

## Randolph County Commissioners

March 16, 2015

The Randolph County Commissioners met at their regular meeting at 9:00AM in the Commissioners and Council Room in the Courthouse with the following members present: Board President Michael Wickersham, Tom Chalfant and Gary Girtton. Also present was Randolph County Auditor Mary Ann Lenkensdofer, Sheriff Ken Hendrickson and County Attorney Meeks Cockerill. Max Holaday was the Council representative.

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Pledge of Allegiance

Michael Wickersham, President presided over the meeting.

### Town of Farmland – previous request of funding

Loretta Perry, Andy Croyle and Troy Bain were present. Perry stated that we are here from a previous request for windfarm money. It will cost us \$160,000 to upgrade and do the chlorination treatment. IDEM has given us until March 30<sup>th</sup> to comply. Wickersham stated this request was approved with Council in March granting them \$100,000 from wind farm funds. Wickersham asked for a motion to approve. Gary Girtton stated there has been no plan for the wind farm funds as of yet. I am not opposed to this request but I think there should be something in place for the use of the wind farm money. I would be more in favor of doing a non interest loan for their amount until the criteria is worked out. Once the protocol is done we can revisit this and it will help Farmland in the meantime. Tom Chalfant asked if there was a way to loan \$100,000 and get the \$60,000 from somewhere else. Michael Wickersham said he was in favor of granting the \$100,000 since we granted the requests for the other two towns and he didn't want to treat Farmland differently. Loretta Perry stated she was not worried about the \$60,000 because we can use other money for that. Gary Girtton said he was more in favor of \$160,000 non-interest bearing loan. It would give them the money they need right now. There would be no repayment until the committee has the criteria available. Perry asked how long that might be since she was concerned that if part of the money wasn't granted she wouldn't be able to pay back the entire amount. Gary Girtton felt the committee should be able to have their criteria by September. Gary Girtton made a motion to grant the town of Farmland a non-interest bearing loan of \$160,000 and if any repayment plan was applicable it would not start until October. Tom Chalfant seconded the motion. All aye votes cast. Motion carried. Michael Wickersham advised the town that they would need to go back to County Council since we approved a \$160,000 loan and they granted you \$100,000.

### Randy Abel, Building Commissioner- changes to fees

Randy Abel stated I would like to change the fees in the building ordinance. The permit section requires \$1500 – \$5999.99 for a minimum cost for requiring a permit and the low end at \$35. The second and third level will stay the same. Abel said on the third level between \$10,000 and \$100,000 would be the \$400. The starting point for the third level is \$350. I went back and looked at all the permits we have issued and there are several examples of jobs costing \$115,000-\$130,000 and the permit is less than \$400. I would ask if we could change the \$350 to the \$400 fee. I would also like to change the \$.03 to \$.04 a square foot. The noncommercial and commercial wind turbines will stay the same. I would also like to add into this the wireless telecommunication facilities like the cell phone towers. I go out and inspect electrical panels when the homeowner installs. It is under the \$1500 limit therefore I am going out on an inspection and the county is not really getting reimbursed. I have also included commercial and non-commercial demolition. Before we have just based it on the cost. Maybe this would encourage the public to do some of their own demolition to cut back on those costs. Wickersham asked what he means by commercial. Abel stated it could be the type of property or ownership. Meeks Cockerill said I would go with the use of the property. Abel said I would like to go with just a renewal fee for the permits which would take care of the paper work. I would also like to revise the county registration. I am suggesting under section 5 of the registration fee to read that each contractor shall pay an annual registration fee of \$25. All registrations will expire on December 31<sup>st</sup> of the year of payment. A renewal fee of \$25 will be due on January 1<sup>st</sup> of each year. We do have a lot of confusion when people come in because they don't keep track when renewals are due. We have a lot of permits going out and we cannot issue a permit until they are registered. What happens then is it backs up the whole system. We have permits sitting for months waiting on the contractors to come in and pick up the permits. Three things that hold that up are the registration doesn't get paid, the bond is terminated or they don't send in proof of insurance. In Section 1 of the building codes it is talking about all contractors need a permit for each craft. I am proposing to do away with each craft and make the registration for the company or the contractor. I think it is unfair for a contractor that can do electrical and HVAC to have two \$5,000 bonds, pay two fees and two certificates and it is the same person doing the work. General contractors will do the framing, foundation, electrical and the roof. They now would need different permits for each. I would also ask that the bond requirement be dropped and the demand of insurance becomes voluntary. I purpose a submittal of certificate of insurance is recommended but not required. The certificate of insurance will contain adequate notice of cancellation requirements indicating that the Randolph County Building Commission will be notified in the event of the cancellation at least 30 days prior to the event of the effective date of the cancellation. In other counties they have a waiver. When the home owner comes in to get a permit and there is no certificate of insurance listed they are given a waiver which states that the homeowner is aware of that

