

## COMMISSIONERS' MEETING

December 19, 2016

The Bartholomew County Commissioners met in regular session on December 19, 2016 in the Governmental Office Building, 440 Third Street, Columbus, Indiana. Commissioners Rick Flohr, Larry Kleinhenz and Carl Lienhoop were present. County Auditor Barbara Hackman was also in attendance. County Attorney J. Grant Tucker was absent.

Chairman Flohr called the meeting to order and gave the invocation and led the Pledge of Allegiance.

The first order of business was the approval of the December 12, 2016, Commissioners' Meeting Minutes. Commissioner Lienhoop made a motion to approve the minutes. Commissioner Kleinhenz seconded the motion that passed unanimously.

Next was the approval of payroll. Commissioner Kleinhenz motioned to approve the payroll. Commissioner Lienhoop seconded the motion which passed unanimously.

The next item was weekly reports. Chairman Flohr read the New Permit Report dated 12/12/16 to 12/16/16. Nineteen (19) permits were issued with fees collected of \$1,500 and estimated construction costs of \$634,761.

County Engineer Danny Hollander gave the Highway Weekly Crew Report which included the following work: mowed in Sandcreek and Flatrock Townships; put up signs; picked up trash; mixed sand and salt; and sanded roads Tuesday, Wednesday, Friday night to Saturday morning, and Saturday night to Sunday morning.

Hollander also presented a **letter to the County Surveyor, E.R. Gray**, requesting help with legal descriptions for Lowell Road improvements. Commissioner Kleinhenz motioned to approve the request letter. Commissioner Lienhoop seconded the motion that passed unanimously.

Next, Hollander advised the Commissioners that the **road striping by RoadSafe Traffic Systems** this year went over the original amount by \$12,345.12. The work was bid by lineal foot and originally the Southern Crossing job was bid from US 31 to US 11,

but was only measured from 250E to US 11. Also, striping for the bridge on 750E was switched from the bridge contractor charging \$1.75/ft. to RoadSafe charging \$0.12/ft. Commissioner Kleinhenz moved to approve the overrun with RoadSafe for striping. Commissioner Lienhoop seconded the motion the passed unanimously.

Under Miscellaneous, Commissioner Kleinhenz brought up funding of a new **siren in German Township**. The Commissioners agree to disburse \$10,000 from the Telecommunications Fund to help pay for the siren from Electronic Communication Systems, Inc. Commissioner Lienhoop seconded the motion that passed unanimously.

For the next item of business the Commissioners had the honor of witnessing the **presentation of a Sheriff's Department badge to a new K9 Unit, Officer Diesel**. Sheriff Matt Myers introduced Diesel, his handler Deputy Matt Bush and Dylan Prather who was instrumental in soliciting funds to acquire Diesel. He also recognized representatives from Real World Testing who made a substantial donation of \$18,000. Diesel is an 18-month old german shepherd from Poland.

Captain Chris Lane from the Sheriff's Department presented an **Equipment Lease-Purchase Agreement with Motorola Solutions, Inc.** The 5-year lease is for the purchase of 110 radios for deputies and corrections staff. The current radios have reached end-of-life (10 years). The amount financed and issue price for the lease payment schedule for federal income tax purposes is \$308,998.50. The difference between the principal amount of the lease payment schedule and the issue price is the original issue discount as defined in Section 1288 of the Code. The yield for this lease payment schedule for federal income tax purposes is 3.10%.

<u>PMT #</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>INTEREST</u>	<u>PRINCIPAL</u>	<u>BALANCE</u>
Loan Disb	12/1/2016				\$ 338,320
1	12/1/2017	\$ 67,664	\$ -	\$ 67,664	\$ 270,656
2	12/1/2018	\$ 67,664	\$ -	\$ 67,664	\$ 202,992
3	12/1/2019	\$ 67,664	\$ -	\$ 67,664	\$ 135,328
4	12/1/2020	\$ 67,664	\$ -	\$ 67,664	\$ 67,664
5	12/1/2021	\$ 67,664	\$ -	\$ 67,664	\$ 0

The Commissioners will pay the first installment due 12/1/17 of \$67,664 from the Telecommunications Fund and County Council will provide for the remaining four (4) payments. County Attorney Grant Tucker has reviewed the lease agreement, but was absent to clarify the changes. Commissioner Lienhoop made a motion to enter into the lease/purchase agreement, subject to the revisions made by Tucker. Commissioner Kleinhenz seconded the motion that passed unanimously.

Captain Lane also presented the next item - three (3) quotes for the purchase of **Sheriff's Department car equipment, one (1) Pinnacle lightbar**. On Duty Depot (Kentucky) bid \$1,175; Waymire (Indianapolis) bid \$1,530; and ERS/OCI Wireless (Columbus) bid \$1,650. Commissioner Kleinhenz motioned to approve the low bid from On Duty Depot. Commissioner Lienhoop seconded the motion that passed unanimously.

