

COMMISSIONERS' MINUTES

NOVEMBER 1, 2021

PRESENT: ALL

BE IT REMEMBERED that the White County Commissioners held a regular meeting on November 1, 2021, in the White County Building, 2nd floor John C. Heimlich Conference Room, beginning at 8:15 a.m.

Commissioners present were: President David Diener, Commissioner Steve Burton, and Commissioner James B. Davis. Also present were White County Auditor Gayle Rogers, White County Attorney George Loy, and the Commissioners' Assistant Donya Tirpak.

Commissioner Diener called the meeting to order.

PUBLIC HEARING – CLOSEOUT OF COVID-19 SMALL BUSINESS ASSISTANCE GRANT

Sonya Summons, the grant administrator from K-IRPC, said that the County received \$250,000 from the Indian Office of Community & Rural Affairs (OCRA) as part of the Covid-19 Phase 3 grants. The money supported thirty-nine (39) small businesses impacted by the Coronavirus pandemic in White County. The grant does not require any matching funds. Businesses received \$2,500 to \$10,000 from the grant funds. The funds have been distributed, and the grant is ready to be closed out.

Ms. Summons asked if there were any questions, comments, or concerns from the public. No response.

MINUTES

- Commissioner Burton made a motion to approve the minutes from the regular meeting on October 18, 2021, seconded by Commissioner Davis. **Vote: Unanimous**

PAYROLL

- Commissioner Burton made a motion to approve payroll for November 1, 2021, seconded by Commissioner Diener. **Vote: Unanimous**

CLAIMS

- Commissioner Davis made a motion to approve and pay the claims as presented, seconded by Commissioner Burton. **Vote: Unanimous**

SHERIFF'S DEPT. – NEW VEHICLES

Chief Deputy David Roth discussed a seminar where they discussed how to manage their police fleet better. Due to the Covid-19 pandemic, he learned that Chevrolet is not producing any police fleet in 2022 and possibly 2023. He's contacted Ford for quotes, and he hasn't received anything. Dodge isn't starting their production of their 2022's until December, and they don't know when they will be available for purchase.

During the seminar, he learned that Enterprise Rent-A-Car is the largest purchaser of fleet vehicles in the country, specializing in police vehicles. Currently, Boone and Hancock County are using them, and also Purdue University.

Deputy Roth said that he has twenty cars in his fleet that he wants to rotate in and out on a lease program and purchase eight outright. Enterprise sent a quote for leasing a patrol vehicle for three years for \$31,635. The car can have up to 30,000 miles per year, which he said they average 27,000. He's also found a company that works with Enterprise to complete the vehicle with all the police equipment at a lower rate than what they were paying.

Deputy Roth requested to do ten fleet vehicles that are 2019 and older through the Enterprise lease program.

The Commissioners took the request under advisement to review the contracts and pricing with the County Attorney.

ARCHITECT SELECTION FOR JAIL CAMPUS

Commissioner Diener said that the Commissioners interviewed three different architect firms that submitted proposals for the new White County Jail campus. He thanked Sheriff Brooks and Chief Deputy David Roth for sitting in the interviews and giving their input. He also thanked RQAW Architecture, K2M Design, and Securitecture for their presentations and proposals.

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The selected architect will be responsible for the design, bidding, and construction management of the project.

- Commissioner Diener made a motion to select RQAW Architecture to proceed with the Jail campus project, seconded by Commissioner Davis. **Vote: 2 Yes and 1 No (Burton)**

MIAMI-CASS REMC – BROADBAND

Matt Maverick, IT Director with Miami- Cass REMC, appeared before the Commissioners saying that they received federal funding to install fiber in White County. They are hoping to provide fast internet service to the rural areas. They will be working with Lightstream during the project.

County Attorney Loy said that anytime a county road is used during their project, a Road Use Agreement will need to be put together.

AMENDED TRAVEL POLICY

County Auditor Rogers presented an amended Travel Policy for the second reading. The amended policy clears up the reimbursement of food expenses, which is a meal allowance and not a per diem. The 1999 Travel Policy allowed up to \$28 per day, and this policy provides up to \$50 per day for meal reimbursement.

Commissioner Diener asked if there were any questions regarding the proposed amended Travel Policy. No response.

