

MINUTES
HAMILTON COUNTY BOARD OF COMMISSIONERS
FEBRUARY 27, 2017
Commissioners Courtroom
Hamilton County Government and Judicial Center
One Hamilton County Square
Noblesville, Indiana

The Commissioners met in Executive Session at 12:15 p.m. in Conference Room 1A. President Altman called the public session to order at 1:18 p.m. declaring a quorum present of Commissioner Christine Altman and Commissioner Mark Heirbrandt. Commissioner Steven C. Dillinger was absent. Mr. Brad Davis led the Pledge of Allegiance.

EXECUTIVE SESSION MEMORANDA

Approval of Executive Session Memoranda

Heirbrandt moved to approve the Executive Session Memoranda for February 27, 2017. Altman seconded. Motion carried unanimously.

MINUTES

Approval of Minutes

Heirbrandt moved to approve the minutes of March 13, 2017 with minor changes as noted by Altman. Altman seconded. Motion carried unanimously.

HIGHWAY BUSINESS

Acceptance of Bonds/Letters of Credit – Highway Department

Mr. Joel Thurman requested acceptance of Bonds and Letters of Credit for the highway department. Heirbrandt so moved. Altman seconded. Motion carried unanimously.

1. HCHD #B-17-0001 Bond Safeguard Insurance Company Bond No. 5043714 issued on behalf of Sunrise on the Monon LLC in the sum of \$124,249.60 for Bridge No. 625, Sunrise on the Monon Bridge.

Bridge No. 124 Supplemental Agreement No. 1

Thurman requested approval of Supplemental Agreement No. 1, HCHD #E-16-0007, with SJCA P.C. for replacement of Hamilton County Bridge No. 124, Strawtown Avenue over Dyers Creek. Total supplement amount is \$57,295 for a total contract amount not to exceed \$115,395. Heirbrandt so moved. Altman seconded. Motion carried unanimously.

2017 Annual Highway Bid Awards

Mr. Brad Davis recommended the 2017 annual highway bids be awarded as follows:

Category 1 – Aggregates

- 1a. Stone Aggregates to Irving Materials, Inc.
- 1b. Gravel Aggregates to Irving Materials, Inc.

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Category 2 – Bituminous Mixes
Award to Rieth Riley

Category 3 – Liquid Asphalts
3a. Liquid Asphalt Plant Pick-up to Marathon Ashland and Asphalt Materials
3b. Liquid Asphalt Job Site Delivery to Asphalt Materials

Category 4 – Pipes/Drainage Structures
4a. Corrugated Metal Pipe to CivilCon
4b. Corrugated Metal Pipe Arch to CivilCon

Category 5 – Pre-engineered Timber Brides & Components
Award to American Timber Bridge & Culverts, Inc.

Category 6 – Gasoline/Fuel
Award to North Control Co-op

Category 7 – Treated Salt
No award at this time

Category 8 – Pavement Traffic Markings
8a. Painted Markings award to Indiana Traffic Services
8c. High Durability Preformed Markings award to Gridlock Traffic Systems
8g. All Weather Painted Markings award to Gridlock Traffic Systems
8b. Thermoplastic Markings award to Airmarking Co., Inc.
8e. Epoxy Traffic Markings award to Airmarking Co., Inc.

Category 9 – Weed and Brush Control
Award all to PACC, Inc.
9a. Fall/Spring Weed Control
9b. Grass Growth Regulation
9c. Spring/Fall Weed Control
9d. Spring Weed/Feed
9e. Reservoir Viaduct Brush Control

Category 10 – Tree and Stump Removal
Award to Vine & Branch, Inc.

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Category 11 – Traffic Signal Maintenance
Award to Signal Construction, Inc.

Heirbrandt moved to approve recommended vendors. Altman seconded. Altman said if we only had single vendors bid verses putting them back out for bid? Davis replied yes. Altman asked if Davis was comfortable with everyone recommended? Davis replied yes. Motion carried unanimously.

Corradino Hourly Rate Engineering Agreement

Davis requested approval of an hourly rate agreement with Corradino, LLC for engineering services. Rates are subject to periodic adjustment based on the INDOT (Indiana Department of Transportation) Employment Cost Index Rate. Heirbrandt moved to approve. Altman seconded. Altman stated they have committed in their proposal that they would not represent private developers which will give the county independent review of traffic control on the more sensitive areas. Motion carried unanimously.

