

COMMISSIONERS' MEETING

December 12, 2016

The Bartholomew County Commissioners met in regular session on December 12, 2016 in the Governmental Office Building, 440 Third Street, Columbus, Indiana. Commissioners Rick Flohr, Larry Kleinhenz and Carl Lienhoop were present. County Attorney J. Grant Tucker and County Auditor Barbara Hackman were also in attendance.

Chairman Flohr called the meeting to order and 911 Director Ed Reuter gave the Invocation and led the Pledge of Allegiance.

The first order of business was the approval of the December 5, 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 claims. Commissioner Kleinhenz motioned to approve the claims. Commissioner Lienhoop seconded the motion which passed unanimously.

The next item was weekly reports. Chairman Flohr read the New Permit Report dated 12/5/16 to 12/9/16. Forty-one (41) permits were issued with fees collected of \$7,166 and estimated construction costs of \$3,117,801.

County Engineer Danny Hollander gave the Highway Weekly Crew Report which included the following work: replaced pipe on 750E; pulled dirt back on 300S; stoned along 500W; built up the shoulder with dirt along 350W; put up signs; picked up trash; hauled sand and salt-sand mix to remote storage sites; ditched and put in driveway pipe on 550S; mixed salt and sand; and installed sand boxes on the trucks.

Mr. Hollander also presented a **change order for Milestone's overlay work**. The original overlay bid on 500W was for the stretch from Georgetown to Lowell Roads. The actual grant application requested funding for continuing overlay from Lowell to Ohio Ridge Roads. When funding was approved, Milestone completed the additional work which resulted in billing for an additional \$79,938.95. Commissioner Kleinhenz made a motion to approve the change order. Chairman Flohr seconded the motion that passed unanimously.

Next was the **Data Board ratification items** that came out of their meeting that morning, even though attendance did not represent a quorum. IT Director Scott Mayes was not available so Chairman Flohr presented two quotes for a licensing renewal of Trend Micro antivirus software. The quotes were from CDW for \$4,999.12 and Data Strategies for \$5,280. Chairman Flohr motioned to ratify the agreement with CDW having the low quote for Trend Micro licensing. Commissioner Kleinhenz seconded the motion that passed unanimously.

The second Data Board **ratification was the expense for adequate backup data storage**. Mayes had received a quote from NetGear for \$12,447.26. A second quote was forthcoming. Therefore, Chairman Flohr motioned to approve the expense for additional backup data storage not to exceed \$12,477.26. Commissioner Lienhoop seconded the motion that passed unanimously.

The Planning Department's Allie Keen presented the next item, consideration of a **Right-of-Way Dedication for Doris I. Darlage Minor Subdivision (MI/P-16-12)**. They are looking to create one (1) new lot. They are dedicating approximately 1.0 acres along State Road 58 on the frontage of Lot 2 for the right-of-way. The property owned by Wayne E. Darlage is located in Jackson Township at the intersection of Spray Road and State Road 58 and at the southwest corner of the intersection of State Road 58 and County Road 930 South. Commissioner Kleinhenz motioned to accept the dedication of right-of-way. Commissioner Lienhoop seconded the motion that passed unanimously.

Next, E911 Director Ed Reuter presented a **Memorandum of Understanding between Bartholomew County, SunGard Public Sector, LLC, and Columbus Regional Hospital regarding the shared use of SunGard's OSSI Software**. The MOU agreement will be used to establish the responsibilities of the participants regarding the connectivity to the OSSI program, as well as receiving computer-aided dispatch information. Commissioner Kleinhenz made a motion to sign the MOU. Commissioner Lienhoop seconded the motion that passed unanimously.

Assessor Lew Wilson presented a renewal agreement with **Don R. Scheidt & Co.** for professional and consultative services for real estate properties under appeal with the

Assessor's Office. The contract rates per hour are \$65 for brokers, \$95 for appraisers, and \$125 for appraisers with designations. The contract is not to exceed \$46,000 per contract year and runs from 1/1/17 through 12/31/17. Commissioner Lienhoop made a motion to enter into the agreement with Don R. Scheidt & Co. Chairman Kleinhenz seconded the motion that passed unanimously.

