

**MINUTES OF A SPECIAL SESSION OF THE
BOARD OF COMMISSIONERS HELD DECEMBER 9, 2013**

Comes now the hour of 8:37 A.M. on the 9th day of December, 2013, in the Commissioners Court in the Noble County Courthouse, Albion, Indiana, being the time, date and place set for a special session of the Board of Commissioners of Noble County, Indiana.

Present were:

Gary Leatherman, President
David J. (Dave) Dolezal, Vice President
Chad Kline, Member

Also present were:

Jackie Knafel, Auditor
Marion S. Cavanaugh, Deputy Auditor
Dennis Graft, County Attorney
and Scott Perry & Bob Braley, News Media

**QUOTES FOR PRINTING & MAIL
PROCESSING OF TAX STATEMENTS**

Michelle Bricker, Treasurer came before the Commissioners to review the quotes she had received for the above referenced services, (H.I.). She said the quotes came in a little bit differently, but in her discussion with them she thought she had everything put down so it is comparable. Michelle went through the prices of the quotes she received from: Master's Touch, \$5,327.46; L & D Mail Masters, \$10,994.00; SRI, \$5,314.00; and Proforma, \$6,510.00 (all quotes are without postage). Michelle said SRI's quote was slightly less (\$13.46 less) than Master's Touch, but this is SRI's first year of getting into this and there are not very many counties signed up with them yet. She said she is a little reluctant to go with them until she sees how it works out. Michelle said there are about 18 counties that use Master's Touch which is out of Spokane Washington. Dave asked if we don't use SRI for something else. Michelle said we use them for the tax sale. Dave asked how they performed in that regard. Michelle said they did very well. Dave asked Michelle if she was a little reluctant just because it is their first year. Michelle said for that reason and because they are contracting through a provider for this. She said she is just reluctant to go with them until she sees what they offer. Dave asked Michelle if she feels confident with Master's Touch. Michelle said she does. She said she had talked to them many times on the phone and they seem to be very well versed and they are very willing to explain their costs and answer questions. Michelle said their turn around once they receive the data is typically two days which is about the same as Proforma was. She said average delivery is within three days. Michelle said Master's Touch does have a contact person in Indianapolis. When asked by Gary about the counties that are going with Master's Touch, Michelle read off a list of other counties that are using them, many of which were large counties. Dennis asked Michelle if she had talked to any of those counties and if they were satisfied with them. Michelle said she had talked to some of them and they were satisfied. She

said with SRI they have a standard form and you have to go with that. Michelle said with the other companies you can design your own tax bill. She said she thought the postage would come in less than what she had estimated. When asked, Michelle said she would like to go with Master's Touch based on the price and the counties that have used them previously. She said it is a one year deal and there isn't a contract to sign or anything, and there had been no contract with Performa that we would have to worry about. Gary asked Dennis how we could do this without a contract. Dennis said there should be a letter of understanding or something to be signed. Michelle said she would get something from them. She said she knew there was something that was signed when we went with Proforma, but she didn't sign anything last year. Dennis said there has to be something to sign, because Master's would want something too. Dave moved to approve the quote from Masters Touch per Michelle's recommendation. Chad seconded the motion and it carried, 3-0.

PAYROLL TO BE PAID 12/12/13 APPROVED

After reviewing the payroll from 11/15/13 – 11/28/13 to be paid 12/12/13 Chad moved to approve it. Dave seconded the motion and it carried, 3-0.

KONE INC. – REPORT OF ELEVATOR INSPECTION AT NOBLE COUNTY OFFICE COMPLEX SOUTH

The Commissioners received the above referenced report and an inspection conducted on November 22, 2013, (H.I.).

IDEM – APPROVAL OF CHANGE TO CONFINED FEEDING OPERATION – EUGENE & ANNA TROYER

The Commissioners received notice from IDEM that they have approved the above referenced change regarding a revised construction plan for the permit approved 11/04/13, (H.I.). Gary said it is to change the pump out locations.

MINUTES APPROVED

After reviewing the minutes of the *November 12, 2013* meeting and making corrections, and the minutes of the *November 18, 2013* meeting which had no corrections, Chad moved to approve them. Dave seconded the motion and it carried, 3-0.

