

Randolph County Commissioners

February 4, 2013

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 William Terrell, Michael Wickersham and Gary Girtton. Also present was Randolph County Auditor Mary Ann Lenkensdofer, Sheriff Ken Hendrickson and County Attorney Meeks Cockerill.

Gary Girtton provided the prayer

William Terrell, President presided over the meeting.

Health Department-Valerie Gibson, Louise Hart, Pappy Fields

Valerie Gibson provided a letter to Commissioners concerning her responsibilities in the office. With Valerie's administrative responsibilities, she needs coverage for the Registrar's window for the five days rather than two days currently. The coverage would be done by two part time employees working two and one half days per week. The funding request is \$9,900 to continue paying the part time employees. There would be no additional monies being requested with the cash brought forward from 2012 in the amount of \$142,216.90. Councilman Gary Friend had suggested that she bring this request to Commissioners. Gary Girtton made a motion to pass this request onto County Council with a favorable recommendation. Michael Wickersham seconded the motion. All aye votes cast. Motion carried. Louise Hart stated they are asking for different administrative fees. Pappy Fields, billing clerk stated with the current administrative fees they have been able to charge \$2.00 per vaccine on January 1, 2013. Today they can actually receive \$20 from the insurance company for the administrative fees through Medicare and Medicaid. They have to charge everyone the same amount no matter whether they are insured or not. To make it fair across the board they would like to increase the administrative fee to \$14.47 per vaccine. This fee is the allowable amount set by the State. Fields presented a pie chart of Medicaid numbers based on the amount of vaccines given. The new fee would bring in \$44,741.24 based on the amount of vaccines that have been given. If the individual cannot afford to pay for the administrative fees there is a hardship policy sheet that would allow them to make a minimal donation or no donation at all. This policy sheet would be retained in their file. In 2014, the affordable care act will be enacted and all individuals will have insurance so the insurance company would be billed for the fee. Meeks Cockerill stated if approved the Commissioners will need to amend the ordinance and a date would need to be set for the ordinance to become effective. It was agreed that April 1st would be the effective date after passing of the ordinance and publication. Michael Wickersham stated that it is his understanding that if the department collects the additional fees of \$38,000 then there would be less tax collected from the taxpayers. Valerie Gibson agreed and stated they were working towards becoming more self sufficient by collecting the fees. The office brought in over \$32,000 in fees. Michael Wickersham stated that he does not mind increasing these fees and would want to see at budget time how that is reflected. He is not against doing this knowing that there would not be as much collected in real estate tax since this is a user fees. Louise Hart commented that the new hours are working out great and are not having the comp time issues that they had before. Hart stated they have a clinic nurse that is being paid through the State health maintenance grant and that money is being stretched to fund her. They would like to see this nursing line put back into their budget for next year. Valerie stated that the health department are working towards accreditation in the next five years.

Jake Donham- Building Administration

Jake Donham presented a bid from Bert Smiley for the county home mowing. Jake stated that Smiley has always done a good job with the mowing and is very reasonable. The bid amount is \$90 per week or as needed. Michael Wickersham asked how often Smiley has been mowing in the past. Donham stated Smiley typically lets the grass grow longer and around fair time comes in and gets it clipped down and looking nice through the fair. Wickersham stated it would be better to say that it is \$90 per mow.

Donham agreed. Michael Wickersham made the motion to accept the bid from Bert Smiley for \$90 per mow for the County home or as needed. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

Jake reported that Vance from Proglass looked at the outside doors and didn't recommend the center millium due to changing of the hardware. Proglass recommends the brushes for the door stripping because it would be more flexibility on the doors closing. The price is \$525 to reweather-strip the three doors. Wickersham asked if Jake could get a price for steel doors. Donham stated he had e-mailed Vance at Proglass to get a price on those doors. Michael Wickersham made a motion to accept the proposal from Proglass for \$525 to re-do all three sets of doors. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

Donham also stated that there are new leaks in the roof. The roofers were here last week to look at the situation. They tried to fix the areas that seemed the worst but it didn't help. Donham e-mailed Oberle's, roofing contractor and Bob Taylor architects. The roofers are aware and the next step is to come back to take some of the cap off to see where the water is coming in. It would take a day when the weather is

clear. The water coming in is dripping and there are several areas. Donham marks the areas when he checks on this. There is a rubber-lining put over the roof and so it has not come into the ceilings on third floor yet.