Major Bridge Funding

Davis asked if Major Bridge Funding can be a suitable use of funds for potential interchange type scenario. Mr. Mike Howard replied yes, in the past we have used that. We would want a Resolution on each one but the statute requires that there is some impediment to commerce that the bridge fixes. For example US 31 we deemed that an impediment to commerce for the 146th Street bridge, etc. Whether it is under or over it does not make a difference it refers to the structure that relieves it. Whether the structure raises the road so another one can come under the structure still fixes the problem. As we come upon those each one will have a Resolution which makes the statutory findings and use it for those purposes. Altman stated but we still have the 200 foot definition. Howard replied 200 feet including approaches. If you have a 30 foot bridge from pylon to pylon and 20 foot approaches will not get it. We can be pretty liberal in the length of the approach but it needs to be 200 feet. Davis said that was the question whether the 200 foot is relevant or not based on the statute. Howard replied it is.

COURT ADMINISTRATION

2017 Data Analysis Contract

Mr. Ollie Schierholz requested approval of the 2017 Data Analysis Contract with Gemini Business Systems for data analysis needs for the Juvenile Detention Alternatives Initiative (JDAI) and Pretrial Release Program (PTRP). This contract is a one month exploratory contract to see if they can do what we need to have done. Altman asked if this goes into the State's system with data? Schierholz replied yes. Altman asked if this contract needs to be approved by the State since we are addressing their system? Schierholz replied that is why there are confidentiality statements in the contract that is the

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State's language for Odyssey and Insight. Heirbrandt moved to approve. Altman seconded. Motion carried unanimously.

Meal Expense Authorization

Schierholz requested approval of meal expense for the JDAI Local Steering Committee meetings estimated at \$225 for 25-30 attendees at each meeting. This is funded by grant monies and allowed by the grant. Heirbrandt moved to approve. Altman seconded. Motion carried unanimously.

EMERGENCY MANAGEMENT AGENCY

2016 Emergency Management Performance Grant Agreement

Ms. Erin Rowe requested approval of the 2016 Emergency Management Performance Grant (EMPG) Program – Competitive Grants Subrecipient Agreement in the amount of \$21,782. This will be used for an outdoor warning siren system to be maintained by Hamilton County Emergency Management Agency (EMA) to notify citizens in the event of severe weather or any other conditions that may require the activation of an outdoor warning siren system. Heirbrandt so moved. Altman seconded. Motion carried unanimously.

Electronic Signatory

Heirbrandt moved to allow Erin Rowe to electronically sign approved EMA contracts as long as the password and information is provided to the Commissioners for access to that contract and approved by the Commissioners prior to her electronic signature. Altman seconded. Motion carried unanimously.

SAFETY RISK MANAGEMENT

2016 ADA Transition Plan Annual Report

Mr. Dan Papineau presented the 2016 Hamilton County ADA Transition Plan Annual Report & Title VI Annual Report.

2016 OSHA Recordable Injuries Report

Papineau presented the 2016 OSHA Recordable Injuries by Department. The jail had the most injuries. The number of restricted non-working days were up due to four (4) surgeries.

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COMMISSIONER COMMITTEE REPORTS

Juvenile Center Upgrades

Heirbrandt reported he walked through the new juvenile center to view the upgrades and was very impressed what our own staff has been able to do. Ryan Horine, specifically, has done a fantastic job as well as Steve Wood and commended their efforts. It will be very beneficial to us in the future.

EMA/LEPC Meetings

Altman reported she attended the EMA and LEPC (Local Emergency Planning Committee) last week and we should be very proud of the county's representation, they are doing good work.

