

**FRANKLIN COUNTY COMMISSIONERS MEETING  
AUGUST 13, 2019 – 10:00 A.M.  
COMMISSIONERS/COUNCIL MEETING ROOM, #203**

The Franklin County Commissioners met in regular meeting on August 13, 2019 at 10:00 A.M. in the Commissioners/Council meeting room. Those present were Tom Wilson, Tom Linkel, Gerald Wendel, Carol Westerman and Karla Bauman, Auditor.

**Open:** The meeting was called to order and the pledge of allegiance was led by Tom Wilson.

**Cathy Pelsor, Public Transportation – De-Obligation of 2018 Funds:** Cathy Pelsor presented a Notification of De-obligation of Federal and State Transit Grant Funds to the Commissioners for their signature. **Motion to have Tom Wilson sign the notification by Tom Linkel, seconded by Gerald Wendel, all in favor, motion carried.**

**Doug Graf, USI – INDOT-LPA Contract & Supplemental Agreement:** Mr. Graf presented the INDOT-LPA Contract and Supplemental Agreement for the commissioner's signature. **Motion to have Tom Wilson sign the INDOT-LPA Contract and Supplemental Agreement for Bridge #31 on North Hamburg Road over Bull Fork over Bull Fork Salt Creek, by Tom Linkel, seconded by Gerald Wendel, all in favor, motion carried.**

The previous agreement with USI for Engineering Services does not have anymore money available. Mr. Graf prepared a supplemental agreement not to exceed \$20,000 during the transitional period of hiring of a County Engineer. Commissioners took under advisement and will ask County Council for funding.

**Batesville Water Main Extension:** Engineers from Batesville attended the meeting to request that Franklin County allow them to make 15 cuts across county roads as they extend the water main line from Franklin County to Batesville. There was a discussion on what method the Commissioners would like to see. A bond would be required and before and after video of the condition of the roads where the cuts are made would also need to be done. Commissioners would also require a road maintenance agreement to go along with the bond. Commissioners agreed to get back with the engineers by Friday, August 23, 2019.

**Sorber Road –** Water issue is on private property. Commissioners took no action.

**River Road Turnaround:** After much discussion, the Commissioners agreed to build a bus turnaround on the private drive on River Rd. It will be sloped away from the river. Concrete blocks will be put in place and a concrete culvert at the end of the driveway with galvanized pipe. It should take no more than a day to build.

**Approve Minutes – August 13, 2019:** Motion to approve the August 13, 2019 minutes by Tom Wilson, seconded by Gerald Wendel, all in favor, motion carried.

**Approve Payroll and Payroll Deductions:** Motion to approve payroll and payroll deductions by Tom Linkel, seconded by Gerald Wendel, all in favor, motion carried. The payment for small animal control is contingent upon County Council approving the Salary Ordinance Amendment.

**Veteran Service Officer & Franklin County Clerk Monthly Reports:** Motion to acknowledge receipt of the Veteran Service Officer & Franklin County Clerk's August monthly report by Tom Wilson, seconded by Tom Linkel, all in favor, motion carried.

**Ordinance 2019-15 Adding Employee Vacation Time:** Mr. Reeves summarized Ordinance 2019-15 which adds Section 4.12 to the handbook regarding vacation time for lateral hires. **Motion to approve Ordinance 2019-15 Adding Section 4.12 to the County Handbook Regarding Employee Vacation Policy by Tom Linkel, seconded by Gerald Wendel, all in favor, motion carried.** A copy is attached hereto and made a part hereof.

**Ordinance 2019-16 Amending Credit Card Policy:** Mr. Reeves summarized the changes that were made to the credit card policy. **Motion to approve Ordinance 2019-16 Amending Credit Card Policy by Tom Linkel, seconded by Gerald Wendel, all in favor, motion carried.** A copy is attached hereto and made a part hereof.