Gary Girtton wanted to discuss the position of the building administrator. Girtton has researched the minutes and what was set up in October 27, 2008 was that the building administrator is one person overseeing the different buildings. There was a memo sent out describing the administrator flow chart through the rest of the janitorial staff. The building administrator's position was set up to oversee all county buildings. Presently, Girtton found this is not that way. He researched the minutes and found Jake Donham was offered the building administrator position in April 22, 2010. In the minutes of May 3, 2010, the position was changed to hire Jake as building maintenance coordinator. In June 7, 2010, they gave purchasing maintenance of RCFFO building and the ability to sign payroll vouchers to Phil Silvers. Jake Donham would sign all other payroll vouchers. Girtton stated they spent time a lot of time to set up the job description but he could not determine why the changes were made in 2010. He cannot see why this memo in 2008 could not be followed. He felt they need one person coming to Commissioners to be responsible to report to them. Michael Wickersham stated he understands the memo of 2008 but wondered if Jake had any insight as to why this was changed. Jake Donham stated he was hired as building coordinator but he did not have any job description for that title. Donham stated all departments have been downsized and he oversees the courthouse, EMS and Community Corrections during the day. If he were to take on the RCFFO building as well, he would not be available here when needed. Girtton stated the job description for building administrator is to be at the other buildings only as needed as an assistant. They would still be in charge of their buildings. He would like to see someone overseeing the buildings and going over a chart as to what needs to be done to each building. Girtton would like to see prioritizing of projects for all buildings so the County can take care of a few items each year to keep from letting the buildings get into the shape the Courthouse was in. William Terrell stated that it seems to be that way now with Phil Silvers coordinating items with Jake. Michael Wickersham stated he sees Phil taking the role of building supervisor. Wickersham stated after talking with both of them, he sees that Phil and Jake work together and come to an agreement for any big items that need attention at the RCFFO building. Wickersham stated the RCFFO building has 59,000 square feet with eleven tenants.

Wickersham wanted to know if Jake was to be responsible for that building also or just over Phil. It appears that they already had that set up. Girtton stated they did not have that set up according to the minutes and the flow chart. Wickersham felt that maybe the record needs to reflect that Jake is the building administrator and he is in charge of all the buildings. That he has delegated the responsibility of the RCFFO building to Phil and they will work as a team to resolve the issues. Wickersham does not want to put additional responsibilities on Jake with the courthouse. Girtton stated that is not what this is doing but there would be one person in charge. Meeks Cockerill stated that he had brought this up about two people being authorized to make expenditures from the same line items and what happens if they didn't want to work together. Girtton still felt there is still no flow chart. Wickersham stated he would not mind changing as long as we don't change how we are operating. After additional discussion, Gary Girtton made the motion to appoint Jake Donham as building administrator based on the job description as established on October 27, 2008. Mike Wickersham did not second the motion and wanted to wait a couple of weeks before making a decision. He believes this idea has value and would like some time to think about it in order to implement correctly. Motion dies for lack of a second. Michael Wickersham wanted to table until the next meeting. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

Wickersham asked if Phil or Jake knew of any problems with the no smoking policy at the RCFFO building. Phil Silvers stated they complied with the State policy of eight feet from the entrance and there are stickers on the doors. Wickersham thought maybe they should survey the tenants to see if there should be more restrictions with the no smoking policy. Wickersham stated he would be willing to do that. It was undetermined if Ms. Kathleen Baker who was on today's agenda worked at the building.

