

THE MORGAN COUNTY BOARD OF COMMISSIONERS MET IN A REGULAR SESSION ON MONDAY, FEBRUARY 6, 2017 AT 9:30 A.M.

MEMBERS PRESENT WERE NORMAN VOYLES, RYAN GOODWIN, AND BRIAN GOSS. DAN BASTIN, AUDITOR; DEB VERLEY, ADMINISTRATIVE ASSISTANT; AND ROD BRAY, ATTORNEY; WERE ALSO PRESENT.

NORMAN VOYLES ASKED FOR A MOMENT OF SILENT PRAYER

NORMAN VOYLES CALLED THE MEETING TO ORDER.

HUMAN RESOURCES PRESENTATION

Ryan Goodwin introduced JoDee Curtis of Purple Ink, LLC, who presented three human resources proposals. The first proposal is to review and make recommendations for the employee handbook for a fixed fee of \$2,300. The second proposal is to work on human resource issues for \$195 per hour (this would cover questions or special projects). The third proposal is to work on a human resources policies and procedures manual for an amount not to exceed \$5,500. (This would cover items like employee onboarding process, recruiting employees, etc.)

Ryan Goodwin stated that after updating the military leave policy in the employee handbook, he was wondering if there were other items that were missed and need updates. In lieu of having a full time human resources director, it would be wise to have an outside expert (or a fresh pair of eyes) review not only the manual, but have a complete review of the entire hiring process.

Dan Bastin stated that over the years there have been several amendments to the employee handbook/personnel policy and it would be good to put all these into one ordinance. It would also be good to confer with someone versed in human resources laws regarding a few issues that have come up in the Auditor's Office. It would be good to have someone to contact for legal advice as questions arise.

Rod Bray stated that reviewing the personnel policy is important, but it would be good to keep in mind that the policies and procedures need to be reviewed too. Ms. Curtis stated that while the personnel policy would be something that is handed to an employee on their first day, a procedures manual would be more focused on departments and not necessarily something every employee would look towards. Mr. Bastin stated that currently, those items are blurred.

Mr. Bastin asked if the board could obtain a list of Purple Ink's clients. Ms. Curtis stated that she would provide that today.

Ryan Goodwin made a motion to take the proposals under advisement for the next meeting. Motion seconded by Brian Goss. Motion carried 3-0.

STOP SIGN ORDINANCE – *Kitchen & Rinker Rds.*

Norman Voyles stated that this ordinance concerns a stop sign at the junction of Kitchen Road and Rinker Road. A resident at this intersection has voiced his concern regarding the near misses that have occurred from vehicles driving into his driveway and requested that a stop sign be installed for southbound Kitchen Road. The proposed ordinance states that the intersection shall be controlled by stop signs requiring traffic traveling southbound on Kitchen to stop at the "T" intersection with Rinker and requiring traffic traveling westbound on Rinker to stop at Kitchen Road.

Ryan Goodwin stated that he was in favor of the proposal, vehicle speeds get high in that area. Ryan Goodwin made a motion to waive a second reading and adopt the ordinance controlling the intersection of Kitchen Road and Rinker Road. Motion seconded by Brian Goss. Motion carried 3-0.

SYCAMORE SERVICES AGREEMENT

Norman Voyles stated that this agreement was tabled earlier because the agreement was not complete. The agreement allows \$8,190 for payroll and \$42,000 for lease payments. Brian Goss made a motion to approve the agreement. Motion seconded by Norman Voyles. Motion carried 3-0.

LETTER OF SUPPORT – *Brown County Bridge Project*

Norman Voyles stated that he talked to a Brown County Commissioner, Diana Biddle, concerning the upcoming INDOT bridge project on SR 135 between Morgantown and Nashville. The project is slated to be complete in two parts over the next two years. The Brown County Board of Commissioners is concerned about the economic impact this will have on their community and the businesses in Morgantown. They sent a letter to INDOT asking that this be a one-year project and have asked that the Morgan County Board of Commissioners send a letter supporting this request. Rod Bray composed a letter in support of Brown County's request. Ryan Goodwin stated that the contractor that was awarded the project stated that it could be completed in one year and made a motion to approve

the letter of support as presented. Motion seconded by Brian Goss. Motion carried 3-0.