fact. This way the county isn't taking any liability for that. Wickersham asked if we are not going to require insurance then why do we want to be involved in it at all. We are leaving it up to the homeowner responsibility to hire a reputable contractor that would have insurance. Gary Girtton stated he is not in favor of not requiring contractors to have insurance. Meeks Cockerill said keep it the way it is and give an exempt status for religious reasons. Girtton said I could even be ok to do away with the bond because I don't think there has been any issue with this in the county. Meeks said it is not our responsibility, it would be the homeowner. Abel said the insurance covers the contractor more than it does the homeowner. Meeks Cockerill said he would work on the changes except the insurance and have it ready for the next meeting.

**Jake Donham, Building maintenance Koorsen Fire & Security contract for court services building**

Jake Donham stated I have a contract for the Community Corrections. I have been using two vendors one for the extinguishers and one for the alarm system. I have switched to Koorsen Fire & Security for both. I have a 3 year service plan for both of these. After being asked about the RCFPO building Jake said I think Phil is using 3 different vendors. Doing a 3 year plan saves us \$32,30 a year verses doing two separate vendors. If you want to table this I can ask more questions to find out what it would be to include the RCFPO building. Tom Chalfant made a motion to approve the agreement with Koorsen Fire & Security for inspection of fire extinguishers and security at the Community Correction Building for 3 years at an annual cost of \$271,00 and approve the president to sign. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

Donham stated Gary and I decided to get pricing for the front approach at the Community Corrections building to make it ADA acceptable. The pricing would include ramps, cutouts, sidewalk and the right elevations for that building to get into. I have quotes from Cully Construction of \$7550. Myers Excavating & Landscaping quoted \$6975 to remove sidewalks, haul away debris and put in ramps. I have talked to the Mayor of Winchester and he asked if we could put conduit under the cement from end to end. Mayor Croyle is in the process of trying to get new street lights. I did ask Mayor Croyle if they had a rehabilitation program to be able to reimburse the county for a portion of this. Mayor Croyle told me to get our project totals and he would present these quotes to the city council to see if they want to put this in their projects. Wickersham asked if Jake could email the quotes to Commissioners and wanted to table this.

**Monte Poling, City manager, Mayor Bryan Conklin, Union City, Kent Anderson Kenna consulting Joel Markland BCA environmental consulting and Bruce Hosier REDC director - request of IDOC fund acct**