**Ordinance 2019-17 Supplier/Vendor Gratuities:** Mr. Reeves summarized Ordinance 2019-17 Supplier/Vendor Gratuities for the Commissioners. **Motion to approve Ordinance 2019-17 Supplier/Vendor Gratuities by Tom Linkel, seconded by Gerald Wendel, all in favor, motion carried.**

**Amended Three (3) Year EDIT Plan – For Calendar Year 2020:** Mr. Reeves summarized the Amended EDIT Plan for 2020. Auditor Bauman questioned where the amounts for distribution came from. The EDIT plan will need to be updated to match the 2020 estimated distribution amounts. No action taken at this time.

**Batesville Aviation Services, LLC – Rezone:** Mr. Reeves explained to Commissioners why it was necessary to re-do the approval for the re-zone for Batesville Aviation Services, LLC. Mr. Reeves was cleaning up the notice requirements. All neighbors were notified, proper 48-hour notice was given to media and the notice was posted on the door. As a review, Batesville Aviation Services, LLC applied for a rezone of 44.45 acres which was then amended to 10.11 acres. There has been no modification to the survey since the last meeting. Terry Duffy requested to address the Commissioners to let them know that the APC did not vote to send a no recommendation to Commissioners which is a procedural issue. Once the rezone is done it is still subject to the zoning code. APC did not take a vote. **Motion to approve the Batesville Aviation application for rezone of 10.11 acres by Tom Linkel, seconded by Gerald Wendel, all in favor, motion carried.**

Water issues near Batesville Aviation and Three Mile Road. Mr. Linkel will work with Kevin Chaffee and Shorty Whittington to resolve this issue. There was also discussion about major repairs needed on Three Mile Road due to the concrete barrier on the East side and water runoff undercutting the roadway. Mr. Linkel scheduled a meeting to discuss with the parties on Monday, August 19, 2019 at 9:00 a.m.

**Public Comments:** Mildred Simmermeyer read from the May 2, 2016, minutes "Commissioner Linkel stated that he and Commissioner Wilson along with Auditor Brack looked over the store room and that there is a lot of information available to anyone going there that should not be available to the public. President Wilson will get with Darin Brack and have keys made and anyone needing to go in the storage should be accompanied by a County Employee and a log in sheet needs to be available."

She asked the Commissioners if they were following these procedures for the storage of the County's documents. Commissioner Wilson responded that the door is locked. Mildred asked who has keys. Auditor Bauman responded that all department heads have a key. She asked who is maintaining the log in sheet. Auditor Bauman responded there isn't a log in sheet for the storage room.

Carla Hacker – Reservoir Hill Annexation: Carla Hacker asked the Commissioners what tax impact the proposed annexation on Reservoir Hill would have on the County. Commissioners stated that they did not know what the impact would be and they were still waiting on the official map from the Town of Brookville. Auditor Bauman stated in regards to the projected tax cap loss to the County, that the amount provided by the Auditor's office was based on the 2018 tax rates and list of parcels provided by the Town of Brookville. Commissioners and Auditor both agreed that perhaps council's financial consultant could provide an impact statement if the annexation were to go thru.

**Adjourn:** Motion to adjourn by Tom Wilson, seconded by Tom Linkel, all in favor, motion carried.

**Others Present:** Faye Hay, Mildred I. Simmermeyer, Betty Lecher, Ed Derickson, Glenn Bailey, Sara Duffy, Wayne Monroe, Cathy Pelsor, Carla Hacker, Marty Hacker, Eric Laker, David Talbott, John Estridge, Doug Graf, Terry Duffy, John Palmer, Jana Selke, Scott Kreuzman and John (illegible)

Minutes approved August 13, 2019.

