



HENDRICKS COUNTY BOARD OF COMMISSIONERS **MINUTES OF THE APRIL 28, 2020 MEETING**

The Hendricks County Board of Commissioners met in regular session at 9:00 AM on Tuesday, April 28, 2020 in the Commissioners' Meeting Room located on the first floor of the Hendricks County Government Center at 355 S. Washington Street, Danville, IN 46122 with the following Hendricks County personnel in attendance:

Phyllis A. Palmer	Commissioner, President (Appeared Telephonically)
Matthew D. Whetstone	Commissioner, Vice President
Bob Gentry	Commissioner (Appeared Telephonically)
R. Todd McCormack	Executive Director
Mila M. Shaffer	Administration and Public Affairs
Greg Steuerwald	Attorney
Nancy Marsh	Auditor
Brett Clark	Sheriff (Appeared Telephonically)
John Ayers	Engineer
Erin Hughes	Human Resources Administrator
Kevin Cavanaugh	Facilities Manager
Doug Morris	I.T. Director
Nicole Lawson	Assessor
Shawn Shelley	Treasurer (Appeared Telephonically)
Ryan Lemley	Parks and Recreation Superintendent
Curt Higginbotham	Highway Department Superintendent (Appeared Telephonically)
Tim Dombrosky	Planning Director
Dawn Mason	Emergency Management Director
D.J. Hoskins	Clerk (Appeared Telephonically)
Loren Delp	Prosecutor (Appeared Telephonically)
Dr. David Stopperich	Health Officer

PLEDGE TO THE FLAG, PRAYER, AND DETERMINATION OF A QUORUM

Commissioner Palmer opened the Meeting at 9:02 AM with a quorum of all three (3) Commissioners present or appearing telephonically and led the Pledge to the Flag in unison. Greg Steuerwald gave a brief prayer for those who wished to participate.

Commissioner Palmer announced she was handing the gavel to Commissioner Whetstone for the Meeting as she is appearing telephonically.

Greg Steuerwald advised Commissioner Whetstone shall sign the names of the other Commissioners and place his initials beside them, for any items that are approved during this meeting, to allow the items to be processed.

IN THE MATTER OF MINUTES

Commissioner Palmer moved to approve the Minutes of the April 14, 2020 Commissioners' Executive Session as presented and the Minutes of the April 14, 2020 Commissioners' Meeting as amended. Commissioner Gentry seconded the motion and the motion was approved unanimously 3-0-0.

IN THE MATTER OF COVID-19 (CORONAVIRUS) UPDATE

Dr. David Stopperich provided a brief update on the COVID-19 (Coronavirus) pandemic in Hendricks County.

IN THE MATTER OF CLAIMS

Commissioner Gentry moved to approve Payroll Check Numbers 110476 through 110477, Direct Deposit Check Numbers 192020 through 192520, and all Budgetary Claims presented from the Auditor's Office for the period beginning April 16, 2020 and ending April 29, 2020. Commissioner Palmer seconded the motion and the motion was approved unanimously 3-0-0.

DLZ INDIANA, LLC. AGREEMENT FOR ARCHITECTURE-ENGINEERING SERVICES

Kevin Cavanaugh presented the DLZ Indiana, LLC. Agreement for Architecture-Engineering Services for the new Highway Department in the amount of \$49,000.00 and requested approval. Kevin Cavanaugh advised he has current funds available and stated a terminate without cause provision was added to the Agreement.

Commissioner Palmer moved to approve the Agreement as presented. Commissioner Gentry seconded the motion and the motion was approved unanimously 3-0-0.

IN THE MATTER OF GET WALKIN' PROGRAM

Beth Switzer, representative from Purdue Extension, presented Purdue Extension's Get WalkIN' Program and requested permission to send registration details and sixteen (16) follow-up emails to County employees who register.

It was the consent of the Commissioners to allow the initial email to be sent out via County email with registration instructions advising interested employees to sign up using their personal/home email only.