Mayor Conklin explained about the money that is in the county IDOC fund. Conklin said the money was for a loan by the Department of Commerce to Navistar for the purchase of the Workhorse facility in Union City. Part of the facility was not purchased with the old Body Company building that was in receivership by the county. Monte Poling said when the Body Company went through its bankruptcy the buildings along Pearl Street were in a bankruptcy holding pattern for years. When I was still on the police department I wrote a letter to the bankruptcy judge and told him it was an intricate part of our economic development and to see if there was a process to get it released. Shortly thereafter those properties were released. The County and the City went into a joint Brownfield Grant to do a Phase I study of the buildings and consequently did 3 or 4 other grants to do some more studies, remediation and clean up. As you know the county at one time was attempting to sell the buildings to C & M Fabricators. They were there for a little while and didn't pay the taxes on it and it went back into receivership again. Around 2006 we asked the county to transfer that property to the City of Union City so we could create an economic development zone. We were able to get into those buildings and do some upgrades and eventually we had three different businesses to occupy them at least in the usable parts of the building. The other parts of the building are now in bad condition and are continuing to deteriorate quickly. It is going to start affecting the businesses that are in there now. Mayor Conklin introduced Kent Anderson from Kenna Consulting and Joel Markland from BCA. They have contacted us about an OCRA grant for \$500,000. Joel Markland stated this project came up rather quickly last spring. OCRA had some left over disaster recovery money and they come up with a round for Brownfield projects. Markland said we have been involved with this project since 2007. We knew all along the problem would be with the center building. The way the process works is we submit a scope of work in a letter to IDEM Brownfield Program. Brownfield will then approve the site and provide a letter of support to OCRA which triggers the application process. We prepared the bid specs, took engineer estimates and construction estimates because the shared walls that Monte spoke about. It will be cheaper to reconstruct new walls instead of saving the existing ones. We had four bidders on the project and are recommending that Miller Contracting Group do the work for us. Their bid was over our budgeted amount based on the OCRA grant. Mayor Conklin said even with the cities match we are still short \$110,000. This would be to shore up the walls for Frank Miller Lumber and Union City Assembly. Our request would be to allow us to apply for \$110,000 for balance of the project. Gary Girtton asked if the grant and the \$110,000 will cover the demolition and put the buildings back in the position to be serviceable. Mayor Conklin said we have a match of approximately \$50,000. We have had direct costs of \$48,000 just for maintaining that whole area and that is in addition to the match. Wickersham asked Conklin to explain the amounts. The \$427,100 is that for demolish and reconstruction. Joel Markland stated that is the total cost. The \$366,500 is the actual construction dollars which is the budget for the OCRA Grant. The City of Union City match of \$56,000 is also in that total. The additional \$40,000 for the land fill cost is discarding of the bricks. We clearly documented and clarified the brick had been painted with lead paint. The price we negotiated was

\$6 a ton. A couple days before the deadline the landfill said they could not honor that price. We renegotiated with them and it started at \$16 a ton but we got it down to \$10 a ton. Kent Anderson stated the OCRA has a time line and we would need to have the funds released by the end of the month. Mayor Conklin stated that the city had a revolving loan fund similar to the county's fund. Since we did not use the money and it went dormant and OCRA took those funds back two years ago. Wickersham said he was puzzled by the grant of \$500,000 and the cities match. The construction and demolition budget of \$366,500 seems like a large percentage going somewhere else. Markland stated the balance pays the engineering and grant administration. The total for the project is \$556,000, so the \$200,000 is for engineering and grant fees. Wickersham asked since the city lost their revolving loan fund does the city have any more money to put towards this project. Mayor Conklin stated if the county doesn't help us out we are committed to Union City Assembly and Frank Miller Lumber that are utilizing both buildings. If the walls cave we have assured them that we would have to take care of it. I had forgotten about the old Body Company funds and after talking with Greg Beumer these funds could be used for such a project since it is an economic development project.

Bruce Hosier then presented two more IDOC projects. One of the other companies is Romar Professional Services, Inc. a medical base billing business that has been in business since 1993. The business has built itself up to 22 employees. They have 11 full-time and 11 part-time. They will be adding approximately 1800 sq. feet to the existing structure. They are planning on updating equipment to be in compliance with Medicare. A new parking lot will be added to the site. They have supplied REDC with a full business plan along with documentation. They would immediately add 2 full-time jobs with the anticipation of 4 full time jobs over the next 4 years with an annual salary of \$30,000 plus. The investment for Romar Professional Services expansion project would be a \$250,000 plus. This particular project we would request a \$10,000 grant from the IDOC fund. Mayor Conklin said the city agreed to leverage \$5,000 additionally.

