



HENDRICKS COUNTY BOARD OF COMMISSIONERS

MINUTES OF THE NOVEMBER 14, 2017 MEETING

The Hendricks County Board of Commissioners met in regular session at 9:00 AM on Tuesday, November 14, 2017 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:

Matthew D. Whetstone	Commissioner, President
Phyllis A. Palmer	Commissioner, Vice-President
Bob Gentry	Commissioner
R. Todd McCormack	Executive Director
Mila M. Larose	Administration and Public Affairs
John Ayers	Engineer
Nancy Marsh	Auditor
Gregory E. Steuerwald	Attorney
Brett Clark	Sheriff
Erin Hughes	Human Resources Administrator
Kevin Cavanaugh	Facilities Manager
Dr. David Stopperich	Health Officer
Julie Haan	Environmental Health Director
Tammy Brinkman	Director of Public Health Nursing
Doug Morris	I.T. Director
Larry Scott	Assessor
Jeremy Gooch	Chief Public Defender
Shawn Shelley	Treasurer
LaDonna Hughes	Animal Shelter Director/Chief Animal Control Officer
Dave Warren	Emergency Management Director
Jim Andrews	Assistant Engineer

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

Commissioner Whetstone opened the meeting at 9:00 AM with a quorum of all three (3) Commissioners present and led the Pledge to the Flag in unison. Commissioner Palmer gave a brief prayer for those who wished to participate.

IN THE MATTER OF BID OPENING FOR THE JAIL IP CAMERA SYSTEM UPGRADE PROJECT

Commissioner Whetstone closed the bids for the Jail IP Camera System Upgrade Project at 9:04 AM. Commissioner Whetstone opened and read the following bids:

CONTRACTOR	BASE BID AMOUNT
Security Automation Systems, Inc.	\$349,140.00
Stanley Convergent Security Solutions, Inc.	\$270,000.00

Sheriff Brett Clark stated he would take the bids under advisement and would present his recommendation to the Commissioners on a later date.

IN THE MATTER OF MINUTES

Commissioner Gentry moved to approve the minutes of the October 24, 2017 Commissioners' Meeting as amended. Commissioner Palmer seconded the motion and the motion was approved unanimously 3-0-0.

IN THE MATTER OF CLAIMS

Commissioner Gentry moved to approve Payroll Check Numbers 101416 and 101417, Direct Deposit Check Numbers 157899 through 158867, and all Budgetary Claims presented from the Auditor's Office for the period beginning October 26, 2017 and ending November 15, 2017, dated November 15, 2017. Commissioner Palmer seconded the motion and the motion was approved unanimously 3-0-0.

IN THE MATTER OF PROPOSED ORDINANCE FOR PROCESSING FEE FOR MOBILE HOME TRANSFER AND MOVING PERMITS BY TREASURER

Shawn Shelley presented the proposed Ordinance Establishing Processing Fee for Mobile Home Transfer and Moving Permits by Hendricks County Treasurer and requested permission to proceed with advertising for a Public Hearing. The proposed Ordinance shall read as follows:

WHEREAS, the policy of the state is to grant local governments all powers that they need for the effective operation of government as to local affairs, as stated in I.C. 36-1-3-2; and

WHEREAS, the County has all powers necessary or desirable in the conduct of its affairs even though not granted by statute; and

WHEREAS, many persons are requesting the Hendricks County Treasurer to issue permits for the moving or transfer of title of mobile homes as required by I.C. 6-1.1-7-10; and

WHEREAS, each such request requires the expenditure of much time and labor by a deputy treasurer and such requests have become an uncompensated burden upon the Treasurer; and

WHEREAS, many counties charge a fee for similar services; and

WHEREAS, it is in the best interests of the residents of Hendricks County that a charge should be made for such services; and

WHEREAS, after study it has been determined that the fee should be Ten Dollars (\$10.00) for each mobile home moving permit or transfer of title permit issued by the Treasurer; and

WHEREAS, this Ordinance does not rescind or conflict with any previous ordinance, state statute or federal law whereby any fees has been established for such service.

