director Karen Hinshaw presented a Sales Quotation from Perry ProTech for a new duplicator to be used at the Extension Office. At that time, the Commissioners agreed to hold the Sales Quotation and to sign it as soon as the budget has been fully approved by DLGF. The Commissioners have been informed that the budget has been fully approved by DLGF.

By consensus, the Commissioners agree to enter into and sign the Sales Quotation.

IN THE MATTER OF APPOINTMENT)

Andrews-Dallas Township Public Library Board Appointment

On July 10, 2017 the Commissioners appointed Brett Boxell to a four year term on the Andrews-Dallas Township Public Library Board. Andrews-Dallas Township Public Librarian Nancy Disbro has informed the Commissioners that Brett has resigned his position on that board. Nancy indicated that the other individual that applied for that position, Karla Manes-Saalfank, would be a good candidate and she believed that she would be willing to serve on the board. Nancy will contact Karla to see if she still has interest in serving.

Tom Wall made a motion to appoint Karla Manes-Saalfank to the Andrews-Dallas Township Public Library Board, pending verification from Karla that she is willing to serve. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Department of Community Development – Building Permit Fee/Penalty

Rob Miller made a motion to waive the building permit penalty fee assessed to Kevin Smith by the Department of Community Development. Tom Wall seconded and the motion passed 3-0.

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IN THE MATTER OF CONTRACT)

Amended Contracts for Legal Services (Criminal Appeal Cases) and (Criminal Cases)

Huntington Circuit Court Judge Jamie Groves requested to amend the Contracts for Legal Services (Criminal Appeal Cases) and (Criminal Cases) that were previously entered into on December 29, 2017. Judge Groves would like to replace Attorney Jeremy Nix with Attorney Todd Whitehurst and Attorney William Myers.

By consensus, the Commissioners agreed to enter into and sign the amended Contracts for Legal Services (Criminal Appeal Cases) and (Criminal Cases), pending review by County Attorney Bob Garrett.

IN THE MATTER OF INVESTMENTS)

March - Cumulative Courthouse Investment and Courthouse Improvement Bond Investment

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 \$450,000.00 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 \$350,000.00 back into the Courthouse Improvement Bond fund and to reinvest \$2,650,000.00 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)

Change Order Request No. 1 – Huntington County Jail Courtyard Renovation

Jeff Rabourn, Sr. Project Manager with Ameresco Midwest, submitted Change Order Request No. 1 for the Huntington County Jail Courtyard Renovation. The change order adds HVAC, controls and lighting upgrades to the courtyard per plans and specifications.

Tom Wall made a motion to approve Change Order Request No. 1 – Huntington County Jail Courtyard Renovation. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Huntington County Public Safety Dispatch – Funding for Spillman Technologies Training

Huntington County Public Safety Dispatch Director Melissa Taylor appeared before the Commissioners to discuss funding for the Spillman Technologies training. There will be approximately 160 hours of over-time pay for full time employees and 128 hours of pay for part-time employees for the training. Approximately \$6,400.00 is needed within the next two pay periods to cover the additional payroll costs. Since she was just notified in January of the training, this amount was not requested in 2017 for the 2018 budget. The Commissioners and Melissa discussed the various funds that this additional cost could be taken out of.

Rob Miller made a motion to pay for the additional payroll cost of approximately \$6,400.00 for the Spillman Technologies training out of the E911 Fund, Supplemental Dispatch Salaries. Tom Wall seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Annex Building – Drainage Issues

Tommy Wuensch from TW Excavating appeared before the Commissioners to discuss the drainage issues around the Huntington County Annex Building. Tommy indicated that there are several dips in the lower yard around the employee parking lot, there is possible underground tile damage, and the eave spouts and downspouts on the building do not drain correctly, thus not allowing for proper drainage. He is unable to give a fair estimate of the cost of correcting the drainage issue until he digs up the area and explores a possible solution.

Rob Miller made a motion to give up to \$5,000.00 to TW Excavating to explore the drainage issue and to make any possible corrections and suggestions as to a solution to the problem. Tom Wall seconded and the motion passed 3-0.