The second project is for Didier Hardware Corporation a family owned business in Union City since 2005. They currently have 4 full-time employees and 3 part-time. They are in the process of hiring more employees. They have supplied the REDC with a full business plan along with documentation as well. The potential investment for this project is around \$275,000. Union City will advance \$5,000 more and a request of \$12,500 from the IDOC. Kent Anderson stated in order to get old body company project going we need a letter committing \$110,000. Gary Girtton made a motion to grant \$110,000 out of IDOC fund for the Union City Body project. Tom Chalfant seconded the motion. All aye votes cast. Motion carried. Tom Chalfant made a motion to grant \$10,000 from the IDOC fund for Romar Professional Services Inc. Gary Girtton seconded the motion. All aye votes cast. Motion carried. Tom Chalfant made a motion to grant \$12,500 from the IDOC fund for Didier Hardware Corporation. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

In another item, Bruce Hosier stated the he wanted to clarify about the REDC Comprehensive Plan. It is a county plan. I wanted to bring this to the fore front because it can affect our ability to receive grant monies. I also want the board to know I would not ask for investment dollars for something I don't think has creditability and value to the project. A few more weeks won't hurt to wait to make sure we have everything covered. Investment dollars need oversight and due diligence. I do think that this needs to be kept on the radar and addressed. Wickersham said the 2007 plan was for celebrating and creating a superior Randolph County and was submitted by a local group called Randolph Vision Inc. This plan is less than 10 years. I am not certain that this 2007 plan couldn't be developed into a new plan.

Commissioners agreed the 2007 plan may need to be looked at a little closer rather than to start a new plan from scratch. Hosier recommended that we table this so we can do further due diligence. We could see what can be done with the existing documents. Commissioners wanted to look over the two copies of the plans that Bruce brought to the meeting today.

#### Highway Dept. – handbook changes

Danny Love, Kevin Slick, Jessica Olson and Paula Albin were here to make amendments to the Highway Handbooks. Olson said Danny wants to amend the floating holiday from being used by March 1<sup>st</sup> to May 1<sup>st</sup>. The highway is the only one working on the floating holiday because they only work a 4 day week. Love said I would like to change vacation time to hours and be able to use it in 5 hour intervals (Pg. 21, Sec.4.1) in the handbook. Olson said this is only for the highway department. Everyone else seems to be ok with the way it is.

Sick Time (Pg. 41, Sec 4.5) Danny wants employees to take their time in ½ hour increments. Olson said Danny initially said he didn't like taking time in less than ½ day or whole day increments. So I came across the employee who was losing time basically two or three hours a day if he took off. The problem I had was when I went through the employee service sheets for the total of 14 employees, there were employees who were given 2.5 hours of sick or vacation time. It wasn't being applied consistently to all employees during 2014. So that is how I got into the conversation with Danny. If we are going to allow increments of half or whole it should be given to all employees. We don't want the employee saying don't pay me in case we would get audited. I wouldn't be able to tell them we have a policy that only pays half or whole when there are 15 other documents that say that we do. Wickersham stated the paragraph should say sick time can be taken in ½ hr increments. Olson said the personal days would be the same as vacation days 5 hours or whole day (Sec. 4.10). I would like the CDL total charges of \$60.00 to be paid by the county for all individuals. No limits to that amount for CDL physicals. Meeks said the language would be (Sec 4.16) CDL examination of Randolph County Highway Department shall pay the total cost of all required CDL examinations for its employees. Love said that is just the CDL physicals if they need

anything other than that it comes out of insurance or the employee pays for it. Meeks said if there begins to be a big difference in the amount where the employee may go, you could specify one location for the exam.