NOW, THEREFORE, BE IT ORDAINED, that effective as of 8:00 a.m. on December 13th, 2017, a fee of Ten Dollars (\$10.00) shall be charged by the Hendricks County Treasurer for each mobile home moving permit or transfer of title permit issued by the Treasurer; and

BE IT FURTHER ORDAINED, that the County Treasurer shall post the fee set forth in this Ordinance in a prominent place within the Treasurer's Office where the fee schedule is readily accessible to the public; and

BE IT FURTHER ORDAINED, that such fee shall be paid at, or prior to, the time of the request in cash or by check or money order payable and delivered to the Treasurer of Hendricks County. The sum of Ten Dollars (\$10.00) of each such fee collected shall be deposited in the Hendricks County General Fund.

Commissioner Gentry moved to approve proceeding with a Public Hearing during the December 12, 2017 Commissioners' Meeting for the proposed Ordinance Establishing Processing Fee for Mobile Home Transfer and Moving Permits by Hendricks County Treasurer as presented. Commissioner Whetstone seconded the motion and the motion was approved unanimously 3-0-0.

IN THE MATTER OF HENDRICKS COUNTY GOVERNMENT EVACUATION PLAN

Erin Hughes, Kevin Cavanaugh, and Dave Richardson presented the Hendricks County Government Evacuation Plan for the Government Center and requested approval of the Plan and permission to proceed with similar Plans for other County buildings. Commissioner Whetstone advised the Plan should be listed in the Employee Manual and kept with the other Homeland Security documents.

Commissioner Gentry moved to approve the Hendricks County Government Evacuation Plan for the Government Center as presented and grant permission to proceed with similar Plans for other County buildings. Commissioner Whetstone seconded the motion and the motion was approved unanimously 3-0-0.

IN THE MATTER OF ACTIVE SHOOTER TRAINING

Dave Richardson requested permission to proceed with Active Shooter Training for County employees,

approximately two hours in length, and advised the Sheriff's Department has two employees certified to conduct the training. Commissioner Whetstone requested Erin Hughes compile a spreadsheet of all upcoming training sessions County employees will be required to attend.

It was the consensus of the Commissioners for Dave Richardson to proceed with setting up Active Shooter Training for County employees.

IN THE MATTER OF COURTHOUSE AND MARION STREET PROBATION EXTERIOR MAINTENANCE PROJECTS

Kevin Cavanaugh reported the window cleaning is complete and the sidewalk repair to damage caused by the lifts is scheduled for November 20, 2017.

IN THE MATTER OF ENERGY EFFICIENCY

Kevin Cavanaugh reported the Government Center air balance is complete and work continues on some assorted calibration and control details.

Commissioner Palmer questioned if the new air handlers were functioning properly as they are quite noisy. Kevin Cavanaugh advised the noise may be the new normal, but stated he would have it checked out. Commissioner Whetstone advised Kevin Cavanaugh to check into improving the sound system in the Commissioners' Meeting Room, if the noise is now the new normal.

IN THE MATTER OF GOVERNMENT CENTER SIGNAGE

Kevin Cavanaugh presented the Design Proposal from ASI for review, reported the Signage Committee met with ASI on November 7, 2017, and advised they are working on what should be the last round of updates based on the input received from the Committee. The initial proposal is well within budget and options are being explored to add electronic message boards to the package.

IN THE MATTER OF GOVERNMENT CENTER VESTIBULES

Kevin Cavanaugh reported the new carpeting is scheduled to be installed on November 18, 2017.

IN THE MATTER OF DANVILLE FRIENDS CHURCH SANITARY SEWER EASEMENT

Kevin Cavanaugh reported Greg Steuerwald provided direction on the matter and advised that Banning Engineering would need to present their formal easement proposal to the Hendricks County Building Facilities Corporation, as they are the recorded owners of the Fairgrounds property, to request an easement be granted to the Town of Danville.

IN THE MATTER OF 2018 MOWING AND LAWN TREATMENT

Kevin Cavanaugh reported he will be exploring new options for the lawn treatment services at all County properties and for mowing at the East Campus area for 2018.

IN THE MATTER OF COURTHOUSE CHRISTMAS TREE

Kevin Cavanaugh requested approval to purchase a new Christmas tree for the Courthouse, to replace the one that's been in service for twenty (20) years, and advised the new tree is estimated to cost between \$10,000.00-\$12,000.00. Current funds are available from the General Maintenance account to cover the cost. Consensus was given to purchase a new Christmas tree for the Courthouse.