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IN THE MATTER OF DISCUSSION)

Certified Divers

Andrews Fire Chief Tommy Wuensch spoke to the Commissioners about the need for certified divers in Huntington County. Tommy feels that with the rivers, reservoirs, ponds and public pools in the County, there is a need for four divers. There would be a cost of approximately \$8,000.00 for certification, an additional \$800.00 per year to stay properly trained and certified, and an additional amount for the necessary gear and equipment. The Commissioners asked Tommy to reach out to the township trustees to see what their needs are and whether they would have any funding available to help with the training and gear. Tommy will put together a long term plan, along with a budget for the Commissioners to review.

IN THE MATTER OF DISCUSSION)

Ordinance No. 2018-3 - An Ordinance Amending the Official Zoning Map of Huntington County, Indiana

Department of Community Development Director Mandy Woods presented An Ordinance Amending the Official Zoning Map of Huntington County, Indiana. The amendment pertains to zoning certain real estate from A (Agricultural) with an EZ (Employment Zoning) Overlay to A (Agricultural), specifically on properties located 300 feet north and 300 feet south of the centerline of County Road 900 North (prior to improvements), between the Little River (Town of Roanoke extraterritorial limits) and East County Line Road (eastern boundary line of Huntington County, Indiana). The Commissioners requested that County Attorney Bob Garrett be allowed to review the Ordinance and to give his recommendations.

IN THE MATTER OF DISCUSSION)

Ordinance No. 2018-4 – An Ordinance Amending the Official Zoning Code of Huntington County, Indiana, Repealing Section 920: Employment Zoning (EZ) Overlay District, and Establishing Section 716: Setbacks from County Streets

Department of Community Development Director Mandy Woods presented An Ordinance Amending the Official Zoning Map of Huntington County, Indiana, Repealing Section 920: Employment Zoning (EZ) Overlay District, and Establishing Section 716: Setbacks from County Streets. The Ordinance repeals Section 920 and includes Section 716, in that “In zoning districts where the front yard setback is measured from the centerline of the county street, any county street with four or more traffic lanes shall instead be treated as a state or federal street in that the front yard setback shall be measured from the right-of-way line, not the centerline.” The Commissioners requested that County Attorney Bob Garrett be allowed to review the Ordinance and to give his recommendations.

IN THE MATTER OF DISCUSSION)

County Surplus Items

County Clerk Kittie Keiffer appeared before the Commissioners to discuss disposing of 34 thermal printers previously used for voting. The printers are outdated and are no longer being used.

Tom Wall made a motion to deem the 34 thermal printers previously used for voting as surplus and to properly dispose of them. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Huntington County Jail – Invoice from VFP Fire Systems

The Commissioners requested that Joel Drayer from the Huntington County Jail appear before them to explain the Invoice they received from VFP Fire Systems in the sum of \$1,568.99, to install three new duct detectors. Joel said that the Invoice was received in error and that Ameresco has absorbed the cost of the labor and goods involved.

IN THE MATTER OF DISCUSSION)

Taft Stettinius & Hollister LLP – Civil Suit

Manny Herceg from the law firm of Taft Stettinius & Hollister LLP appeared before the Commissioners to discuss the possibility of representing Huntington County in a civil suit against those legally responsible for the wrongful distribution of prescription opiates and damages caused thereby. Manny explains the purpose and process involved with filing the civil suit and presents a Letter of Engagement for the Commissioners review and consideration. The Commissioners agreed to take the matter into consideration and made no formal decision at this time.

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IN THE MATTER OF DISCUSSION)

Change Order No. 034 – Contract No.: R-37393

Highway Superintendent Troy Hostetler presented Construction Change Order No. 034 to Contract No.: R-37393. The change order is for additional clearing and tree removal.

Tom Wall made a motion to approve Change Order No. 034 to Contract No.: R-37393 for additional clearing and tree removal. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF DISCUSSION)

Highway Department – Update

Highway Department Superintendent Troy Hostetler discussed several items that he is working on at the highway department.

Troy has been contacted by the 4-H Fair board requesting that a load of stone be delivered to the fairgrounds. The Commissioners agreed that the stone could be delivered.

Commissioner Wall informed Troy that he was contacted by a representative of a cemetery association needing chip and seal within the cemetery's roadways. Troy said that the highway department no longer has a small distributor available to do the chip and seal and that their equipment would be too large to use on the property.