**AYES:**

  
\_\_\_\_\_  
Tom Wilson

**NAYS:**

\_\_\_\_\_  
Tom Wilson

  
\_\_\_\_\_  
Tom Linkel

\_\_\_\_\_  
Tom Linkel

  
\_\_\_\_\_  
Gerald Wendel

\_\_\_\_\_  
Gerald Wendel

Attested By:   
\_\_\_\_\_  
Karla J. Bauman, Franklin County Auditor

AN ORDINANCE ADDING SECTION 4.12 TO THE COUNTY HANDBOOK REGARDING EMPLOYEE VACATION POLICY  
AUG 13 2019

WHEREAS, it is determined that, Franklin County, IN, is in need of updates to its employee vacation policy;

*Arthur J. Bauman*  
FRANKLIN COUNTY AUDITOR

BE IT NOW ORDAINED by the Commissioners, that:

The following is hereby added to all currently effective Employee Handbooks as Section 4.12:


Skilled and/or uniquely experienced lateral hires may be granted additional initial vacation leave as follows:

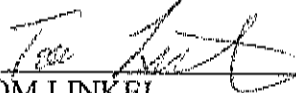
- 1) Department heads or any County Commissioner may initiate a request to the County Commissioners to grant a new lateral hire additional vacation leave.
- 2) Such request must state that a new lateral hire for a skilled position is being sought and that it is believed such position will only be filled with a qualified and preferred candidate if additional vacation leave is granted to such candidate.
- 3) Such request must also state the requested amount of additional vacation leave. The total requested amount of vacation may not exceed the lesser of (1) the amount of vacation such candidate has accrued at their current position and (2) one hundred and twenty hours of vacation leave. The additional time requested may be granted immediately on hire or may be granted in one or more increments spread over the first two calendar years of the candidates proposed employment to account for different hiring times throughout the year.
- 4) The Commissioners, in their sole discretion, shall vote on such request at a public meeting. The Commissioners may deny the request, approve the request, grant less than the full amount of vacation leave requested, or impose additional conditions upon an approved request.
- 5) If granted, the approved amount of additional vacation leave shall be provided to the Auditor with the direction to credit such candidate with the approved amount of vacation leave if hired. The approved amount shall be listed in any terms and conditions provided to the candidate as a condition of employment.
- 6) If an employee that has received additional vacation leave under this policy leaves full-time employment with the County in less than three years, they shall not be eligible for a payout of any unused vacation days upon departure for which they would otherwise be eligible under the provisions of this Handbook. If an employee that has received additional vacation leave under this policy leaves full-time employment with the County in more than three years and less than five years, they shall only be eligible for a payout of fifty percent of the unused vacation leave which they would otherwise be eligible to receive under the other provisions of this Handbook.

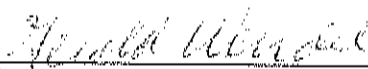
If any provision of this ordinance is found to conflict with Indiana state law or with federal law, all other portions shall remain in full force and effect.

This ordinance shall become effective on passing.

BOARD OF COUNTY COMMISSIONERS  
OF FRANKLIN COUNTY, INDIANA

  
\_\_\_\_\_  
TOM WILSON

  
\_\_\_\_\_  
TOM LINKEL

  
\_\_\_\_\_  
GERALD WENDEL

ATTEST:   
\_\_\_\_\_  
KARLA BAUMAN, AUDITOR  
FRANKLIN COUNTY, INDIANA

FILED

ORDINANCE NO. 2019-16

AUG 13 2019

*Heidi G. Bannan*

AN ORDINANCE AMENDING A COMPREHENSIVE FRANKLIN COUNTY AUDITOR  
CREDIT CARD POLICY FOR FRANKLIN COUNTY, INDIANA

WHEREAS, amendments are needed to Ordinance 2018-10 (a); and

WHEREAS, the Franklin County Board of Commissioners (the "Board") desire to adopt a comprehensive credit card usage for Franklin County, Indiana.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of Franklin County, Indiana that Ordinance 2018-10 (a) is hereby repealed and replaced as follows:

