



## **HENDRICKS COUNTY BOARD OF COMMISSIONERS**

### **MINUTES OF THE MAY 26, 2020 MEETING**

The Hendricks County Board of Commissioners met in regular session at 9:00 AM on Tuesday, May 26, 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
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
David Cox	Councilman
John Ayers	Engineer
Erin Hughes	Human Resources Administrator
Kevin Cavanaugh	Facilities Manager
Doug Morris	I.T. Director
Dawn Mason	Emergency Management Director
Krista Click	Environmental Health Director (Appeared Telephonically)
Jeff Corder	Public Health Preparedness Coordinator
Loren Delp	Prosecutor (Appeared Telephonically)
Shawn Shelley	Treasurer (Appeared Telephonically)
Dan Chubb	Chief Deputy Coroner (Appeared Telephonically)
Nicole Lawson	Assessor
John Gramling	Application Support Specialist
Ryan Lemley	Parks and Recreation Superintendent

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#### **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. Commissioner Gentry led the Pledge to the Flag in unison. Greg Steuerwald gave a brief prayer for those who wished to participate.

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#### **IN THE MATTER OF COVID-19 (CORONAVIRUS) UPDATE**

Jeff Corder provided a brief update on the COVID-19 (Coronavirus) pandemic in Hendricks County.

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#### **IN THE MATTER OF MINUTES**

Commissioner Whetstone moved to approve the Minutes of the May 12, 2020 Commissioners' Meeting as presented. Commissioner Gentry seconded the motion and the motion was approved unanimously 3-0-0.

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#### **IN THE MATTER OF CLAIMS**

Commissioner Whetstone moved to approve Payroll Check Number 110479, Direct Deposit Check Numbers 193023 through 193522, and all Budgetary Claims presented from the Auditor's Office for the period beginning May 14, 2020 and ending May 27, 2020. Commissioner Gentry seconded the motion and the motion was approved unanimously 3-0-0.

## **IN THE MATTER OF PUBLIC HEARING FOR ORDINANCE FOR MAXIMUM SPEED LIMITS ON CERTAIN COUNTY ROADS**

Commissioner Palmer opened the Public Hearing regarding the Ordinance for Maximum Speed Limits on Certain County Roads at 9:06 AM. John Ayers presented the proposed Ordinance to reduce the speed limit on County Road 1000 N. from forty (40) mph to thirty-five (35) mph on the eastbound and westbound approaches to State Road 267 and requested approval.

There were no remonstrators present, or on the telephone, and Commissioner Palmer closed the Public Hearing at 9:07 AM.

Commissioner Whetstone moved to approve the Ordinance as presented. Commissioner Gentry seconded the motion and the motion was approved unanimously 3-0-0. Nancy Marsh assigned Ordinance No. 2020-21, Ordinance for Maximum Speed Limits on Certain County Roads.

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## **IN THE MATTER OF CERTIFICATION OF LOCAL APPROVAL FOR THE HUD GRANT FOR SHELTERING WINGS**

Cassie Mecklenburg, Executive Director of Sheltering Wings, presented the Certification of Local Approval for the HUD Grant and requested approval.

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

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## **IN THE MATTER OF 2020 EMPLOYEE HEALTH BENEFITS PLAN DOCUMENT AND AMENDMENT NO. 1**

Erin Hughes presented the 2020 Employee Health Benefits Plan Document and Amendment No. 1 with Unified Group Services and requested approval. Erin Hughes advised the Amendment is related to the COVID-19 Pandemic for testing, treatment, and future immunization and for the continuation of coverage for employees working reduced hours or out on a temporary absence due to a National Pandemic.

There was discussion amongst the Commissioners and Erin Hughes regarding the timeliness of receiving the Plan and the fact the County paid all eligible employees during our Stay at Home Order. Commissioner Whetstone advised the continuation of coverage does not apply to Hendricks County and expressed concerns that adding this section of the Amendment could cause legal issues and requested Erin Hughes obtain more information regarding the need; Greg Steuerwald concurred. Erin Hughes advised she had been trying since October of 2019 to get the updated 2020 Plan from the County's prior insurance agent, Jeff Fox, and was not able to and stated the continuation of coverage portion was a recommendation from Unified Group Services.

Commissioner Whetstone moved to approve the Plan as presented and to table the Amendment for a later date. Commissioner Gentry seconded the motion and the motion was approved unanimously 3-0-0.