Highway Department-Interlocal agreements

Kevin Slick stated he had received back the interlocal agreements from the City of Winchester, City of Union City, White River Twp and Darke County. The governing bodies have all signed and these agreements were discussed at a prior meeting. Slick knows there will be more agreements once the town boards have met. Gary Girtton made the motion to approve the interlocal agreements. Michael Wickersham seconded the motion. All aye votes cast. Motion carried.

William Terrell asked that the highway provide figures on the overtime hours from November through March to see if they can justify staying on the four ten hours days or go pay to a five day work week. This would be the second winter for the four ten hour days. Last year the winter was mild and Kevin will get together the information that would go through the end of April so they could see what hours were used through the winter. Slick stated that Danny Love would be going to Council tomorrow to get money from cum capital to replace the doors at the barn.

Jeff Phillips and Matt Phillips-Paranormal Indv

Jeff Phillips stated that he and his brother Matt have a paranormal group and they were there to seek permission to investigate the County Home. They have been a paranormal group since 2008 and have done many tours for the opera house in Louisville, Kentucky. They are not suggesting tours but would like to investigate the infirmary for five to six hours with eight to ten people attending. The group has liability insurance and could provide a certificate. William Terrell asked if a report is provided to

Commissioners. Phillips stated they could provide video or audio for them. Commissioners questioned who would let them into the building. William Terrell stated that the group would have to arrange with Jake to let them in and out of the building. Michael Wickersham made the motion to allow access to the County Home with Paranormal Indy providing the hold harmless agreement and proof of insurance agreement. Gary Girtton seconded the motion. All aye votes cast. Motion carried. The Phillips' would be contacting Mary Ann concerning the agreement, insurance and the contact with Jake Donham. Since there is no heat in the building, they were looking at April or a later date.

Ken Hendrickson, Randolph County Sheriff

Ken Hendrickson stated they have gone through two inspections with the State jail inspector and fire inspection. Both reports were very good. Ken also provided his annual commissary report to Commissioners. At the County home there are two old cars parked out behind the buildings. They could not get rid of those cars until after 2012 and were formerly used by Drug task force. The sheriff would like to get the titles and give to Van Note's for scrap since they stored the two vehicles for over a year without charge. There is no fair market value for the vehicles. Meeks stated the sheriff could get a bill with the fair market value and the amount for the storage while Van Note stored them. The storage would offset the value of the cars. That way the cars could be given without charging anything.

Regular Claims \$234,877.85 and Payroll claims of \$192,388.92

Gary Girtton made a motion to approve the regular claims of \$234,877.85 and payroll claims of \$192,388.92. Michael Wickersham seconded the motion. All aye votes cast. Motion carried.

Minutes of December 17, 2012; December 28, 2012; January 28, 2013 special; January 28, 2013 executive

Michael Wickersham made a motion to accept the minutes of December 17, 2012 and December 28, 2012 into the record. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

Gary Girtton made a motion to approve the minutes of special and executive meetings of January 28, 2013. Michael Wickersham seconded the motion. All aye votes cast. Motion carried.

Resolution 2013-03- resolution to borrow funds and transfer money EMA

Gary Girtton made a motion to approve Resolution 2013-03. Michael Wickersham seconded the motion. 3 aye votes cast. Motion carried.

RESOLUTION NO. 2013-03

RESOLUTION TO BORROW FUNDS AND
TRANSFER MONEY TO RANDOLPH COUNTY
EMERGENCY MANAGEMENT (HOMELAND SECURITY)
TO BE REPAID BEFORE DECEMBER 31, 2013

Whereas, it is necessary to borrow from the Rainy Day Fund, and transfer to those funds to Randolph County Emergency Management (Homeland Security), said funds to be repaid before December 31, 2013.

