

BOARD OF COMMISSIONERS

October 16th, 2018

- I. **CALL TO ORDER:** The Parke County Board of Commissioners convened in a regular meeting at 4:00 p.m. on Tuesday, October 16th, 2018, having adjourned from a special meeting on Wednesday, October 10th, 2018.
- II. **ROLL CALL:** Members present were Commissioners Jim Meece, President; Bruce Hartman, Second Vice President; Pam Adams, Auditor; and County Attorney John Asbury. Dan R. Collom was absent. Also present were Julie Lanzone, Cassie Wittenmyer, Justin Cole and Nick Wilson.
- III. **MINUTES:** Minutes for the executive meeting on October 4th, 2018 were approved upon a motion made by Bruce Hartman and seconded by Jim Meece. The motion was carried unanimously.
- IV. **PAYROLL:** The County payroll in the amount of \$151,283.60 was approved for release on Monday, October 15th, 2018 on a motion made by Bruce Hartman. Jim Meece seconded the motion and it carried unanimously. Bruce Hartman made a motion acknowledging receipt of the Payroll Claims Accounts Payable Report in the amount of \$160,307.33; Jim Meece seconded the motion and it carried unanimously. On a motion made by Bruce Hartman and seconded by Jim Meece, the Board acknowledged receipt of the September 2018 Monthly Financial Report.
- V. **NEW BUSINESS:**
 - The Board reviewed a request for a check to be processed to Clark-Dietz Engineers, Inc., in the amount of \$5,535.00, outside of the regular claims cycle. Bruce Hartman made a motion to approve a check to be processed outside of the regular claims cycle as presented. Jim Meece seconded the motion and it carried unanimously.
 - After a discussion regarding the annual salary for the Plan Commission Administrator, Jim Meece made a motion to send a recommendation to the County Council to increase the salary of the Plan Commission Administrator to the same amount as a First Deputy's salary in the Courthouse offices and for the increase to begin in 2018 if possible. Bruce Hartman seconded the motion and it carried unanimously.
 - The Commissioners stated they conducted interviews for a Commissioners Clerical Assistant's position. Jim Meece made a motion to hire Angela Mathas. Bruce Hartman seconded the motion and the motion carried.
 - The Board reviewed two change orders for the Courthouse Mansard Roof project. The first change order is in regards to wood window repairs and the amount indicated in the bid, the full amount of the state quantities was not used in the actual repairs. As such, the contract amount is being adjusted accordingly. The second change order is regarding damage to the Courthouse lawn during the removal of limestone shards, the contract has been reduced to offset the cost of the repairs by a landscaping company. Bruce Hartman made a motion to allow the change orders as presented, Jim Meece seconded the motion and it carried.
 - Plan Commission Administrative Assistant Cassie Wittenmyer presented a Certification to the Commissioners on Zoning Map Change from the Parke County Advisory Plan Commission. The change to the plat is to vacate undeveloped Ash Street in Lakewood Subdivision. Wittenmyer provided copies of the plat map for the Board to review. Bruce Hartman made a motion to adopt **Parke County Ordinance 2018-07 Same Day, Same Meeting**. Jim Meece seconded the motion and it carried. Bruce Hartman made a motion to adopt **Parke County Ordinance 2018-07**. Jim Meece seconded the motion and the motion carried unanimously.
 - The Board reviewed the list of polling locations as recommended by the Parke County Election Board for the 2018 General Election. Bruce Hartman made a motion to approve the polling locations as presented. Jim Meece seconded the motion and it carried unanimously. The Auditor will have the list published in the Parke County Sentinel.
 - Parke County Auditor Pam Adams provided the Commissioners with a proposed 2019 Parke County Special Events License Application, also known as a Transient Merchants License (TML) Application for their consideration. Adams stated the only changes for 2019 are the dates on the document. Bruce Hartman made a motion to approve the 2019 Parke County Special Events License Application (TML Application) as presented. Jim Meece seconded the motion and the motion carried.

- A proposed renewal agreement from KnowBe4 was presented to the Board for their consideration. The agreement is for security awareness training for all county positions with a county e-mail address. Pam Adams stated she had attempted to contact Parke County Information Technology Contractor Randy Cleaver to get his opinion regarding the value of the subscription, however Adams did not receive a response prior to the meeting. The Commissioners determined to table the matter until their November 5, 2019 regular meeting to allow time to get an opinion from Cleaver.
- The Commissioners reviewed a request to renew their appointment of Nancy Witty to the Parke County Public Library Board. Jim Meece made a motion to re-appoint Nancy Witty to the Parke County Public Library Board. Bruce Hartman seconded the motion and it carried unanimously.
- The Board reviewed notice from the Indiana Department of Environmental Management regarding a construction application Montezuma Wastewater Treatment Plant Improvements for phosphorus removal.
- Reviewed the Parke County Treasurer's monthly report.
- Reviewed the Plan Commission monthly report.

VI. OLD BUSINESS:

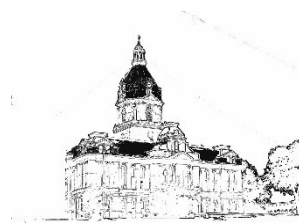
- Reviewed the final County employee health insurance renewals. APEX Benefits negotiated with UMR for the United Health Care (UHC) Choice Plus policy and received a 2019 premium renewal rate of a two point seven percent (2.7%) increase over the 2018 amount. There was a rate hold on dental, vision and life insurance renewal. The plan benefits will be unchanged from the current policies. Jim Meece made a motion to approve the 2019 Employee Health, Dental, Vision and Life insurance renewals as negotiated and presented by materials from APEX Benefits Group. Bruce Hartman seconded the motion and it carried unanimously.