COMMISSIONER'S LIVE CERTIFICATE SALE

Commissioner's Live Certificate Sale

Mr. Brad Engler reported since the last meeting there have been three (3) additional properties that have come off the list through payment. We have another parcel that we think will come off the list for various reasons, hopefully a deed will be issued and the taxes will be taken care of. This will leave 13 parcels for the sale. Engler recommended trying to sell these parcels one more time and then with no bidders we are going to try and move to a different step. Howard spent time talking to the Court, there are little property slivers that we are not going to be able to get rid of. We are going to petition the Court to either attempt to transfer those to contiguous landowners or vacate the parcels. We are spending a lot of time chasing the taxes. The Judge wants a good equitable argument on each and every parcel. Engler stated the next step is to approve the local sale, approve the exhibit with the minimum bids and the Resolution outlining these steps. Due to not having a full board a vote could not be taken today as Altman will be abstaining. Altman asked as you are going through the process to vacate you need to look at prior sales where things may have been purchased where everything was done but title was not taken because there were several parcels under the tax sale statutes easements don't get extinguished. There were a couple of roadways that were sold and you can't put up the tollgate because we own the road because the easement exist. Those will need to be vacated. Howard confirmed vacate the parcel as public right of way? Altman replied yes. Heirbrandt moved to table. Altman seconded. Motion carried unanimously. Altman informed Engler he does not have to attend the next meeting, the Commissioners will act on this.

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INFORMATION SYSTEMS SERVICES DEPARTMENT

Extension of PTO

Mr. Chris Mertens requested a 90-day extension for Scott Ligler to utilize PTO time before he loses it. Ligler has been short staffed, has a staff member on maternity leave and he has been working on the New World project which has taken a significant amount of time. He now has a full staff. Heirbrandt so moved. Altman seconded. Motion carried unanimously.

DIRECTOR OF ADMINISTRATION

Cherish Center

Ms. Wendy Gamble, Executive Director of Cherish Center and Ms. Kelly Rife, Master Level Social Worker presented the 2016 Services Statistics for the Hamilton County funding of the Cherish Center. Gamble thanked the Commissioners, the county's funding helped fund the Trauma Therapy Program. After forensic interviews they see repeats being victimized because they were not addressing the trauma that happens during that situation. There was no trauma focused program in Hamilton County and now that we have brought those together we are off and running. The goal is to decrease the repeat victimization and change the dynamics of the families so we decrease the numbers of victimizations and child abuse. Rife is heading the trauma program that just began in June 2016. The original goal was to get 10 families through the program, within three months they had 15 families active in trauma therapy services which included up to 30 individual family members. The goal is to stop repeat victimization. It has exceeded expectations and proven to be very successful and looking forward to growing and sustaining the program.

Gamble reported on the forensic interview side they jumped from 364 last year to 374 because of changes they made in addressing physical abuse cases. They could be anywhere from 400 to 450 depending on how their team responds to bringing those cases there. Gamble thanked the Commissioners. Heirbrandt thanked them for appearing today, it is refreshing to see the specifics of what those dollars are doing. Altman recommended Gamble share this information with the county council.

Youth Service Awards

Mr. Dan Stevens reported George Kristo has requested the Youth Service Awards be presented following the May 8, 2017 Commissioner's meeting. Heirbrandt so moved. Altman seconded. Motion carried unanimously.

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New Chairs

Stevens reported some members of the county council have requested their office chairs be replaced with chairs with wheels. These chairs are from the original construction of the building in 1992. Stevens provided a quote for the chairs and if approved will present this information to the Council at their March meeting. Heirbrandt would also like to replace the Commissioner's office chairs with these as well. Altman seconded. Motion carried unanimously.

Low Cost Spay Neuter Clinic

Stevens reported the Low Cost Spay Neuter Clinic is interested in using the space if and when the humane society vacates and moves to a new facility. Altman has spoken with Tammy Sollenberger, they have gotten so busy they are thinking about taking their vaccine clinic off site because it is so busy. Altman is not sure how quickly this would come to fruition but thinks Sollenberger would pull back the move of the clinic if she had assurances from us that when the vacancy arrived we would offer use of the facility to them.