IN THE MATTER OF LINK DEOBLIGATION OF INDOT 5311 FUNDS

Pat Cockrum, representative from LINK/Sycamore Services, presented the INDOT Notification of Deobligation of Transit Grant Funds Letter for 2019 and requested approval. Pat Cockrum advised \$47,854.00 was not used and must be returned to INDOT.

Commissioner Gentry moved to approve the Letter as presented. Commissioner Palmer seconded the motion and the motion was approved unanimously 3-0-0.

IN THE MATTER OF 311 PROGRAM

Commissioner Whetstone and Doug Burris, Director of the Hendricks County Communications Center (HCCC), presented information regarding the 311 program that would allow Hendricks County citizens to be easily connected to the HCCC non-emergent line, instead of having to dial 317-839-8700 and recommended approval of the 311 Application. The program is at no cost to the County.

Commissioner Palmer moved to approve implementation of the Program as recommended. Commissioner Gentry seconded the motion and the motion was approved unanimously 3-0-0.

IN THE MATTER OF ACSC POLICE DEPARTMENT ACCESS TO HENDRICKS COUNTY COMMUNICATIONS CENTER DISPATCH SYSTEM

Commissioner Whetstone and Doug Burris, Director of the Hendricks County Communications Center (HCCC) reported the Avon Community School Corporation's (ACSC) Police Department is requesting access to the HCCC dispatch system. Commissioner Whetstone recommended they be added at no additional cost to ACSC as they are funded by tax dollars and are not a private entity. Commissioner Whetstone advised the Hendricks County Communications Advisory Council is in favor of ACSC's request.

Commissioner Palmer inquired if other school districts are creating their own police departments and would need access as well. Doug Burris advised he has heard some are discussing it, but has not received any formal requests.

Commissioner Gentry moved to approve the request as recommended. Commissioner Whetstone seconded the motion and the motion was approved unanimously 3-0-0.

IN THE MATTER OF ANNUAL OSHA TRAINING

Erin Hughes requested permission to proceed with the annual online OSHA and other required trainings for employees with a deadline for completion of August 14, 2020. Erin Hughes reported an Active Shooter training course will be offered in the fall of 2020 for those who were unable to attend prior ones or would like a refresher. Erin Hughes advised all courses are at no cost to the County.

Nancy Marsh requested certain departments/offices have an extended deadline for property tax offices.

Commissioner Gentry moved to approve the request as presented, with some deadline flexibility for the departments/offices handling property taxes. Commissioner Palmer seconded the motion and the motion was approved unanimously 3-0-0.

IN THE MATTER OF REQUEST FOR PROPOSALS FOR EMPLOYEE BENEFIT BROKER/CONSULTING SERVICES

Erin Hughes presented the draft Request for Proposals for Employee Benefit Broker/Consulting Services for 2021 and inquired who should be listed as the County contact before being presented to the Benefits Committee on May 6, 2020. The contact person will be the one answering questions and receiving the Proposals.

It was the consensus of the Commissioners for Erin Hughes to be listed as the County contact.

IN THE MATTER OF COMMUNITY CROSSINGS GRANT AGREEMENT WITH INDOT

John Ayers presented the 2020 Community Crossings Grant Agreement with INDOT in the amount of \$1,000,000.00 and recommended approval.

Commissioner Gentry moved to approve the Agreement as presented and for Commissioner Whetstone to execute the Agreement on behalf of all three (3) Commissioners. Commissioner Palmer seconded the motion and the motion was approved unanimously 3-0-0.

IN THE MATTER OF CONTRACTS FOR VARIOUS BRIDGE AND CULVERT REPLACEMENT PROJECTS

John Ayers presented the Contracts with ConexCo, Duncan Robertson, H.I.S. Constructors, and Keith Henderson for the various bridge and culvert replacement projects awarded at the April 14, 2020 Commissioners' Meeting for execution.

Commissioner Whetstone executed the Contracts on behalf of all three (3) Commissioners.