**Section I. ISSUANCE AND USE OF COUNTY CREDIT CARDS**

A) Business Credit Card for Travel Expenses and Special Supply Purchases

- 1) The Franklin County Auditor ("Auditor") (with the support of the Commissioners as needed) is hereby authorized to make application for business credit cards, for the use by County department heads and employees designated by the department head, for travel and permitted expenses related thereto and for special supply purchases as defined below. Department heads shall make written request to the Auditor for such credit cards. The credit card for travel expenses and Special Supply Purchases shall have a credit limit of \$10,000.00 per card. Credit cards are to be maintained in their respective offices by the County department heads.
- 2) The department head shall provide a written accounting of all charges and receipts for each purchase made. The department head shall be responsible for the card and its use.
- 3) County officials, department heads, and employees shall use the credit card exclusively for the purpose of county travel expenses and supply purchases limited to the following:
  - a) Hotel or motel room reservations;
  - b) Hotel or motel room charges for telephone calls pertaining to county business;
  - c) Meals, including a maximum 15% gratuity before tax;
  - d) Fees associated with attending schools, conferences, seminars and the like;
  - e) Gasoline, if using a county-owned vehicle;
  - f) By County Officials and Department heads to purchase necessary office supplies.

- 4) County credit cards shall not be used for alcoholic beverages, room service other than for ordering meals of less than \$15 per meal including all fees and gratuities, non-County business telephone calls, in-room movies, cash advances, or any personal expenses.
  - 5) Accounts payable vouchers (claims) filed in connection with the use of credit cards shall be submitted to the Auditor for processing within two (2) business days of the official or employee's return from their travel. All credit card usage shall be properly itemized and documented with a summary of items purchased with said credit card. The credit card will be paid in full every billing cycle. Improperly itemized and documented items; as well as interest, carrying charges or penalties caused by improperly submitting items shall be the responsibility of the individual user whom causes the expense to the County.
  - 6) Payment for any personal or disallowed charges shall be the responsibility of the official, department head, or employee making the charge. An official, department head, or employee who abuses the credit card will be restricted from future credit card use and subject to disciplinary action up to, and including termination.
  - 7) Before being issued a credit card, all individuals, officials, department heads, and/or employees who are expected to use said card, must sign a form provided by the Auditor's Office that indicates the individual has read and understands the policy regarding permitted uses of the County Credit Card.
- B) Commercial credit card(s) for Public Purchases of Supplies, Materials, and Small Equipment
- 1) The policy of the Franklin County is to use purchase orders and claim forms for transactions by each department. However, the Auditor shall also make available the County credit card for commercial charging or apply for a card for any department head that makes a written request to the Auditor. Use of the credit card requires the submission of a purchase order (p.o.). The Commercial credit card shall have a credit limit of \$10,000.00 per card.
  - 2) Commercial credit card receipts shall be properly itemized and documented as provided in I.C. 5-11-10 et seq. The credit card will be paid in full every billing cycle. Improperly itemized and documented items, as well as interest, carrying charges, sales tax, or penalties caused by improperly submitting items shall be the responsibility of the individual user who causes the expense to the county.
  - 3) Any department head who abuses the commercial credit card will be restricted from future credit card use and subject to disciplinary action up to, and including termination.
  - 4) Store credit or charge cards, and Staples credit cards that are necessary for a particular vendor must be approved by the Franklin County Commissioners and obtained by the Franklin County Auditor following such approval. Once



obtained, store credit and/or charge cards shall be governed by the procedure for Commercial credit cards set forth herein.

- 5) The Sheriff's Department is authorized to maintain a Wex Bank Card/Account for fuel purchases for County vehicles. The Sheriff's Department may pay a reasonable membership/maintenance fee for such Wex Bank Card/Account.
- C) Any County Credit Card may only be used to make purchases that have been previously specifically budgeted or appropriated.
- D) The tax exempt form shall still be used for all applicable purchases, regardless of the manner in which they are made. Restaurant food and/or meal purchases shall not require the use of the tax exempt form as the County has determined that these, though necessary for certain travel, are not qualified purchases.