Troy informed the Commissioners that he has received a quote to repair a blown motor on one of the highway department's large trucks. The repair is cost prohibitive and it was discussed that Troy will begin the process of replacing that vehicle with another one.

IN THE MATTER OF DISCUSSION)

Huntington County Bridge Inventory, Phase I, 2017 Final Report

United Consulting representatives Jeff Larrison, Brian Frederick and John Harstad presented the Huntington County Bridge Inventory, Phase I, 2017 Final Report for the Commissioners' and Highway Superintendent's review and consideration. This report includes all 114 bridges in Huntington County that are more than twenty feet in span length and not on State or Federal highways. The study provides the County with a more current record of the condition of the bridges for which Huntington County is responsible. Also included with the report is a Replacement Priority Schedule to assist the County in determining which bridges should be replaced or repaired first, along with a recommended year of replacement and approximate structure costs. United Consulting recommended that a further study be performed to determine more accurate structure sizes and corresponding appropriate structural types before programming structures for repair or replacement.

IN THE MATTER OF DISCUSSION)

Health Insurance Fund and Health Insurance Costs

Human Resource Director Erika Devine presented the Commissioners with a Memo recapping the current status of the Health Insurance Fund, along with a breakdown of the Health Insurance Costs from 2016 and 2017, and an estimate of costs for 2018.

IN THE MATTER OF DISCUSSION)

Employee Sick Pay

Human Resource Director Erika Devine informed the Commissioners that a County employee was sent home from work after suffering from a breathing problem due to dust and dirt particles in the air during construction in her office. Erika questioned the Commissioners about whether the employee should use Paid Time Off hours for the absence or whether to pay the employee for the remainder of the day.

Tom Wall made a motion to pay the employee for her time off work and that she should not have to use her Paid Time Off hours for the absence. 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 working on.

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Erika informed the Commissioners that she has been contacted by several offices inquiring about the need for shredder bags. Erika said that the bags are packaged in a large quantity and they did not feel as though it was necessary to buy a full box if only a few bags were needed. The Commissioners asked that Erika order the bags and distribute them to the offices when needed.

IN THE MATTER OF EXECUTIVE SESSION)

The executive session was continued to 12:05 p.m.

IN THE MATTER OF DISCUSSION)

Legal Update

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

Bob is currently working with EMA Director Bob Jeffers and a representative for Brightpoint - Jobs for America's Graduates (JAG) in an effort to revise some of the wording in the contract for the internship program. At this time, the internship program will be put on hold until the contract can be revised to the County's satisfaction.

Bob updated the Commissioners on the status of the pending lawsuit concerning the library at the Huntington County Jail.

IN THE MATTER OF EXECUTIVE SESSION)

The Commissioners met in executive session at 11:00 a.m. to discuss the initiation of litigation or litigation that is either pending or has been threatened specifically in writing as authorized under I.C. 5-14-1.5-6.1(b)(2)(B) as provided in the public notice of the 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)(2)(B). No official decisions were made in executive session.

The Executive Session was closed.

IN THE MATTER OF ORDINANCE)

Ordinance No. 2018-3 - An Ordinance Amending the Official Zoning Map of Huntington County, Indiana

Tom Wall made a motion to approve Ordinance No. 2018- Ordinance No. 2018-3 - An Ordinance Amending the Official Zoning Map of Huntington County, Indiana. Rob Miller seconded and the motion passed 3-0.

IN THE MATTER OF ORDINANCE)

Ordinance No. 2018-4 – An Ordinance Amending the Official Zoning Code of Huntington County, Indiana, Repealing Section 920: Employment Zoning (EZ) Overlay District, and Establishing Section 716: Setbacks from County Streets

Tom Wall made a motion to approve Ordinance No. 2018-4 – An Ordinance Amending the Official Zoning Code of Huntington County, Indiana, Repealing Section 920: Employment Zoning (EZ) Overlay District, and Establishing Section 716: Setbacks from County Streets. Rob Miller seconded and the motion passed 3-0.

Larry Buzzard

Rob Miller

Tom Wall

Attest:

**BOARD OF COMMISSIONERS
HUNTINGTON COUNTY, INDIANA**

Cindy Yeiter, Auditor