IN THE MATTER OF DISPOSAL OF COUNTY MATERIALS

Kevin Cavanaugh stated several years ago the Commissioners granted the Facilities Department the latitude to dispose of County materials (furniture, equipment, miscellaneous building materials, etc.) that were of no value at their discretion; with the general guideline that any such items needed to be damaged beyond reasonable repair, unable to be reused for other County needs, have no resale value, and were to be properly disposed of and/or destroyed. Kevin Cavanaugh advised they are preparing to purge accumulated items from the Courthouse and East Campus building and requested they be allowed to continue with the disposal of the items,

with the same understanding.

Greg Steuerwald advised Kevin Cavanaugh to confirm the items are of no value and make a record of the items to present to the Commissioners.

IN THE MATTER OF BRIDGE NO. 192

John Ayers presented the Interlocal Agreement with Morgan County that allows Hendricks County to purchase the right-of way parcels needed for Bridge No. 192, which is located on County Line Road just east of State Road 39, and requested approval.

Commissioner Palmer moved to approve the Interlocal Agreement with Morgan County as presented. Commissioner Gentry seconded the motion and the motion was approved 3-0-0.

IN THE MATTER OF REQUEST FOR QUALIFICATIONS AWARDS

John Ayers presented award recommendations from the thirteen responses received for the Request for Qualifications for the five bridges and six culvert replacement designs for various projects throughout the County and requested approval as follows:

CONTRACTOR	BRIDGE NUMBER	CULVERT NUMBER
BLN	186 (CR 300 E. over Cosner Creek)	EE-010 (CR 500 N. over Big Walnut
Crossroad	252 (CR 525 E. North of CR 200 S.)	LB-056/060 (CR 1000 S. at CR 100 E.)
Lochmueller	172 (CR 250 W. over Mill Creek)	FR-050 (CR 550 W. over Mill Creek)
SJCA	51 (CR 550 N. over White Lick Creek)	LB-039 (CR 100 W. over Stout Richardson Drain)
United	234 (Stanley Road)	GU-095 (Raceway Road over Camby Creek)

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

IN THE MATTER OF AVON AVENUE RIBBON CUTTING CEREMONY

John Ayers advised the Town of Avon ribbon cutting ceremony for Avon Avenue over CSX is scheduled for November 15, 2017 at 9:00 AM, near the north end of the new bridge by the roundabout.

IN THE MATTER OF RONALD REAGAN PARKWAY RIBBON CUTTING CEREMONY

John Ayers advised the Ronald Reagan Parkway ribbon cutting ceremony for the section north of County Road 300 North, is tentatively scheduled with the Town of Brownsburg for November 15, 2017 at 4:00 PM, but may be delayed. John Ayers stated he would keep the Commissioners updated of the status of the ceremony.

IN THE MATTER OF COMMISSIONERS' EXECUTIVE SESSION

John Ayers reported a Commissioners' Executive Session is scheduled for November 14, 2017 at 11:30 AM, to discuss right-of-way issues on the Ronald Reagan Parkway extension.

IN THE MATTER OF RONALD REAGAN PARKWAY FUNDING

John Ayers reported an application was submitted on November 2, 2017 applying for \$30,000,000.00 in FHWA and INFRA Grant funding for the Ronald Reagan Parkway extension. Accompanying the application were Letters of Support from legislators Thompson, Crane, Steuerwald, and Rokita.

IN THE MATTER OF STATE FISCAL YEAR 2022 CALL OUT

John Ayers reported there currently is a call out for projects from INDOT and MPO for construction in State Fiscal Year 2022 and advised applications will be submitted for a couple of bridges and for the first phase of County Road 1000 North (State Road 267 to the Ronald Reagan Parkway intersection).

IN THE MATTER OF NOTICE TO BIDDERS

John Ayers presented the Notice to Bidders for Bridge No. 135 on Tudor Road over Mud Creek, Culvert No.

WA-013 on Raceway Road over Dead Run, and Culvert No. WA-044 on County Road 100 North over Cox Ditch and requested approval. All bids are due by 3:00 PM on December 11, 2017 and will be opened during the Commissioners' Meeting on December 12, 2017.

Commissioner Gentry moved to approve the Notice to Bidders for Bridge No. 135, Culvert No. WA-013, and Culvert No. WA-044 as presented. Commissioner Palmer seconded the motion and the motion was approved unanimously 3-0-0.