**Section II. MISCELLANEOUS EFFECTIVE DATE**

- A) This ordinance shall become effective on 13<sup>th</sup>, Aug., 2019 following its execution by the Commissioners as attested by the Franklin County Auditor.
- B) If any provision of this ordinance is found to conflict with Indiana state law or with federal law, all other portions shall remain in full force and effect.

Passed and adopted by the Board of Commissioners of Franklin County, Indiana on this 13<sup>th</sup> day of Aug., 2019.

BE IT NOW ORDAINED AND ADOPTED this 13<sup>th</sup> day of Aug., 2019, by a vote

of 3 aye, \_\_\_\_\_ nay, and \_\_\_\_\_ abstain, by the

BOARD OF COMMISSIONERS OF FRANKLIN COUNTY, INDIANA

Approving Members:

[Signature] \_\_\_\_\_ [Signature] \_\_\_\_\_

Printed: [Signature] \_\_\_\_\_ Printed: [Signature] \_\_\_\_\_

[Signature] \_\_\_\_\_

Printed: [Signature] \_\_\_\_\_

Dissenting Members:

\_\_\_\_\_

Printed: \_\_\_\_\_ Printed: \_\_\_\_\_

\_\_\_\_\_

Printed: \_\_\_\_\_

ATTEST: [Signature]  
KARLA BAUMAN, FRANKLIN COUNTY AUDITOR  
FRANKLIN COUNTY, INDIANA

FILED

ORDINANCE NO. 2019- 17

AUG 13 2019

**AN ORDINANCE ESTABLISHING A POLICY ON SUPPLIER/VENDOR GRATUITIES RECEIVED INCIDENTAL TO COUNTY PURCHASES**  
FRANKLIN COUNTY AUDITOR

WHEREAS, Franklin County, Indiana, determines to adopt an Ordinance establishing a Policy on Supplier/Vendor Gratuities Received Incidental to County Purchases.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF FRANKLIN COUNTY, INDLANA:

- 1) Cashback rewards should be favored if all options provide roughly equal value. If reward points or cashback are available, such points/cash should be retained for use by the County. Points should be used for future purchases within that department or other departments if they cannot be used in the original department. Cash back should be deposited in County General Fund;
- 2) Merchandise rewards are discouraged unless they are useful to the County, such as additional office supplies;
- 3) If no merchandise rewards are available that would be useful, such merchandise reward should be refused;
- 4) This ordinance shall become effective upon its passage and upon its execution by the Commissioners as attested by the Franklin County Auditor.
- 5) If any provision of this ordinance is found to conflict with Indiana state law or with federal law, all other portions shall remain in full force and effect.

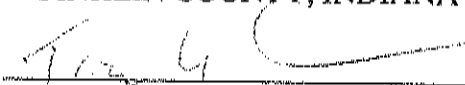
Passed and adopted by the Board of Commissioners of Franklin County, Indiana on this 13<sup>th</sup> day of Aug, 2019.

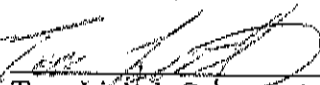
BE IT NOW ORDAINED AND ADOPTED this 13<sup>th</sup> day of Aug, 2019, by a vote

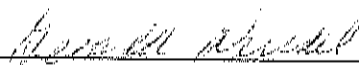
of 3 aye, \_\_\_\_\_ nay, and \_\_\_\_\_ abstain, by the BOARD OF COMMISSIONERS OF FRANKLIN COUNTY, INDIANA.

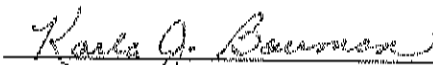
BOARD OF COMMISSIONERS OF  
FRANKLIN COUNTY, INDIANA

By:

  
Tom Wilson, President

  
Tom Linkel, Commissioner

  
Gerald Wendel, Commissioner

ATTEST:   
Karla J. Bauman, Franklin County Auditor