Captain Lane had also solicited quotes for **one (1) K9 partition** (kennel built into a service vehicle) **and three (3) utility boxes** (cargo/weapons storage). Waymire bid \$4,386.25; ERS/OCI Wireless bid \$4,625; and On Duty Depot bid \$4,800. Commissioner Lienhoop made a motion to accept the low bid from Waymire. Commissioner Kleinhenz seconded the motion that passed unanimously.

IT Director Scott Mayes had three proposals for consideration. The quote from CDW-G for **one (1) Microsoft Surface Book laptop** for the IT director came in at \$2,243.59. Funding would come from IT's budget. Commissioner Kleinhenz moved to accept the quote. Commissioner Lienhoop seconded the motion that passed unanimously.

The next proposal was for **backup data storage**. TLS.NET bid \$11,892.37 and CDW-G bid \$12,447.26 for NetGear equipment. The bid for NetGear equipment was ratified in the 12/12/16 Commissioners' Meeting and, thereby, established an amount for the backup storage not-to-exceed \$12,447.26. Funding would come from IT's budget. Chairman Flohr made a motion to award to TLS.NET for their low quote of \$11,892.37. Commissioner Kleinhenz seconded the motion that passed unanimously.

On behalf of the **Coroner's Office**, Mr. Mayes presented a quote from CDW-G totaling \$1,736.10 for the purchase of **two (2) Lenovo Think Pad** devices. Funding

would come from the Coroner's budget. Commissioner Lienhoop motioned to accept the quote from CDW-G. Commissioner Kleinhenz seconded the motion that passed unanimously.

Director of Court Services Brad Barnes presented **Amendment #1 to the IDOC EDS# D25-17-003A grant** for \$1,461,969 approved in the 5/2/16 Commissioners' Meeting and granted by the state 6/23/16. The amendment grants another \$200,000 making the total amount of the grant agreement \$1,661,969. Commissioner Kleinhenz approved the amended grant agreement. Chairman Flohr seconded the motion that passed unanimously.

The next agenda item was the **second reading** of an **Ordinance Adopting Internal Control Standards** as defined by the Indiana State Board of Accounts under Indiana Code IC 5-11-1-27(c) shown in Exhibit A of the ordinance. *(See attached. Note: Exhibit A is too lengthy to include in this writing; therefore, it can be viewed in its entirety in the Auditor's Office.)* In response to state mandate, the ordinance imposes formal internal controls for any county employee who handles money. The new policy requires employee training certified by the Auditor and an internal control policy certified by the Commissioners as being in place and practiced. County Auditor Barbara Hackman said that all taxing units fall under this requirement, e.g., township trustees and Solid Waste Management District. SWMD also has a materiality component to put in place before year-end and be part of the Auditor's certified report. Chairman Flohr opened the meeting to public comment. There being none, he then closed the meeting. Commissioner Kleinhenz made a motion to pass the ordinance adopting internal controls on second reading. Commissioner Lienhoop seconded the motion that passed unanimously.

Subsequently, a related **Ordinance Amending the Bartholomew County Personnel Policy to Add an Internal Control Standards Policy** was submitted for **second reading**. *(See attached)* This ordinance provides for the inclusion of the proposed control standards into the County's Personnel Policy Manual under Section 5.19 entitled "Indiana Internal Control Standards Policy". Chairman Flohr opened the

meeting to public comment. There being no comments, he then closed the meeting. Commissioner Lienhoop motioned to pass the ordinance amending the personnel manual on second reading. Commissioner Kleinhenz seconded the motion that passed unanimously.

Commissioner Lienhoop had a proposal from **Premier Ag for the office furniture** and equipment at 785 S. Marr Rd. The County will take possession of the property September, 2017, and Commissioners saw an opportunity to purchase the furnishings at a reasonable price of \$110,000 using the Riverboat Fund. Commissioner Lienhoop made a motion to encumber money to purchase the furnishings/equipment. Commissioner Kleinhenz seconded the motion that passed unanimously.

Chairman Kleinhenz stated that **County Offices will be closed** Friday, December 23<sup>rd</sup>, and Monday, December 26<sup>th</sup>, in observance of Christmas.

SWMD Education Coordinator Kari Spurgeon gave the **Recycling Center Report:**

## Educator Report December 2016

### Volume Reports-October & November

Total Sale of Recyclable Revenue:

October-\$11,799.01

November-\$16,592.12

-Cardboard has maintained the price of \$100 per ton

-Plastics #3-7 are selling for \$360 (natural) and \$240 (color) a ton

-Yard Waste was down overall in October and November, except for an increase in leaves. Preparations are being made for Christmas trees in early January.

### Education Update

-Classroom programs

-Kindergarten Career Fair at Clifty Creek

-Girl Scout Troup float decoration and participation in Festival of Lights Parade

-Mentoring 3 Senior Projects

-Serving as a panel judge for Columbus North Senior Projects

Events

-Déjà vu Art & Fine Craft show was very successful with a large crowd of viewers/buyers. Many people stated that they came from out of town to attend.

-America Recycles Day-All the "Get caught recycling" bags were handed out by noon.