IN THE MATTER OF PRESTWICK COMMUNITY SERVICE ASSOCIATION'S REQUEST

Commissioner Palmer advised the Commissioners need to make a decision regarding Prestwick Community Service Association's (CSA) request for reimbursement for repairs in the amount of \$11,900.00 on Ridgehill over the bridge/dam they completed to comply with their Emergency Rescue Plan requirements. John Ayers stated the County has responsibility for the road and not the dam and advised it was discussed with Prestwick CSA, within the past ten years, that the County would be responsible for normal repairs/improvements to the road and not responsible for repairs/improvements made to accommodate the dam; Prestwick CSA would be responsible for repairs/improvements made to accommodate the dam. John Ayers stated he and Curt Higginbotham both agree Prestwick CSA incurred the costs to accommodate their privately-owned dam, as the modification of the curb of the roadway was only required for the dam, and do not feel the County has any responsibility to reimburse them for their costs.

Commissioner Gentry advised he would go out and look at the area to provide a more educated opinion for the decision. It was the consensus of the Commissioners to make a decision on the matter during the November 28, 2017 Commissioners' Meeting.

IN THE MATTER OF COUNTY ROAD 100 NORTH AND COUNTY ROAD 200 EAST FOUR-WAY STOP SIGN

John Ayers reported the four-way stop sign approved during the August 22, 2017 Commissioners' Meeting for the intersection of County Road 100 North and County Road 200 East, just north of the Fairgrounds, is scheduled to be installed on November 14, 2017.

IN THE MATTER OF RUDGATE

The Commissioners requested John Ayers research the tile replacement for the Rudgate matter and advise.

IN THE MATTER OF RESOLUTION ADOPTING A CONFLICT OF INTEREST POLICY FOR INDOT

During the June 27, 2017 Commissioners' Meeting, John Ayers presented a proposed Resolution to adopt a conflict of interest policy for INDOT, establishing a two hundred and fifty dollar (\$250.00) per occurrence dollar threshold for all public officials and employees of Hendricks County. The Conflict of Interest Policy, which shall be attached to and made part of the Resolution, shall read as follows:

HENDRICKS COUNTY, INDIANA CONFLICT OF INTEREST POLICY

The following paragraphs apply to all public officials and employees of Hendricks County, Indiana.

No officers or employees of the County shall neither solicit nor accept gratuities, favors, or anything of monetary value from Consultants, potential Consultants, or parties to subagreements, unless in accordance with this Conflict of Interest Policy. For purposes of Indiana Department of Transportation Policy and the Code of Federal Regulations, Hendricks County establishes a dollar value threshold of Two Hundred and Fifty Dollars (\$250.00) per occurrence. Any financial interest under Two Hundred and Fifty Dollars (\$250.00) shall be considered not substantial in accordance with the above-mentioned Code of Federal Regulations.

This policy conforms to the standards set forth in the Code of Federal Regulations and by the Indiana Department of Transportation. A "Consultant" is defined as an individual or firm providing engineering and design related services as a party to a contract with a recipient or subrecipient of federal assistance.

Commissioner Whetstone moved to approve the Resolution establishing and adopting a conflict of interest policy. Commissioner Gentry seconded the motion and the motion was approved unanimously 3-0-0. Nancy Marsh assigned Resolution No. 2017-51; Resolution of the Board of Commissioners of Hendricks County, Indiana Establishing and Adopting a Conflict of Interest Policy.

IN THE MATTER OF REMOVING DECALS FROM COUNTY VEHICLES

Commissioner Whetstone reported it's been brought to the Commissioners attention that the County decals have been removed from some of the County vehicles without permission. Commissioner Whetstone advised a strong policy needs to be implemented addressing the matter and recommended any County vehicles whose decals have been removed be taken away from the department(s) and be repurposed to another department. The decals are on the vehicles for many reasons and are not to be removed. Commissioner Palmer recommended the decals be put back on the vehicles at the expense of the person who removed them.

It was the consensus of the Commissioners for Todd McCormack to implement this in to the revisions for the vehicles in the Employee Manual and to contact the elected official(s)/department head(s) who removed their decals and advise them to have the decals put back on immediately at their expense.