IN THE MATTER OF LITTLE IRELAND FARM, INC. SETTLEMENT & RELEASE AGREEMENT

John Ayers presented the Little Ireland Farm, Inc. Settlement and Release Agreement for land acquisition for the Ronald Reagan Parkway extension in the amount of \$700,000.00 and recommended approval.

Commissioner Gentry moved to approve the Agreement as presented. Commissioner Palmer seconded the motion and the motion was approved unanimously 3-0-0.

IN THE MATTER OF REQUEST FOR PUBLIC HEARING FOR PROPOSED SPEED LIMIT ORDINANCE

John Ayers presented a proposed speed limit Ordinance to reduce the speed limit to thirty-five (35) mph on certain parts of County Road 1000 North, approaching the intersection of State Road 267, and requested a Public Hearing be held for the matter.

Commissioner Gentry moved to approve the request as presented. Commissioner Palmer seconded the motion and the motion was approved unanimously 3-0-0. The Public Hearing will be held during the May 26, 2020 Commissioners' Meeting.

IN THE MATTER OF ELECTED OFFICIALS

Nicole Lawson expressed her appreciation to the Commissioners for everything they are doing for County employees and is concerned about reopening on May 4, 2020. Nicole Lawson advised Form 11 Assessments will go out on April 29, 2020 and there is an average increase of eight (8) percent in assessed values across Hendricks County and many property owners are going to be upset with the increase, which will cause phone calls, emails, and in person visits to increase. Nicole Lawson requested the Commissioners consider a phased reopening to allow the employees a week back in the office before opening the building up to the public.

The Commissioners advised they have been discussing a plan for reopening, pending the Governor's decision. Commissioner Palmer advised Dekalb County is reopening on May 4, 2020.

Nancy Marsh and Shawn Shelley expressed the same concerns for the Assessor's Office, Auditor's Office and Treasurer's Office and advised a plan will need to be implemented for security to help control traffic and assist in maintaining social distance.

D.J. Hoskins reported early voting at the Government Center is scheduled to take place as follows:

<u>DATE(S)</u>	<u>TIME</u>
May 26, 2020 – May 29, 2020	8:00 AM - 4:00 PM
May 30, 2020	8:00 AM – 3:00 PM
June 1, 2020	8:00 AM – 12:00 PM

D.J. Hoskins advised the floors in the Courthouse will be marked to maintain social distancing for individuals coming into the Clerk's Office and the Vote Centers will also have the floors marked.

Sheriff Brett Clark expressed his appreciation to the Commissioners for approving the 311 Program and the ACSC Police Department's request. Sheriff Brett Clark reported there are currently (169) inmates in the Jail and there are no confirmed cases of COVID-19 amongst inmates or employees at the Sheriff's Department.

IN THE MATTER OF CONTINUATION OF NON-ESSENTIAL COUNTY PROJECTS

There was discussion amongst the Commissioners and John Ayers regarding the Council's push to continue with all County projects, both essential and non-essential, following the Joint Commissioners' and Council Meeting on April 15, 2020.

Commissioner Gentry moved to resume all County projects currently appropriated for as recommended by the Council. Commissioner Palmer seconded the motion and the motion was approved unanimously 3-0-0.

IN THE MATTER OF NEW JAIL AND SHERIFF'S OFFICE

Kevin Cavanaugh requested he be authorized to execute the required applications/documents with the Town of Danville on behalf of the County to continue the planning process for the new Jail and Sheriff's Office. Kevin Cavanaugh advised he will be asking the Town to waive their fees for the County.

It was the consensus of the Commissioners to authorize Kevin Cavanaugh to execute the required forms with the Town of Danville as requested.

IN THE MATTER OF COMMENTS FROM THE FLOOR

Tim Dombrosky reported construction and remodel permits are the busiest he's ever seen and advised he has his inspectors wearing masks when they are inspecting.

Ryan Lemley requested masks for the Naturalists to allow them to work with the public when the County reopens.