Love stated he had a conversation with Mike on the Holiday pay. The requirement as it stands now is to get time and a half after you have to actually work 40 hours. I am concerned if they are sick, take vacation time or holidays then they won't get that opportunity to actually work 40 hours and get the time and a half. They won't come in and work overtime because there is nothing in the handbook about mandatory overtime. Wickersham said I have indicated to Danny that for me if sick, I don't really want that person coming in necessarily for overtime if he is sick. Vacation I feel is his choice. The holidays we establish and is that taking that away. If I was going to consider anything it would be holiday. My difficulty in that is that should apply to everyone in the county. You would have the sheriff, jail, EMS and E-911 you would have the same situation. Those extra hours would be scheduled in most cases and not come right up. That is why I am telling you I have not come to a conclusion on this. Meeks Cockerill said we have talked about this before, the issue should only come in when you have to actually worked 40 hours. Love gave an update on the closing of State Road 1. The State did not notify me that this was being done and Road 900 West is becoming a mess. We have been down there cleaning off the pavement with an excavator to make it passable. I would just as soon leave it closed to truck traffic until they decide what is going to be done with State Road 1. Wickersham said or at least until we can get it reconstructed. Love stated we do have an agreement on the unofficial detour when they decided to do State Road 1. Wickersham asked will there be a time later this summer where State Road 1 could be repaired and passable. Love said his understanding is that State Road 1 is going to be totally redone again. Tom Chalfant said it wouldn't hurt us to write a letter to the Department of Transportation asking for information and letting them know about the liability of our county roads. Love said you might want to send one to Greg Beumer and Senator Raatz. Commissioners wanted to see the agreement with the State of Indiana. Wickersham said unless you hear differently then 900 West is closed. Tom Chalfant made a motion to approve the five changes to the Highway Department Handbook. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

Meeks suggested on road 900 West you could declare it a travel advisory. That means it is restricted in an area due to a hazardous situation. Tom Chalfant made a motion to approve 900 W from State Hwy 36 north to State Hwy 32 restricted to local traffic only. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

#### **Duane Petry, Dianna Sutliff Coroner Ambulance**

Duane Petry said Tim Crawford was called out on a run for Union City and couldn't be here today. The 1995 ambulance that is used for a coroner vehicle is sitting in the basement of the jail. I don't think we have used it in a year since we are going to Ft. Wayne for autopsies now. There is not one of us that wants to take a chance in that vehicle going to Ft. Wayne. Tim would like to just get rid of it and get it out of the jail basement and use the suburban for transports. Meeks said you can declare it surplus property through a surplus resolution. If it is under \$1,500 the commissioners can give authority to dispose of it. Gary Girtton made a motion to dispose of the 1995 ambulance located in the basement of the jail. Tom Chalfant seconded the motion. All aye votes cast. Motion carried.

Dianna Sutliff stated she wanted to bring to the board's attention that she has lost another paramedic. He will work his scheduled days through March. He is going to Richmond Fire as EMS chief for \$65,000 a year and a take home vehicle. Yesterday he slid a note under my door and said with the responsibilities of his new job he will no longer be able to full fill his scheduled days so now I am 2 paramedics short. I am struggling to get paramedics. The one position has been open for over a year. A lot of the reason for the shortage is due to wages we pay and the fact that some paramedics only take 911 calls and not transfers. To keep our revenues up we take a lot of transfers from St. Vincent Hospital. Some paramedics are not use to taking that many transfers. The paramedics have no interest in coming to a service that takes those transfers. I would say 1/3 to 1/2 of our revenue comes from transfers. Chalfant asked they would rather work emergency calls than transfers. Wickersham said it is good to be aware of this but not sure what the answer is. Duane Petry thinks there is an overall shortage of paramedics and not just in our county. Sutliff said the caliber of paramedics is not the same in every county. Delaware, Blackford and Randolph County operate on a very aggressive protocol. The paramedic I hired part-time from Richmond was afraid of our protocol and she had been a paramedic for years. Wickersham said if you truly think it is a pay issue then I think you need to bring this in front of the council. Sutliff said she has gone to the council with a comparison of other counties. Gary Girtton thinks we need to see what we can do to resolve the issue because we don't want it to get worse.

#### **Regular Claims \$919,252.60**

Tom Chalfant made a motion to approve the Regular Claims for \$919,252.60. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

#### **Payroll Claims \$ 199,080.75**

Gary Girtton made a motion to approve the Payroll Claims for \$199,080.75 as presented. Tom Chalfant seconded the motion. All aye votes cast. Motion carried.

#### **Minutes of January 22, 2015 joint meeting and regular meeting of February 17, 2015**

Gary Girtton made a motion to approve joint minutes of January 22, 2015. Tom Chalfant seconded the motion. All aye votes cast. Motion carried.

Gary Girtton made a motion to approve the regular meeting minutes of February 17, 2015. Tom Chalfant seconded the meeting. All aye votes cast. Motion carried.