IN THE MATTER OF TOWN OF PLAINFIELD ACQUIRING SODALIS NATURE PARK

Commissioner Palmer thanked Todd McCormack for his attendance at the meeting(s) in regards to the Town of Plainfield acquiring Sodalís Nature Park and stated there are ongoing details that still need to be worked out. Commissioner Whetstone asked Paul Miner, Hendricks County Park Board, if he had any further updates on the matter. Paul Miner had no updates to report.

IN THE MATTER OF OUTLOOK SPAM FEATURE

Doug Morris reported the County is adding a new feature to Outlook to help make it easier to identify and block SPAM and bogus email. Doug Morris advised if you get an email that is questionable, highlight the email and press the "Phish Alert" button. Outlook will then forward a copy of the email to the I.T. Department for review and places the original email in the "Deleted Items" folder. If the email is safe, I.T. will send a reply letting the user know the email can be put back in their "Inbox" and viewed.

IN THE MATTER OF WISHES TO BE HEARD

No items presented.

IN THE MATTER OF QUESTIONS FROM THE PRESS

No items presented.

IN THE MATTER OF COUNTY ATTORNEY

No items presented.

IN THE MATTER OF COMMISSIONERS AND ELECTED OFFICIALS

Commissioner Palmer congratulated the Danville and Avon High School Football Teams for winning Regionals and advancing on to the Semi-State round.

Commissioner Palmer reported she received an email that was sent to her and Shawn Shelley by a County resident who was able to pay their tax bill through a link on the County's website. The resident was very appreciative and wanted to thank the Treasurer and the County for their technological advancements.

Commissioner Whetstone reported Hendricks Regional Health held a Gala at the new hospital in Brownsburg on November 10, 2017 to showcase the new facility, providing a tour of the facility and a concert by Foreigner.

Commissioner Whetstone recommended the County send out an RFP in 2018 for 2019 insurance proposals so the County can review what they are receiving and compare prices. Commissioner Palmer advised a consulting broker has assisted the County with the RFP process in the past.

Nancy Marsh reported she will be moving forward with the Internal Controls Training.

IN THE MATTER OF ACKNOWLEDGMENT OF CORRESPONDENCE

CHECKS RECEIVED

- | | | | |
|----------------|-------------|---------------------------|------------------------------|
| 1. \$570.00 | OB Services | Claim No. 0AB209756-01-01 | Sheriff's Department Vehicle |
| 2. \$10,249.00 | OB Services | Claim No. 0AB209756-01-01 | Sheriff's Department Vehicle |

STAFF REPORTS RECEIVED

1. Receipt was acknowledged for the Executive Director's Report of November 14, 2017 from Todd McCormack, Executive Director.
2. Receipt was acknowledged for the I.T. Department report of November 14, 2017 from Doug Morris, I.T. Director.
3. Receipt was acknowledged for the Human Resources report of October 23, 2017 through November 10, 2017 from Erin Hughes, Human Resources Administrator.
4. Receipt was acknowledged for the weekly Highway Department reports of October 10, 2017 through October 13, 2017, October 16, 2017 through October 20, 2017, October 23, 2017 through October 27, 2017, and October 30, 2017 through November 3, 2017 from Curt Higginbotham, Highway Department Superintendent.
5. Receipt was acknowledged for the County Treasurer's Monthly Report for the month ending October 31, 2017 from Shawn Shelley, Treasurer.

CORRESPONDENCE RECEIVED

1. Memo from Paul Miner, Hendricks County Park Board.
2. October 26, 2017 Meeting Agenda from Cummins Behavioral Health Systems, Inc. Board of Directors.
3. Minutes from the September 28, 2017 Cummins Behavioral Health Systems, Inc. Board of Directors.
4. Notice of Tort Claim from Johnson Jensen, LLP., representing Christopher Lee Brown and Cinthya Brown.
5. Notice of Public Hearing of the Avon Board of Zoning Appeals from Stevenson Legal Group, LLC.
6. Notice of Tort Claim from Shartzler Law Firm, LLC., representing Sergeant David Cox.

IN THE MATTER OF ADJOURNMENT

Commissioner Gentry moved to adjourn the Hendricks County Commissioners' Meeting at 10:12 AM on Tuesday, November 14, 2017. Commissioner Whetstone seconded the motion and the motion was approved unanimously 3-0-0.



Matthew D. Whetstone, President



Phyllis A. Palmer, Vice President



Bob Gentry, Member