- Commissioner Burton made a motion to approve Ordinance No. 21-11-01-01, White County Commissioners White County Travel Policy, seconded by Commissioner Diener. **Vote: Unanimous**

ORDINANCE NO. 21- 11-01-01 WHITE COUNTY BOARD OF COMMISSIONERS WHITE COUNTY TRAVEL POLICY_

WHEREAS, I. C. §5-11-14 permits a public agency to establish a travel policy by way of an ordinance; and

WHEREAS, I. C. §5-11-14-1 requires annual conferences of local elected officials, certain deputies, and others; and

WHEREAS, state called meetings shall be reimbursed as directed by the call letter of the state agency and out of the fund specified by said agency; and,

WHEREAS, the following shall apply to all employees traveling on county business:

Section 1. County employees traveling on county business, authorized by the department shall be entitled to certain reimbursements:

Lodging: Reimbursement amount allowed will be the rate determined by the state or association within the block of rooms secured by the state or association; if no block room rate is provided by the association, reimbursement will be at the rate established for state employees or the actual cost, whichever is less. Lodging costs will be reimbursed only if the session is being held a distance of at least fifty (50) miles from the White County Building and only for each night preceding the session.

Subsistence: Allowance for meals for each day in attendance will be reimbursed at the actual cost, not to exceed \$50.00 per day. Detailed receipts must be submitted for reimbursement. The County will not pay for alcoholic beverages. If you charge your meal to a County Purchasing Card and you exceed the daily allowance or purchase alcohol, you must reimburse the County for the costs not covered. The County meal allowance is a reimbursement, not a per diem. If you claim a per diem offered by your association, that per diem will be paid through the County payroll and will be reported as taxable on your year-end tax statement (W-2).

Mileage: Reimbursement for mileage while driving your personal vehicle on County business, as established by the White County Council, will be reimbursed at the rate allowed for state employees as determined semi-annually by the Indiana Department of Administration Travel Services and the State Budget Agency;

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currently \$0.39 per mile. Mileage should be calculated from your County Building location to the destination by the shortest route.

Parking: Reimbursement allowance equal to the cost of parking at the meeting site.

Section 2. There are general rules to follow when traveling on County business:

- Follow the state rulings set in the state call letter.
- Make room reservations as quickly as possible to avoid missing out on the block rate.
- Take the County ST-105 form with you to receive exemption from sales tax on lodging.
- If more than one person is being transported, only one mileage allowance will be paid to the employee or official providing the conveyance.
- Reimbursement for state called conferences for Auditor, Auditor elect, Treasurer, Treasurer elect, Circuit Court Clerk and Circuit Court Clerk elect shall be made by the proper disbursing officer in the manner provided by law on a duly verified claim or voucher to which shall be attached the certificate of the state board of accounts showing the number of days attended and the number of miles traveled. All payments shall be made from the general fund from any money not otherwise appropriated and without any previous appropriation being made therefor. Such claim may not be denied by the body responsible for the approval of claims if the claim complies with IC 5-11-10-1.6; IC 5-11-14-1 and this Ordinance.
- Reimbursement for training that is not state called for Auditor, Treasurer, Surveyor or County Clerk can be reimbursed from the Elected Officials Training Fund if there is enough appropriation in the budget to cover the reimbursement; if not, it will be paid from the department's budget or other applicable department fund.
- Reimbursement for all other employees for business travel will be out of that department's budget or other applicable department fund.

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Board of Commissioners of White County, Indiana that this Ordinance shall be in full force upon adoption.

This Ordinance supersedes and replaces all previous such Ordinances.
Adopted this 1st day of November 2021.

PURCHASING POLICY

County Attorney Loy presented a new County Purchasing Policy for its first reading. Our current policy is from 1998 and states that any purchases over \$5,000 have to be approved by the Commissioners. This particular section, along with many other areas in the policy, is outdated.

Attorney Loy discussed in detail the changes made to the policy.

- Commissioner Davis made a motion to pass the new County Purchasing Policy on to the second reading, seconded by Commissioner Burton. **Vote: Unanimous**

PURCHASE BUCKET TRUCK

- Commissioner Davis made a motion for the Highway Department to purchase a used bucket truck from Carroll-White REMC for \$15,000, seconded by Commissioner Burton. **Vote: Unanimous**

BEAM LONGEST & NEFF

Dan Watson appeared to introduce himself and said that they would love to have the opportunity to work with White County.

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There being no further business to come before the board, their meeting adjourned.

David Diener, President

Steve Burton, Vice President

James B. Davis, Member

ATTEST: _____
Gayle Rogers, Auditor