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## **IN THE MATTER OF REQUEST TO ADD COUNTY PHONE LINE FOR VOLUNTEER CRISIS RESPONSE TEAM**

Jeff Corder requested a County phone line be added and routed to his desk phone so he can forward it to a member of the volunteer Crisis Response Team when deployed to respond to a mental health need following a crisis. Jeff Corder advised the costs associated for the added phone line would be paid for from Medical Reserve Corp. grant funds.

John Gramling advised he supports this request as this phone line would be in the control of a County employee instead of a volunteer being in control of a County owned cell phone.

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

**IN THE MATTER OF BID AWARDING FOR 2020 COMMUNITY CROSSINGS GRANT  
RESURFACING PROJECT**

John Ayers recommended the 2020 Community Crossings Grant Resurfacing Project be awarded to the Harding Group in the amount of \$1,673,243.65 as the lowest responsive and responsible bidder.

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

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**IN THE MATTER OF COUNTRYMARK REFINING AND LOGISTICS, LLC. UTILITY  
REIMBURSEMENT AGREEMENT**

John Ayers presented the Countrymark Refining and Logistics, LLC. Utility Reimbursement Agreement in the amount of \$198,586.30 for the relocation of some pipelines for the Ronald Reagan Parkway extension and recommended approval.

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

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**IN THE MATTER OF COUNTY ROADWAYS FUNCTIONAL RECLASSIFICATION REQUEST**

John Ayers presented the INDOT County Roadways Functional Reclassification Request Letter to reclassify certain road segments within the County and recommended approval.

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

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**IN THE MATTER OF EAGLE RIDGE CIVIL ENGINEERING AGREEMENT FOR CR 925 EAST  
DRAINAGE IMPROVEMENTS**

John Ayers presented the Eagle Ridge Civil Engineering Agreement for the preliminary design of drainage improvements on CR 925 East in the amount of \$14,740.00 and requested approval.

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

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**IN THE MATTER OF ELECTED OFFICIALS**

Shawn Shelley reported eighty-four (84) percent of tax revenue has been collected and will be distributed on May 29, 2020.

Nancy Marsh advised an advance tax distribution will be going out after the next collection period of July 10<sup>th</sup> and hopes to be back on track for December 30<sup>th</sup>.

Dan Chubb, on behalf of the Coroner, requested the Commissioners assist with cremating an unclaimed body that the family has refused to claim over the past four (4) weeks. Dan Chubb advised the Washington Township Trustee denied paying for the cremation as the decedent was a Florida resident, briefly residing in Indiana, and stated the cremation is \$495.00.

There was discussion amongst the Commissioners, Greg Steuerwald, Dan Chubb, and Nancy Marsh as to if the County has authority to cremate the body and what fund it could be paid from. Greg Steuerwald advised the County could proceed with cremation once the body has been unclaimed for over seventy-two (72) hours. Nancy Marsh advised the cremation could be paid for from an emergency line item.

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

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## **IN THE MATTER OF BRIDGE NO. 274**

John Ayers presented an estimate from Trisler Construction in the amount of \$16,500.00 for emergency repairs to Bridge No. 274, located on Cartersburg Road just south of the Government Center, and recommended approval.

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

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## **IN THE MATTER OF NEW JAIL AND SHERIFF'S OFFICE**

Kevin Cavanaugh reported a presentation regarding the exterior appearance of the new Jail and Sheriff's Office will be made during the June 9, 2020 Commissioners' Meeting. Kevin Cavanaugh advised he requested waiver of all fees to the Town Council of Danville during their May 20<sup>th</sup> Council Meeting and is awaiting a response.

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## **IN THE MATTER OF TIF FUNDING FOR LIBERTY TOWNSHIP AMBULANCE PURCHASE**

Todd McCormack reported Jeff Dixon of the Liberty Township Fire Department (LTFD) inquired about the status of the TIF funding for the purchase of a new ambulance.

There was discussion amongst the Commissioners, Todd McCormack, and Nancy Marsh regarding the matter. Nancy Marsh advised \$175,000.00 had been received thus far. The Commissioners expressed the staffing and training to operate the ambulance would be the responsibility of LTFD as the TIF can only be used for capital expenditures.

It was the consensus of the Commissioners for Todd McCormack to follow up with Jeff Dixon to let him know how much money is available, find out the purchase price, and go over the staffing and training concerns.

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## **IN THE MATTER OF PROPOSED CONTRACT FOR INSTALLATION OF EQUIPMENT IN SHERIFF'S DEPARTMENT VEHICLES**

Todd McCormack presented an hourly Contract with Delbert K. Clevenger for the installation of equipment in Sheriff's Department vehicles and recommended approval. Todd McCormack advised this Contract is needed to be consistent and correct in how existing County employees perform work for the County outside of their existing job description. Todd McCormack reported the Contract has been approved by Greg Steuerwald and has been reviewed by Nancy Marsh, Tami Mitchell, and Carrie Lofton regarding the procedures for payment.