AMBULANCE SERVICE

Donnie Warren, Morgan County EMA Director, stated that DLGF (Department of Local Government Finance) approved the levy appeal to add advanced life support ambulance service in the county. Mr. Warren would like to place an additional BLS (Basic Life Support) ambulance into service as soon as possible so taxpayers will see immediate results for the additional taxes that they will be paying. One thought is to keep the ambulance at the EMA building and another thought is to house the ambulance and crew at a partnering fire department across the river.

He talked to the City of Martinsville Mayor, Shannon Kohl about purchasing an ambulance earlier in the year and this is still a possibility. Mr. Warren will be present at the February 21st Martinsville City Council meeting. He is also looking at a national purchasing partnership, which would allow the purchase of equipment without going out to bid on certain items.

Mr. Warren sent the Board of Commissioners job descriptions for the EMS Director and paramedics. Mr. Warren intends to advertise for the director's position on several online sites, such as Indeed!, AIC, Jim's Magazine, EMS World, and local newspapers. They are starting to review applications that have been submitted for EMTs and setting interviews, but there is no determined start date. Mr. Warren asked for approval of the job descriptions and asked that a salary range be established for advertising purposes. It could also be beneficial to consider allocating an amount for relocation expenses. Dan Bastin stated that the Council hasn't set the salary, but getting an agreement from the Council on a salary range would be beneficial.

Ryan Goodwin stated that they need to be careful about doing this right, deliberately, and slowly. The county has been granted an opportunity to fix something that has been a problem for a very long time. Job number one is hiring a director. Mr. Goodwin has concerns about adding ambulances at this point when they are not interviewing a director yet. Mr. Warren stated that the ambulance is being utilized 158% more than it was before. Brian Goss stated that he did not mind adding an additional BLS ambulance at this point since citizens are now being taxed for ambulance service, but he agreed that a director needs to be hired before they expand too much.

Dan Bastin, speaking as a taxpayer, stated that the levy was granted for ALS service and using the budget to expand BLS service is not what was promised to the taxpayers. Hiring additional employees to man the ambulance should be up to the new director.

Norman Voyles stated that part of the consideration of adding an additional BLS ambulance is the concern that the commercial ambulance service that is currently providing service to the City of Martinsville will leave without notice and having two ambulances running would fill the void.

Mr. Warren stated that advertising expenses will run approximately \$2,000 and it would also be beneficial to have a relocation packet. Mr. Goodwin stated that the Morgan County Economic Development Corporation would be able to provide this information.

Mr. Bastin stated that he believed that the letter Mr. Warren provided as part of the levy appeal was at least 80% of the reason why they were successful.

Mr. Goodwin volunteered to appear at the Council meeting on Tuesday, February 7th to obtain a consensus on a salary range. Mr. Goss asked that Mr. Warren or Mark Tumey, Deputy Director, be present to answer any questions. Mr. Warren stated that the median salary in the immediate area was \$59,500. Some agencies are paying over \$110,000 – but this includes larger population bases with more equipment and more employees. After discussion, the Board decided to request a range of \$52,000 to \$65,000.

Mr. Warren stated that he would also like approval to bring on a Division Chief of Training for EMA. This position would also serve as a direct link between all the fire departments and public safety employees. This would also be an asset for the new EMS director. This would be a part time position and would pay minimum wage not to exceed \$9,000 per year. Mr. Goss stated that they need to appear before the Council and get the ball rolling; he did not have a problem with this position, but felt that the first goal is to hire the director. Mr. Warren stated that the last ten months has been difficult and having a liaison with the fire departments would relieve some of the pressure.

Ryan Goodwin stated that it might be beneficial to have joint meetings with the Council and Commissioners as they get into the process of planning.

MINUTES – 1/3/17, 1/17/17

Brian Goss made a motion to approve the January 3 and January 17, 2016 minutes. Motion seconded by Ryan Goodwin. Motion carried 3-0.

CLAIMS

Ryan Goodwin made a motion to approve the January 13 and January 27, 2017 payroll claims of \$518,212.00 and \$470,585.36. Motion seconded by Brian Goss. Motion carried 3-0.

Ryan Goodwin made a motion to approve the January 13 and January 27, 2017 PERF claims of \$45,605.74 and \$40,649.44. Motion seconded by Brian Goss. Motion carried 3-0.

Ryan Goodwin made a motion to approve the January 13 and January 27, 2017 FICA claims of \$37,731.17 and \$34,069.54. Motion seconded by Brian Goss. Motion carried 3-0.