Next, Captain Chris Roberts of the **Sheriff's Department** presented a quote for licensing and installation fees from **SunGard Public Sector** for the purchase of an enhancement package including five (5) modules for real-time utilization of citation and warning data. The \$38,480 expense would be split between the County (45%) and the City (55%). Budgeting of the maintenance and training fees, etc. was to be determined. Chairman Flohr moved to sign the purchase agreement. Commissioner Lienhoop seconded the motion that passed unanimously. Additionally, Commissioner Kleinhenz motioned to apply **\$3,000 from the Telecommunications Fund** toward the SunGard purchase. Commissioner Lienhoop seconded the motion that passed unanimously.

The next agenda item was the first 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.)* County Attorney Grant Tucker explained that this procedure has resulted due to several occurrences of misappropriations by county/township officials throughout the state – not Bartholomew County, but the formal imposing of internal controls for any county employee who handles money is now required, nonetheless. Chairman Flohr opened the meeting to public comment. There being none, he then closed the meeting. Commissioner Lienhoop made a motion to pass the ordinance adopting internal controls on first reading. Commissioner Kleinhenz 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 first 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". 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. Audience member Mark Webber questioned which government units fell under the ordinances. Mr. Tucker replied that these ordinances are for the county office employees – townships would enact their own means of compliance. 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 first reading. Commissioner Kleinhenz seconded the motion that passed unanimously.

The next item of business was the consideration of quotes for **replacement curbing** on the west side of the Courthouse Square along Jackson Street and **two (2) new handicap accessibility ramps** on the north and south sides of Second Street across from the jail. Case Construction, Inc. (Edinburgh) quoted \$37,700 and Taylor Brothers (Columbus) came in at \$47,988.50. Chairman Flohr motioned to award the job to the lowest bidder, Case Construction. Commissioner Kleinhenz seconded the motion that passed unanimously.

Commissioner Lienhoop acknowledged receipt of the **Clerk's Monthly Reports** for October and November, 2016. He motioned to accept the reports for submission to the SBOA. Commissioner Kleinhenz seconded the motion which passed unanimously.

Commissioner Kleinhenz acknowledged the receipt of the November, 2016, **Treasurer's Monthly Report** signed by County Treasurer Pia O'Connor. He made a motion to accept the Treasurer's report for submission to the SBOA. Commissioner Lienhoop seconded the motion that passed unanimously.

Next, Chairman Flohr submitted an invoice from **Taylor Bros. Construction Co., Inc.** for ratification. The invoice totaled \$4,516.75 for the **installation of a new door** at the County Jail needed to access the pipe to the recently replaced boilers. Chairman Flohr moved to ratify the expense. Commissioner Kleinhenz seconded the motion that passed unanimously.

The next item was the **ratification of \$1,500 to Gary L. McKinney** (Columbus) for an artistic woodcarving of the Indiana State Seal for the Circuit Court. Chairman Flohr motioned to ratify the expense. Commissioner Kleinhenz seconded the motion that passed unanimously.

Under Miscellaneous, park officials have marked 80 **ash trees for removal and replacement at Heflen Park**. Working with an eagle scout for an Eagle Scout Project, Commissioner Kleinhenz solicited quotes for 30 trees. **Jackson's Nursery** (Greensburg) quoted \$4,574 for 30 replacements. Schneider's Nursery (Seymour) came in at \$4,000 for 17 replacements. Commissioner Kleinhenz motioned to accept the low quote from Jackson's Nursery, not to exceed \$4,600. Commissioner Lienhoop seconded the motion that passed unanimously.

Next, County Auditor Barbara Hackman requested the **ratification of a \$1,069.99** bill from The Office Shop for the purchase of a 5-drawer lateral **filing cabinet**. Commissioner Kleinhenz moved to ratify the furniture expense. Commissioner Lienhoop seconded the motion that passed unanimously.

The next Commissioners' Meeting will be held on Monday, December 19, 2016, at 10:00 a.m. in the Commissioners' Chambers. There being no other business, the meeting was adjourned.

BARTHOLOMEW COUNTY
COMMISSIONERS

RICHARD A. FLOHR, CHAIRMAN

LARRY S. KLEINHENZ, MEMBER

ATTEST:

BARBARA J. HACKMAN

CARL H. LIENHOOP, MEMBER

ORDINANCE NO. 2016- _____

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- _____

**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 ____ DAY OF DECEMBER, 2016.

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

Richard A. Flohr, Chairman

Carl H. Lienhoop, Member

Larry S. Kleinhenz, Member

ATTEST:

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