THEREFORE, be it resolved by the Randolph County Board of Commissioners, and the County Council of Randolph County, Indiana, that:

1. The Randolph County Board of Commissioners, and the County Council authorizes Randolph County Emergency Management (Homeland Security), to borrow money up to the amount of \$4054.00 from the Rainy Day Fund, and to transfer said monies to fund the grant award received by Randolph County Emergency Management (Homeland Security).
2. All of said borrowed sums are to be repaid to the Rainy Day Fund on or before December 31, 2013.

All of which is adopted on the 4th day of February 2013, by the Randolph County Board of

Commissioners.

Renovation Claim-Umbaugh & Associates \$795.00 (cash advisory services)

Mary Ann Lenkendorf explained this claim is for Umbaugh's cash advisory services provided through the construction phase of the Courthouse. Gary Girtton made a motion to approve the renovation claim for Umbaugh & Associate of \$795.00. Michael Wickersham seconded the motion. 3 aye votes cast. Motion carried.

Resolution 2013-05- resolution to conduct commissioner sale of tax certificates and tax sale services addendum agreement

Gary Girtton made a motion to approve Resolution 2013-05. Michael Wickersham seconded the motion. 3 aye votes cast. Motion carried.

Michael Wickersham made a motion to approve the SRI addendum for Certificate internet sale. Gary Girtton seconded the motion. 3 aye votes cast. Motion carried.

Board of Finance Minutes

Michael Wickersham made the motion to approve the Board of Finance minutes of January 21, 2013.

Gary Girtton seconded the motion. 3 aye votes cast. Motion carried.

Economic Development monthly claim \$15,833.33; Goodhew Roofing claim \$99,000; YMCA claim \$80,000

Michael Wickersham made a motion to approve the Economic Development claim of \$15,833.33,

Goodhew Roofing claim \$99,000 and YMCA claim of \$80,000. Gary Girtton seconded the motion. 3 aye votes cast. Motion carried.

Airport monthly report

Gary Girtton made a motion to accept the airport monthly report as submitted. Michael Wickersham seconded the motion. 3 aye votes cast. Motion carried.

Additional Appropriations:

Jessica Olson, Chief Deputy Auditor stated that the Children's Advocate budget waits to appropriate these items until they receive the grant and availability of match money. That is what this is not done at budget time. Michael Wickersham made a motion to accept the appropriation for the Children's Advocate

Printing-\$500	Travel-\$2,000
Advertising -\$500	Misc Supplies-\$1,000
Equipment- \$432.21	Coordinator fee-\$7,010
Mobile Phone-\$1,000	Office supplies-\$500
Postage-\$200.	Due & Fees-\$500
Training-\$1,000	

Gary Girtton seconded the motion. 3 aye votes cast. Motion carried.

Jessica Olson stated the Elected Official's fund has been to allow certain training required for elected officials. The Recorder's collect the dollars that goes into this fund. The current officials using this fund are Clerk, Surveyor and Recorder. Auditor and Treasurer would use these dollars for training the next time they are elected. The Recorder is asking for more appropriation than what was budgeted last year. There is approximately \$3,500 in cash from last year that could be appropriated. Gary Girtton made the motion to allow the Recorder the appropriation from the Elected official fund for meeting expenses of \$1,000. Michael Wickersham seconded the motion. 3 aye votes cast. Motion carried.

Jessica Olson stated the Drug Free Community has a board and chairman who collects a minimal allowance. The Clerk collects this fee from drug cases in the courts. Michael Wickersham made a motion to approve the additional appropriation for Drug Free Community for

Prevention/Educ. \$3,619.28
Treatment \$3,619.19
Criminal Justice \$3,619.21
Discretionary fund \$3,619.19

Gary Girtton seconded the motion. 3 aye votes cast. Motion carried.