IN THE MATTER OF PHASED REOPENING PLAN

Todd McCormack requested the Commissioners be prepared to make a decision on or before Friday, May 1, 2020

regarding the direction the County will take on reopening, pending the Governor's update. Todd McCormack recommended the County be prepared for and plan for a phased reopening to allow time for required and/or optional supplies to be ordered and installed and for precautionary measures to be put in place; i.e. hand sanitizer for transaction areas, masks for employees and public (required or not), protective barriers, thermometers (temperature screening required or not), restricted access, etc. Todd McCormack reported Kevin Cavanaugh has ordered some protective barriers for counter areas to provide protection during interactions with the public, and can install them for those wanting them, if there are enough available.

Commissioner Whetstone advised the County can implement policies that are stricter than the Governor's Order, but cannot implement ones that are less strict. There was discussion amongst the Commissioners and Todd McCormack regarding a phased reopening.

Loren Delp reported he is buying disposable masks and will be requiring visitors to his office wear a mask.

Commissioner Palmer moved to implement a Phased Reopening Plan with all employees returning the beginning of the pay period, May 2, 2020 for 24/7 facilities and May 4, 2020 for all others, and to open to the public by appointment only beginning May 11, 2020, as long as the Governor's updated Order allows us to. Commissioner Gentry seconded the motion and the motion was approved unanimously 3-0-0. The Commissioners requested Todd McCormack prepare a written draft of the plan for review, prior to the Governor's update.

The Commissioners requested Erin Hughes provide a report as to how many employees have already utilized their COVID-19 Public Health Pandemic Leave.

Mila Shaffer will send out an Everbridge announcement to all employees who have opted in to receive them. Mila Shaffer advised approximately (480) employees have signed up, some have declined. The Commissioners advised they are very happy with how the announcements have gone out for the COVID-19 matter.

IN THE MATTER OF COMMISSIONERS

It was the consensus of the Commissioners to tentatively schedule a Special Meeting following the May 6, 2020 Council Meeting in case further adjustments need to be made to the Phased Reopening Plan.

IN THE MATTER OF ACKNOWLEDGMENT OF CORRESPONDENCE

STAFF REPORTS RECEIVED

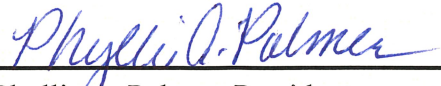
1. Receipt was acknowledged for the Engineering Department Report of April 28, 2020 from John Ayers.
2. Receipt was acknowledged for the Facilities Department Report of April 28, 2020 from Kevin Cavanaugh.
3. Receipt was acknowledged for the Executive Director's Report of April 28, 2020 from Todd McCormack.
4. Receipt was acknowledged for the I.T. Department Report of April 28, 2020 from Doug Morris.
5. Receipt was acknowledged for the Human Resources Report of April 13, 2020 through April 24, 2020 from Erin Hughes.
6. Receipt was acknowledged for the Highway Department Report of March 16, 2020 through March 20, 2020, March 23, 2020 through March 27, 2020, March 29, 2020 through April 3, 2020, April 6, 2020 through April 10, 2020, and April 13, 2020 through April 17, 2020 from Curt Higginbotham.
7. Receipt was acknowledged for the Planning and Building Department's Report of Collections for the collections period of March 1, 2020 through March 31, 2020 from Tim Dombrosky.
8. Receipt was acknowledged for the Parks & Recreation Department Report of April 24, 2020 from Ryan Lemley.

CORRESPONDENCE RECEIVED

1. Summons, First Amended Complaint and Jury Demand, and Order Granting Plaintiff's Motion for Leave to File First Amended Complaint and Jury Demand and Join Two Party Defendants from Harrington Law, representing Matthew G. Cranfill as Personal Representative of the Estate of Josephine F. Cranfill.

IN THE MATTER OF ADJOURNMENT

Commissioner Gentry moved to adjourn the Hendricks County Commissioners' Meeting at 10:58 AM on Tuesday, April 28, 2020. Commissioner Palmer seconded the motion and the motion was approved unanimously 3-0-0.



Phyllis A. Palmer, President



Matthew D. Whetstone, Vice President

Bob Gentry, Member