Greg Steuerwald advised that all secondary work by current County employees shall be done outside of their regular work schedule or while the employee is out on PTO.

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

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## **IN THE MATTER OF CORONER'S OFFICE TEMPORARY TRAILER**

Todd McCormack reported a more permanent location needs to be found for the temporary trailer for the Coroner's Office until a permanent solution can be found and requested assistance in determining a location. Todd McCormack advised he is trying to reach an agreement with the hospital to purchase a permanent unit that would be placed at the hospital.

There was discussion amongst the Commissioners, Todd McCormack, John Ayers, Kevin Cavanaugh, Dawn Mason, and Ryan Lemley regarding the matter and moving it to a different location at the East Community Building or to another location. Dawn Mason advised she would need to let the State know by the end of the day on Wednesday for it to be moved by their driver and stated only the State is permitted to move the trailer. Ryan Lemley advised he and other Parks Department employees do not like looking at the trailer and would prefer for it to be moved to a location where it is not visible to staff and other visitors from their office.

Commissioner Whetstone moved to authorize Todd McCormack to make the final decision of the placement of

the trailer with input from Rick Morphew, John Ayers, Kevin Cavanaugh, Dawn Mason, and Ryan Lemley. Commissioner Gentry seconded the motion and the motion was approved unanimously 3-0-0.

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### **IN THE MATTER OF CARES ACT**

Todd McCormack presented information on the CARES Act (Coronavirus Aid, Relief, and Economic Security) and the approximately \$5,400,000.00 in potential funding dedicated solely for the County and how to access the funding through the Coronavirus Relief Fund Reimbursement Request Form and requested guidance on how to proceed as the Form requires the signature of the President of the Commissioners or the President may designate another as the signatory.

Commissioner Whetstone inquired what process has been put in place to determine if a claim qualifies and how the reimbursements will be submitted.

Nancy Marsh reported she plans to head up the process of submitting the reimbursements and has instructed the Department Heads/Elected Officials to clearly mark COVID-19 related claims and advised the Auditor's Office is tracking the expenditures for reimbursement. Nancy Marsh stated she notified the Council of the same during their last meeting.

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### **IN THE MATTER OF PHASED REOPENING**

Commissioner Palmer inquired if the County offices were fully open to the public at this time and when the Commissioners' Meetings and other meetings would resume regular public availability.

Todd McCormack reported County offices fully opened to the public on May 18, 2020.

Mila Shaffer reported the Commissioners' Meetings are and have been open to the public with limited seating available in the Commissioners' Meeting Room, overflow seating with live audio in another Meeting Room, and remote attendance information posted on the Agendas. Todd McCormack stated attendance information for the Commissioners' Meetings has been transparent and consistent with public access guidelines.

Commissioner Palmer expressed her appreciation to Todd McCormack and Mila Shaffer for making sure the information is getting out to the public and inquired if things would be able to resume back to normal on or around July 4, 2020.

Todd McCormack and Mila Shaffer advised social distancing guidelines and restrictions may force the reduced seating capacity and the continued availability of remote attendance for some time to come. Todd McCormack stated Phase 4 of the Governor's Plan removes most restrictions on July 4, 2020, but still recommends social distancing for high risk individuals and this may be the new "normal".

Commissioner Whetstone agreed and expressed that the County has a responsibility to continue to allow remote access for those individuals who have been recommended to not attend in person to maintain transparency.

Nancy Marsh reported the Public Access Counselor is encouraging live, in person meetings, and was advised that remote attendance for public meetings is no longer required at this time.

There was discussion amongst the Commissioners, Todd McCormack, and Doug Morris regarding the possible implementation of live video streaming in the future instead of teleconferencing to allow greater access.

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### **IN THE MATTER OF FUTURE PLANNING FOR REMOTE WORKING**

Doug Morris reported the preliminary cost for technology that will allow a secure connection to internal County resources using an internet browser on a personal device for remote working is \$1,000.00 per employee per year and advised the costs could be reimbursable under the CARES Act and will continue to research options.

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## **IN THE MATTER OF ENTERPRISE PHONE UPDATE**

Doug Morris reported the new Enterprise phone system was installed at Animal Control, Parks & Recreation, Highway Department, and Work Release Facility on May 20, 2020 and advised John Gramling will continue to assist with setting up phone trees for departments/offices. Doug Morris stated the new phone system shows which County department/office is calling, allowing the recipient to return a missed phone call to the correct person.