Kevin Slick stated all the money is in the cash line and is just being moved into the lines to be used. He does not see this as an additional appropriation. Slick stated they knew how much money they had but whatever is left over at yearend they are moving into designated lines. Road equipment is an open line and they are planning to update some equipment. With the mild winter of last year, they had money left over. Wickersham asked why they didn't try to put in more money at budget time instead of asking for additional at the first of the year. Slick stated they did budget everything they knew of at the time of budgets. Olson stated what he is asking for is permission to spend the cash. She went on to say that, this additional couldn't be used until the county gets an approved budget order. This would keep Kevin from having to come back several times during the year to get approval to spend money. Gary Girtton made a motion to approve the Highway MVH of

Fuel Maintenance \$320.	Misc. Supplies \$1,000.
Tires & Tubes \$5,000.	Stone & Gravel \$121,325.
Communications \$1,000.	Bituminous \$121,325.
Repair garage/bldg. \$1,000.	Road Signs \$10,000.
Road Equipment \$34,700.	Rental of Equip. \$10,000.

Michael Wickersham seconded the motion. 3 aye votes cast. Motion carried.

Kevin Slick explained this money is collected from the property tax and is divided into lines where they know projects need to be done for this year on bridges. Kevin stated Bridge 51 carries \$100 in the line to keep it open until INDOT approves then they can clear the line. Bridge inspections are the first and third years of the four-year contract. The \$177,000 is the first phase with two hundred eighteen bridges being inspected. Gary Girtton made a motion to approve the appropriation for Highway-Cum Bridge of

Large Pipe-\$200,703.42	Bridge Inspections \$177,000.
Bridge 145 -\$284,000.	Box 3337 -\$100,000.
Bridge 51 -\$100.	Bridge 85 -\$250,000.
Bridge 131-\$106,000	Box 1011- \$9,000.

Michael Wickersham seconded the motion. 3 aye votes cast. Motion carried.

Jessica Olson explained this appropriation is the pre- trial diversion fees or county user fees. Last month Council approved the money for the victim advocate position and this is where the dollars need to be placed in order that the advocate can be paid. Michael Wickersham made a motion to approve the appropriation for PTD County user fees for Payroll-\$39,902. Gary Girtton seconded the motion. 3 aye votes cast. Motion carried.

Jessica Olson explained the appropriation for the Recorder Identity fund is collected by the Recorder for redaction of the social security numbers on documents. This pays for the maintenance of the computer

program. Michael Wickersham made the motion to approve the Recorder Identity fund for computer maintenance \$4,300. Gary Girtton seconded the motion. 3 aye votes cast. Motion carried.

Jessica Olson explained the airport appropriation is the match dollars remaining for the taxiway. Previous Council approved it from rainy day. Michael Wickersham made the motion to approve the Rainy Day fund for airport Grant match money of \$18,300. Gary Girtton seconded the motion. 3 aye votes cast. Motion carried.

Valerie Gibson stated the Health code violation was not used last year so they wanted to appropriate this year. Gary Girtton made the motion to approve the appropriation for the Health Dept.-Health code violation \$15,000 and clerical asst. \$9,980. Michael Wickersham seconded the motion. 3 aye votes cast. Motion carried.

Other Business:

Michael Wickersham wanted to report that at the RCFO building leases have expired or will be expiring this year. He would like the County attorney to review to see if there are needed changes in the leases. Wickersham will be talking with Jake and Phil because the county is responsible for cleaning in the leased areas. Due to budget cuts and having part time staff, something will need to be redirected if there are complaints. One of the comments from Cornerstone was that the cleaning had not been as good as in the past. William Terrell stated that Commissioners should talk with Council about putting funds back into the budget for increasing the janitorial hours. Wickersham stated it is all something to be looked at.

For Review:

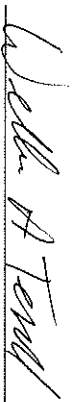
Commissioners reviewed the following with no action being required.
Soil & water minutes

Adjournment:

Gary Girtton made the motion to adjourn. Michael Wickersham seconded the motion. All aye votes cast. Motion carried.

Reviewed and signed this 18th day of March, 2013.

RANDOLPH COUNTY COMMISSIONERS







ATTEST: 
Mary Ann Lenkensdof, Auditor of Randolph County