Ryan Goodwin made a motion to approve the monthly claims of \$594,374.01 pending Council transfers as follows: \$99.89 Keller Office, \$1,165.48 Nature Conservancy, \$2,516 Thomson Reuters, and \$8,648.22 Dell. Motion seconded by Brian Goss. Motion carried 3-0.

DISPATCH UPDATE

Scott Hamilton, Morgan County Dispatch Director, reported that the CAD systems have been combined (Computer Aided Dispatch) as of February 1st and total calls are 3140 so far this year. There have been 11,228 total calls, 1,964 of which were 911 calls and 9,264 were non-emergency calls.

Mr. Hamilton stated that Tom Warthen with the Town of Mooresville called requesting that the Morgan County Dispatch Center pay for pass keys. The keys are a secondary layer of identification for the State of Indiana IDACS system. Mr. Hamilton purchased the keys for the Martinsville Police Department, Morgan County Sheriff's Department, and town marshals because those are the police agencies the Morgan County Dispatch Center serves. The Town of Mooresville provides their own dispatch services. The keys were purchased from the PSAP Operating Fund and Mooresville taxpayers do not contribute into this fund. Brian Goss stated that he didn't see how the county could make a purchase for the Town of Mooresville using a fund that they don't pay into. Mr. Hamilton stated that he did not believe that IDACS related purchases are authorized to be paid for from the 911 Fund (to which the Town of Mooresville does contribute). Dan Bastin stated that 911 Funds are very restrictive and must be directly related to a dispatcher. Brian Goss made a motion that Mr. Hamilton explain to Mr. Warthen that the keys were not purchased using the 911 Fund. Motion seconded by Ryan Goodwin. Motion carried 3-0.

SHERIFF/JAIL UPDATE

Sheriff Robert Downey stated that the inmate population is at 336. There are 2 DOC inmates, 13 inmates on the work release program, and 19 jail corrections workers. There have been 1,053 law enforcement calls so far this year.

Corrections crews are cleaning roadsides. Brian Goss stated that he just received a complaint on some roads in his district and gave Sheriff Downey the information.

HIGHWAY UPDATE

Brian Goss stated that crews cutting dead trees along roadsides, boom mowing, and patching. Crews have been removing sand boxes from trucks so they can remove the salt and sand. (Hopefully there won't be any big snowstorms.)

ENGINEER UPDATE

Larry Smith, Morgan County Highway Engineer, stated that when the bridge south of Morgantown was closed last year, the state wanted a local detour, but so far nothing has been mentioned for the bridge project on SR 135.

Mr. Smith stated that the final inspection for the Brooklyn Pedestrian Bridge was completed on December 14, 2015. It has been sitting until now because there was a provision in the contract that after a year, the contractor had to replace any trees that didn't survive. This has been done and Mr. Smith requested approval of the final inspection. There is an agreement with DNR that the trees will be maintained for five years. Brian Goss made a motion to approve the final inspection for the Brooklyn Pedestrian Bridge. Motion seconded by Norman Voyles. Motion carried 3-0.

The contractor poured the deck for Bridge #95. The bridge is open to traffic. The contractor started on Hickey Road two weeks ago then had equipment failure, which slowed the project down for a week, but it has started back up again.

Norman Voyles stated that there have been complaints on Jensen Road regarding logging. Rod Bray stated that there are a handful of counties that have a road bond for timber work. He will contact those counties regarding administering this. Mr. Voyles asked that Mr. Bray report back with his findings.

APPOINTMENT

Ryan Goodwin stated that they were waiting on a Madison Township appointee for the Morgan County Regional Sewer District and he had a candidate to propose; Kelly Alcalá, who is interested in this position. In talking with Mr. Goss, the sewer district is in District 3 and it would make more sense for

Mr. Goodwin to serve on that board. Ryan Goodwin made a motion to appoint Kelly Alcalá to the Regional Sewer District Board as the Madison Township representative. Motion seconded by Brian Goss. Motion carried 3-0.

Brian Goss made a motion to appoint Ryan Goodwin to the Regional Sewer District Board to take his place. Motion seconded by Norman Voyles. Motion carried 3-0.

ADJOURNMENT

Brian Goss made a motion to adjourn the meeting. Motion seconded by Ryan Goodwin. Motion carried 3-0.

Morgan County Board of Commissioners

Norman Voyles

Ryan Goodwin

Attest:

Dan Bastin, Morgan Co. Auditor

Brian Goss