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## **IN THE MATTER OF COMMENTS FROM THE FLOOR**

Sheriff Clark inquired about the Chicago Bond Hearings for the new Jail and Sheriff's Office and if there is a plan for attendance.

Nancy Marsh advised she did not believe Greg Guerrettaz was planning to do them for another year.

Commissioner Whetstone requested Todd McCormack check with Greg Guerrettaz to determine the timeline and inquire if he has a plan in place.

Sheriff Clark inquired if the County 4-H Fair is going on as planned so he can plan for staffing.

Commissioner Palmer reported it was discussed during the last Fair Board Meeting, but a final decision had not been made as they are trying to determine if they would be able to meet the guidelines implemented by Purdue Extension.

Beth Switzer, Purdue Extension Director, advised a meeting was scheduled for 11:00 AM to discuss the matter and stated Franklin, Monroe, and Shelby County have announced they are having virtual 4-H Fairs.

Ryan Lemley reported he received notification that the application for the next round of the Next Level Trails Grant has been postponed and will pursue other grants as they become available.

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## **IN THE MATTER OF COMMISSIONERS**

Commissioner Whetstone advised the Solid Waste Management District Board approved purchasing two (2) picnic tables for W.S. Gibbs Memorial Park.

Commissioner Gentry requested Mila Shaffer prepare a Proclamation for Amateur Radio Week and requested Sheriff Clark attend Amateur Radio Field Day on June 27, 2020 for the presentation. Commissioner Gentry will read the Proclamation at the event.

Commissioner Whetstone reported Jeff Pipkin, Hendricks County Economic Development Partnership Director, will be resigning from his position as of July 1, 2020 and the Partnership is looking for a new Director. The Commissioners thanked Jeff Pipkin for all of his hard work and dedication to the County.

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## **IN THE MATTER OF ACKNOWLEDGMENT OF CORRESPONDENCE**

### **CHECKS RECEIVED**

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|----|-------------|--------------------|--------------------------------------|
| 1. | \$10,772.91 | Town of Brownsburg | 2019 Pictometry Interlocal Agreement |
|----|-------------|--------------------|--------------------------------------|

### **TITLES ENDORSED**

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|----|------|-------|---------|------------------------|----------------------|------------|
| 2. | 2012 | Ford  | Taurus  | VIN: 1FAHP2DW8CG133776 | Sheriff's Department | To Be Sold |
| 3. | 2012 | Dodge | Charger | VIN: 2C3CDXAT5CH195813 | Sheriff's Department | To Be Sold |
| 4. | 2013 | Dodge | Charger | VIN: 2C3CDXAT4DH642827 | Sheriff's Department | To Be Sold |
| 5. | 2014 | Dodge | Charger | VIN: 2C3CDXATXE208252  | Sheriff's Department | To Be Sold |
| 6. | 2014 | Dodge | Charger | VIN: 2C3CDXAT8EH208251 | Sheriff's Department | To Be Sold |
| 7. | 2014 | Dodge | Charger | VIN: 2C3CDXKT9EH279795 | Sheriff's Department | To Be Sold |

## STAFF REPORTS RECEIVED

1. Receipt was acknowledged for the Engineering Department Report of May 26, 2020 from John Ayers.
2. Receipt was acknowledged for the Facilities Department Report of May 26, 2020 from Kevin Cavanaugh.
3. Receipt was acknowledged for the Executive Director's Report of May 26, 2020 from Todd McCormack.
4. Receipt was acknowledged for the I.T. Department Report of May 26, 2020 from Doug Morris.
5. Receipt was acknowledged for the HR Report of May 9, 2020 through May 20, 2020 from Erin Hughes.
6. Receipt was acknowledged for the Highway Department Report of May 4, 2020 through May 8, 2020 and May 11, 2020 through May 22, 2020 from Curt Higginbotham.
7. Receipt was acknowledged for the Parks & Recreation Dept. Report of May 21, 2020 from Ryan Lemley.

## IN THE MATTER OF ADJOURNMENT

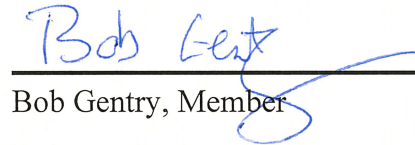
Commissioner Whetstone moved to adjourn the Hendricks County Commissioners' Meeting at 10:23 AM on Tuesday, May 26, 2020. Commissioner Gentry seconded the motion and the motion was approved unanimously 3-0-0.



Phyllis A. Palmer, President



Matthew D. Whetstone, Vice President



Bob Gentry, Member