Jim Meece made a motion to disburse the Health Savings Account (HSA) and Health Reimbursement Account monies to eligible employees as follows: In 2019 a distribution of \$1,300.00 for eligible employees with a Single Health Insurance policy and \$2,600.00 for eligible employees with an Employee and Spouse, Employee and Children or a Family policy. One half of the annual distribution will be deposited into eligible employees HSA or HRA accounts at the beginning of January 2019 and the second half at the beginning of July 2019. Deposits will made in the same manner in subsequent years unless otherwise specified by the Parke County Board of Commissioners. Meece further included in his motion that in 2019 there will be a one percent (1%) increase to the employee portion of the health insurance premium and a one percent (1%) decrease to the county's portion of the premium; making employees responsible for thirteen percent (13%) of the premium total and the county responsible for eighty-seven percent (87%) of the premium with employees who participate in the wellness program receiving a \$15.00 per pay period premium credit. Bruce Hartman seconded the motion and the motion carried unanimously.

- A proposed Parke County Non-discrimination and Accessibility Letter of Commitment (below) to the Indiana Department of Transportation (INDOT) was reviewed by the Board. The letter is to advise INDOT of a good faith representation to improve Parke County's compliance with nondiscrimination and accessibility requirements and to specifically address area's that have been identified as deficient. Jim Meece made a motion to approve the letter as presented. Bruce Hartman seconded the motion and the motion carried unanimously.

Parke County Board of Commissioners

116 W. High Street
Room 104
Rockville, IN 47872



Jim Meece
Dan Collom
Bruce Hartman

October 16, 2018

Title VI / ADA Program
Indiana Department of Transportation
Indiana Government Center North Rm. 750
100 N Senate Ave.
Indianapolis IN 46204

RE: Parke County's Non-discrimination and Accessibility Letter of Commitment to INDOT

To Whom It May Concern,

Parke County is submitting this correspondence to INDOT as a good faith representation that we intend to improve our compliance with those nondiscrimination and accessibility requirements which are conditions of receiving federal funds. INDOT has reviewed Parke County's compliance efforts and identified the following potential deficiencies:

1. Title VI Implementation Plan
2. U.S. DOT Title VI Assurances
3. Title VI Complaint Procedure
4. Title VI Complaint Log
5. External Complaint Policy
6. Organizational Chart
7. Voluntary Public Involvement Survey, and 8. I-Speak Cards (language identification flash cards)

Parke County commits to address the deficiencies as follows:

Title VI Coordinator, Jim Meece President of our Board of Commissioners and Emergency Management Agency (EMA) Director Amy Hensley are utilizing the templates provided by INDOT and writing a Title VI Plan to include a Limited English Proficiency (LEP) Plan.

Our goals are to have the plans written and adopted by December 1st, 2018 and to have the plan implemented by March 1st, 2019. We plan to deliver all documentation to INDOT in the first week of December of 2018.

In addition, our goal to bring our ADA Transition Plan compliant is being facilitated by engineering firm Clark Dietz Engineers, Inc. Parke County Americans with Disabilities Act (ADA) Coordinator Randy Norman has been working with Clark Dietz Engineers, Inc. to complete our County self-evaluations. Clark Dietz Engineers, Inc. has set a deadline of October 19th, 2018 for delivering the self-evaluation report. It is our plan to then set aside \$15,000 per year to begin addressing prioritized projects.

Parke County, Indiana represents that the above representations are made in good faith and represent its commitment toward achieving compliance with all no discrimination and accessibility requirements.

Parke County, Indiana further represents that the undersigned individual is authorized to make these commitments on behalf of Parke County, Indiana and understands that INDOT may monitor Parke County's progress toward achieving its goals as represented herein.

This Letter of Commitment is being submitted by:

Jim Meece, President of Parke County Board of Commissioners, Title VI Coordinator
116 W. High Street, Rm. 104
Rockville, IN. 47872
E-mail (work): commissioners@parkecounty-in.gov
E-mail (personal) jmeece2000@yahoo.com
Phone: 765-363-1180
Fax: 765-569-4037

Sincerely,

Jim Meece
President, Parke County Board of Commissioners
Parke County Title VI Coordinator

VII. DEPARTMENTAL REPORTS:

Parke County EMS/ Ambulance Service, Julie Lanzone:

- Reported the year to date collections for the Ambulance Service is a \$379,435.00. There is approximately \$200,000.00 in outstanding collections at this time.
- The run totals for the year are at 942 which is 30 less than the same time last year. Lanzone stated each run takes around two and one half (2 ½) hours.
- Advised the Board that an air conditioning condenser needs to be replaced at the Ambulance Service Building.

Parke County Sheriff, Justin Cole:

- Reported there have been approximately twenty (20) incidents at the Covered Bridge Festival so far this year. Several of them have been traffic stops. However, there has been one counterfeit money complaint, a person received a counterfeit fifty dollar (\$50.00) bill.

VIII. PERSONS REQUESTING TIME ON THE AGENDA: None.

IX. PUBLIC COMMENTS: None.

X. ADJOURNMENT: Having no further business to come before the Board, a motion to adjourn was made by Bruce Hartman and seconded by Jim Meece. The meeting adjourned at 4:47 p.m.

Jim Meece, President

Dan R. Collom, Vice President

Bruce Hartman, Second Vice President

ATTEST:

Pam Adams, Auditor