-Amnesty Day- 72 appliances, 40 tires and 10 boxes of electronics

-Festival of Lights Parade

*\*\* End of Report \*\**

Commissioner Kleinhenz motioned to accept the SWMD report as presented. Commissioner Lienhoop seconded the motion that passed unanimously.

The next Commissioners' Meeting will be held on Tuesday, December 27, 2016, at 10:00 a.m. in the Commissioners' Chambers. There being no other business, the meeting was adjourned.

BARTHOLOMEW COUNTY  
COMMISSIONERS

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RICHARD A. FLOHR, CHAIRMAN

ATTEST:

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LARRY S. KLEINHENZ, MEMBER

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BARBARA J. HACKMAN

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CARL H. LIENHOOP, MEMBER

ORDINANCE NO. 2016- 08

**AN ORDINANCE ADOPTING INTERNAL CONTROL STANDARDS**

**WHEREAS**, Bartholomew County is an Equal Opportunity Employer, and

**WHEREAS**, it is the intent of the Board of Commissioners of Bartholomew County, Indiana to comply with applicable Federal and State employment laws and regulations, and

**WHEREAS**, Bartholomew County provides County employees with information about established terms and conditions of employment; and

**WHEREAS**, the Indiana State Board of Accounts under Indiana Code IC 5-11-1-27(c) has defined the acceptable minimum level of internal control standards for internal control systems of political subdivisions, including: Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring; and

**WHEREAS**, the Board of Commissioners of Bartholomew County, Indiana intend to adopt and instruct County employees to follow and adhere to the Uniform Internal Control Standards for Political Subdivisions promulgated by the Indiana State Board of Accounts, a copy of which is attached to this Ordinance and incorporated herein as Exhibit "A".

**NOW THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF BARTHOLOMEW COUNTY, INDIANA AS FOLLOWS:**

1. The Internal Control Standards as established by I.C. 5-11-1-27(c) are hereby adopted and shall supersede and repeal existing oral or written personnel policies and procedures in conflict therewith.

ORDINANCE NO. 2016- 09

**AN ORDINANCE AMENDING THE BARTHOLOMEW COUNTY  
PERSONNEL POLICY TO ADD AN INTERNAL CONTROL STANDARDS POLICY**

**WHEREAS**, the Board of Commissioners of Bartholomew County, Indiana ("Commissioners") have adopted an Indiana Internal Control Standards Policy; and

**WHEREAS**, the Commissioners intend, by this Ordinance, to amend the Bartholomew County Personnel Policy to add a new section that being Section 5.19 entitled "Indiana Internal Control Standards Policy", and

**WHEREAS**, the Commissioners intend that Bartholomew County employees follow and adhere to the requirements of the Indiana Internal Control Standards Policy and participate any and all required training and education pertinent thereto;

**NOW THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF  
BARTHOLOMEW COUNTY, INDIANA TO AMEND THE BARTHOLOMEW COUNTY PERSONNEL  
POLICY TO ADD A SECTION 5.19 ENTITLED INDIANA INTERNAL CONTROL STANDARDS POLICY AS  
FOLLOWS:**

**1. 5.19 INDIANA INTERNAL CONTROL STANDARDS POLICY**

Indiana Code 5-11-1-27(e) provides that through the compliance guidelines authorized under IC 5-11-1-24 the State Board of Accounts (SBOA) shall define the acceptable minimum level of internal control standards for internal control systems of political subdivisions, including the following: (1) Control Environment, (2) Risk Assessment, (3) Control Activities, (4) Information and Communication, (5) Monitoring.

IC 5-11-1-27(g) requires that the Board of County Commissioners of Bartholomew County ("Commissioners") adopt minimum internal control standards as defined by SBOA. Additionally, the Commissioners must ensure that employees receive training concerning the internal control standards and procedures adopted by the County.

The Commissioners have adopted the internal control standards as defined by SBOA under IC 5-11-1-27(e). Training of employees shall be evidenced through a certification process. The Personnel Administrative Committee will be responsible for developing and overseeing the administration of the internal control standards policy, training, and certification.

At the time of submission of the annual report, the County Auditor must certify that the minimum internal control standards have been adopted and that employees who are not otherwise on leave status have received training regarding these standards and procedures.

In addition to the required certification to be filed by the County Auditor, elected officials, appointees, and employees must sign the Internal Control Training Certification Form for Elected Officials, Appointees, and Employees as evidence that they have completed their training. These certification forms are to be maintained in the Bartholomew County Auditor's office.

2. This ordinance and amendment to the Bartholomew County Personnel Policy shall be effective immediately upon its passage.

PASSED ON FIRST READING THIS 12<sup>th</sup> DAY OF DECEMBER, 2016.

**BOARD OF COMMISSIONERS OF  
BARTHOLOMEW COUNTY, INDIANA**

Richard A. Flohr  
Richard A. Flohr, Chairman

Carl H. Lienhoop  
Carl H. Lienhoop, Member

Larry S. Kleinhenz  
Larry S. Kleinhenz, Member

**ATTEST:**

By: Barbara J. Hackman  
Barbara J. Hackman, Auditor  
Bartholomew County, Indiana