Heirbrandt reported the humane society did request moving their facility to Fishers, they are planning to attend the Fishers Plan Commission for the property rezone. At this point it is premature until they know they can obtain the rezone. Heirbrandt anticipates it would be late 2017 before any move would take place because they have to reconstruct the existing building and they only have conceptual drawings. There is still a lot of work that needs to be done before a move takes place. Altman does not think that is a problem for them, they need guidance as to what is possible. If we could clarify with a motion that if the building becomes vacant they would have the first shot at it. It would be helpful for their planning purposes. Heirbrandt moved to consider them as somebody that could take over some of that space. Altman asked if he would consider giving them the first right for occupancy, they need direction. Heirbrandt stated not knowing space wise what we need right now, it makes sense for them to be there but he would like to have some discussions with Mr. Wood and make sure from a space utilization point they are the right people to put in there at the right time. Heirbrandt thinks they need more space and is willing to give them more space over there but before he would make a decision he wants to know if there are other needs that make sense. Altman asked to hold off on the motion and asked Heirbrandt if he could have that discussion before the next meeting. Stevens stated he and Wood can put together a report for the Board. Heirbrandt would like to know what is going on with some of our other facilities, we have done a space utilization of what is going on downtown but he does not know where we are at and what is going to happen with some of the other departments and he would like to know that before he makes any decision. Heirbrandt moved to table. Altman seconded. Motion carried unanimously.

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Fallen Hero Memorial

Stevens reported the Carmel VFW has requested approval to assume responsibility for the Fallen Hero Memorial located at 399 N. Union Street in Westfield. The memorial is located on ground owned by Hamilton County and under the jurisdiction of the cemetery commission. Westfield Parks and the cemetery commission have no issues with this request. Heirbrandt so moved. Altman seconded. Motion carried unanimously.

St. Michael's Church Strawberry Festival

Stevens reported St. Michael's Church has requested permission to use the courthouse square June 16 & 17, 2017 for their annual strawberry festival. In conjunction with that event the Nickel Plate Art Organization will hold an art sale/festival on the square. Heirbrandt so moved. Altman seconded. Motion carried unanimously.

Downtown District Committee

Stevens has met with Megan Wiles to be brought up to speed on the Noblesville Downtown District Committee. Stevens provided Wiles with a list of recent county improvements to the downtown square.

Riverwalk

Stevens reported the Riverwalk contractors have freed up five (5) parking spaces in the employee red lot on Conner Street. They also reopened the stairs that lead from the parking lot to the sidewalk under Conner Street. The next construction update meeting is Tuesday February 28th.

Jail POD Design

Stevens reported the Jail POD design meetings have begun. The Committee plans to meet every Friday at 10:00 a.m. RQAW has expressed an interest of moving to the next phase which is pricing the project. This would require the selection of a construction manager. Heirbrandt moved to work on advertising an RFQ (Request for Qualifications) for construction management firms. Altman seconded. Altman asked what is the deadline for the proposals? Altman does not think we have to advertise, it is professional services, and it is more contacting firms and giving them enough time to submit a proposal. Heirbrandt recommended 30 days. Stevens will present a document for the Commissioner's approval at the March 13th meeting and then it will go out on the street with a 30 day deadline. Motion carried unanimously.

Performance Evaluations

Stevens reminded the Commissioners they have set an Executive Session for March 13, 2017 at 9:00 a.m. to work on performance evaluations with the use of the new Civic Plus software. Altman stated the software is not well suited for the staff the Commissioner's review. Heirbrandt agreed.

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Judicial Center Expansion

Stevens received the latest invoice from Structurepoint for the schematic design of the Judicial Center. Altman has had discussions with Structurepoint and Meyer Najem, we are at the stage of schematics that we need to have Structurepoint hold off a little bit and let Meyer Najem start working on the cost numbers. Altman asked Stevens to communicate that request to Structurepoint prior to the March 13th update meeting. Altman asked Stevens to let Meyer Najem know they are to concentrate on numbers, budget and good, better and best scenarios given the options with the schematics that are done.

SHERIFF

Donated Leave Program Hardship Exception [1:57:37]

Howard reported the Sheriff has requested a hardship exception to the donated leave program on a one time basis to permit that donated leave program to apply to a severe chronic illness of a minor child which is under the section is likely to cause the employee to take leave without pay. The exceptions would be:

1. That it would be allowed on behalf of a minor child or an illness to a minor child.
2. That the donee would receive more than the five (5) days PTO (Paid Time Off) which is set out in the ordinance and that would be expanded to two pay periods or two weeks because we have 12 hour people, 37.5 etc. that the donations would be made in full day increments.

This would be a one-time exception to this policy and then the next step would be to start moving an amendment to this section that would be similar to these exceptions and would grant you the authority to these exceptions and would be part of the policy as a permanent basis to be approved not only by you but the County Council. Randall said it would be up to two (2) pay periods but we would still follow all the conditions of our current policy. Howard stated right.