**Treasurer's monthly report**

Tom Chalfant made a motion to approve the Treasurer's monthly report. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

**Treasurer's monthly Edit reports**

Gary Girtton made a motion to approve the Treasurer's monthly Edit reports as presented. Tom Chalfant seconded the motion. All aye votes cast. Motion carried.

**Edit Claim- Randolph Co Economic Development \$24,833.33**

Tom Chalfant made a motion to approve the Economic Development EDIT claim for \$24,833.33. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

**Airport monthly report**

Tom Chalfant made a motion to approve the Airport monthly report. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

**Resolution 2015-12 resolution establishing the intent to transfer tax lien certificates to Union City &**

**Winchester**

Gary Girtton made a motion to approve Resolution 2015-12 establishing the intent to transfer tax lien certificates held by Randolph County to Union City and Winchester. Tom Chalfant seconded the motion. All aye votes cast. Motion carried.

RESOLUTION 2015-12

A RESOLUTION ESTABLISHING THE INTENT TO TRANSFER  
TAX LIEN CERTIFICATES HELD BY RANDOLPH COUNTY,  
INDIANA, TO UNION CITY, INDIANA AND WINCHESTER, INDIANA;

WHEREAS, there are several properties in Randolph County, Indiana, that are severely delinquent in the payment of property taxes, having been offered for tax sales, and which received no bids equal to, or in excess, of minimum sales price. The list of those property parcel numbers is attached hereto at Exhibits "A" and "B".

WHEREAS, there is an assessed value associated with these properties for taxation purposes, but no taxes are being collected, therefore causing a lower-than-expected tax distribution to those taxing units and taxing districts within which the properties are located.

WHEREAS, the Randolph County Board of Commissioners desires to have these properties back on the tax rolls with taxes being collected or used for a government purpose.

WHEREAS, I C 6-1.1-24-6 et seq. allows for County Commissioners to acquire a lien on those delinquent properties and receive issuance of the tax sale certificates for those properties, without taking title to the properties, therefore limiting the liability and cost normally associated with taking title.

NOW THEREFORE, BE IT RESOLVED, by the Randolph County Board of Commissioners, that the Randolph County Auditor shall acquire lien and receive tax sale certificate of the property listed on Exhibit "A" that is severely delinquent, and give said certificate to Union City, Indiana, pursuant to I C 6-1.1-24-9 and I C 36-1-11-8.

NOW THEREFORE, BE IT FURTHER RESOLVED, by the Randolph County Board of Commissioners, that the Randolph County Auditor shall acquire liens and receive tax sale certificates of the properties listed on Exhibit "B", that are severely delinquent, and give said certificates to Winchester, Indiana, pursuant to I C 6-1.1-24-9 and I C 36-1-11-8.

**OCRA annual report for revolving loan fund**

Gary Girtton made a motion to authorize the president to sign the OCRA annual report. Tom Chalfant seconded the motion. All aye votes cast. Motion carried.

**Letter of cancellation-Canon copiers**

Mary Ann Lenkensdofer stated she inquired with Canon Financial on what was needed to cancel the copier lease. Canon Financial flagged our account, but I still want a cancellation letter only because we need to notify Thomas Office Solutions as well on the maintenance. Michael Wickersham said this is an official notification to Canon Financial Services that we are ending our lease contract. Gary Girtton made a motion to approve cancelling the lease with Canon Financial and authorize the president to sign. Tom Chalfant seconded the motion. All aye votes cast. Motion carried.

Gary Girtton reported that it has been approved to start redoing the jail roof. The people are moving on the jail roof and doing visuals. Jake and I spent most of the day Friday with ARGO at the RCFPO building on the heating and cooling and we are moving forward with that.

**Adjournment**

Gary Girtton made a motion to adjourn. Tom Chalfant seconded the motion. All aye votes cast. Motion carried.

Reviewed and signed this 27th day of April, 2015.

RANDOLPH COUNTY COMMISSIONERS

M. H. ...

Tom Clapp

Paul ...

ATTEST: Mary Ann Lenkensdfer  
Mary Ann Lenkensdfer, Auditor of Randolph County