Altman said to be specific what is traded or donated from other employees is paid time off, it is not sick leave. Randall stated it is PTO not sick leave and it is irrevocable. Randall called the payroll department and it does go into their PTO bank period. Howard stated it goes into the employee requesting the benefit, goes into their PTO and then it comes out as PTO. Altman stated right, it is net neutral to the county in terms of compensation if we keep it PTO to PTO. Randall replied yes. Heirbrandt so moved. Altman seconded. Motion carried unanimously.

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AUDITOR

Capital Asset Notifications

Ms. Kim Rauch requested approval of Capital Asset Notification Forms from the highway department for two (2) single axle dump trucks sold online. Heirbrandt so moved. Altman seconded. Motion carried unanimously.

Release of Bonds/Letters of Credit – Drainage Board

Rauch requested approval of the Release of Bonds/Letters of Credit for the drainage board. Heirbrandt so moved. Altman seconded. Motion carried unanimously.

- HCDB-2012-00033 – Berkley Regional Insurance Company Performance Bond No. 016294 for Waters Edge at Springmill Trails Monumentation in the amount of \$20,700.
- HCDB-2012-00033 – Berkley Regional Insurance Company Performance Bond No. 016294 for Waters Edge at Springmill Trails Monumentation in the amount of \$20,700. (Assumption Certificate.

Release of Bonds/Letters of Credit – Highway Department

Rauch requested the approval of the release of a Letter of Credit for the highway department. Heirbrandt so moved. Altman seconded. Motion carried unanimously.

- HCHD #L-16-0004 Old National Bank Letter of Credit No. 20005534035 issued on behalf of Sunrise on the Monon LLC in the sum of \$621,248 for installation of Bridge No. 625 in the sunrise on the Monon Subdivision.

Payroll Claims

Rauch requested approval of payroll claims for the period of January 28 thru February 10, 2017 paid February 24, 2017. Heirbrandt so moved. Altman seconded. Motion carried unanimously.

Vendor Claims

Rauch requested approval of vendor claims to be paid February 28, 2017. Heirbrandt so moved. Altman seconded. Motion carried unanimously.

Heirbrandt moved to adjourn the meeting. Altman seconded. Motion carried unanimously.

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Commissioner Correspondence

BLN Notice of Transmittal:

- a. Hamilton County Structure #33048, Lacy Road over J.C. Webb Ditch

Hamilton County Drainage Board Notice of Vegetation Control Program:

- b. George Symonds Regulated Drain
- c. Anna Kendall Regulated Drain
- d. Elwood Wilson Regulated Drain

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Present

Christine Altman, Commissioner
Mark Heirbrandt, Commissioner
Dan Stevens, Director of Administration
Kim Rauch, Administrative Assistant to Auditor
Michael Howard, Attorney
Brad Davis, Highway Director
Joel Thurman, Interim Highway Engineer
Brandi Tarnier, Highway Public Service Representative
Faraz Khan, Highway Staff Engineer
Ali Krupski, Highway Bridge Program Engineer
Bob Davis, Highway Superintendent
Ollie Schierholz, Court Administrator
Dianna Lynch, Veteran Services
Tom Gehlhausen, Sheriff's Department
Erin Rowe, Emergency Management Director
Dan Papineau, Safety Risk Manager
Brad Engler, SRI
Bart Griesenauer, Auditor's GIS Department
Chris Mertens, ISSD Director
Becki Wise, USI
Mike Keeven, DLZ
Dick Robertson, SJCA
Perry Knox, Durham Engineering
Samantha Dodd, Low Cost Spay Neuter Clinic
Heather Harpold, Low Cost Spay Neuter Clinic
Tammy Sollenberger, Low Cost Spay Neuter Clinic
Stephanie Campbell, PCS Engineers
Patti Smith, BLN
Jay Longnecker
Kate Weese, Clark Dietz

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APPROVED
HAMILTON COUNTY BOARD OF COMMISSIONERS

Christine Altman
Steven C. Dillinger
Mark Heirbrandt

ATTEST
Robin M. Mills, Auditor

Date Approved: 3/13/17