WAGGONER, IRWIN, SCHEELE & ASSOCIATES, INC. – JOB CLASSIFICATION AND COMPENSATION STUDY

The Commissioners received a Letter of Engagement regarding the above referenced study which the County Council had approved at their last meeting, (H.I.). The estimated fees for the total project are in the range of \$44,525.00 - \$47,700.00 plus travel expenses. Chad said at the conference he had just attended some of the "what if's" spurred a lot of conversation and was quite interesting. He said there was also discussion at the meeting about the Chief Deputy Sheriff being exempt because they are a political appointment and they would be in charge of people in the absence of the Sheriff. Gary said that could make the Matron a political employee, and Chad said it could make the Jail Commander a political employee. There was some discussion among the Commissioners about the pros and cons of having the study done. There was also discussion about the need for performance reviews so the employees can hear where they are doing well and what areas could use some changes or improvements. Dave said he

would like to see the company come in and do some observing of employees rather than relying totally on the job description from the employees or the department heads. Chad said he thinks this is something that is necessary, and his hope is that people go by it when it is done, and they don't just pick and choose what they want to use out of it. Chad moved to approve the Letter of Engagement for the job description and compensation study by Waggoner, Irwin and Scheele & Associates. Dave seconded the motion with the addition of seeing if they could come and do some observation comparison with the information they get. Gary asked Jackie when they had the meeting with Paula Reimers if she alluded to something that once they gathered information they would meet with the department heads. Jackie said that is the impression she got. She said she hopes that they could use some of the stuff that we have already done, (by a committee of elected officials and department heads) since we used them as an example of how we got it. Jackie said she hopes it doesn't cost that much. Chad said it almost seems like an amount that no one had done anything and they were coming in from scratch. Jackie said it seemed to her that the only thing left to do would be the job classifications and the training part of it. She said she thought everything else was pretty much done. The motion carried, 3-0.

HIGHWAY BUSINESS – MARK GOODRICH, SUPERINTENDANT **DISCUSSION RE: PAYMENT FOR NEW HIGHWAY ENGINEER**

There was a brief discussion about when Zacharie Smith, the new Highway Engineer would be paid next year, the first pay or the pay after the first pay. Jackie said to make it so he would get a full paycheck he would need to start full time after December 13th. She said some people say contracts are different. Chad said if a pay period is between this date and this date, your employment would have to be between those dates to be paid for it. Mark said it would be just like with everyone else. He said when you quit or retire you have an extra check left. Jackie said to give him a paycheck on January 9th, he wouldn't have worked during that time, and she is a little concerned about that. Dennis said his contract says what he would be paid for the year, and his last pay for the contract would be in 2015. It was decided that his regular pay would begin January 1, 2014 and he wouldn't get a paycheck until the second pay period of 2014.

PURCHASE OF COMPACTOR

Mark said he has a guy coming today to bring a couple of jumping jack style compactors for them to look at. He said they have been having trouble with their current compactor. Mark said the last couple of years when they go out it may do the job or it may not, and then they have to roll it and it doesn't do as good of a job. He said they have some extra money in a fund that they could use for this. Mark said the cost would be about \$2,700.00. Gary asked if they would get more life expectancy out of a plate compactor. Mark said the difference is the plate compactor doesn't do the depth. He said it will compact the top inch or two, and typically on a trench when they put a culvert in we are doing about a six inch lift, and the jumping jack will compact the six inches. Dave moved to approve the purchase of the compactor if Mark is satisfied with the presentation. Mark said if they don't like the presentation they would hold off on purchasing it. Gary asked if the other one could be used as a backup. Mark said it could be and it would be nice to have a lot of times. He said they have had to rent a second one on some of the larger pipes. Chad seconded the motion and it carried, 3-0. Mark is to report next week on the presentation.

FUEL CONTRACTS

Mark talked about the price fluctuations on gas & diesel fuel. He said he talked to Dean DeVoe last Friday and Dean still expects the prices to go down. Chad asked Mark if he would

be able to lock the prices in one at a time. Mark said he would. Dave asked Mark if he had a target range in mind that he was looking for. Mark said if we could get gas for under \$3.00 a gallon he would jump on that in a heartbeat. Mark said Renee at the Sheriff's Department hasn't been real happy because they are paying \$2.89 a gallon now off of last year's contract, and she thinks that is too high, but we are contracted for X amount of gallons so we don't have an option. He said it would be nice to get diesel down to around \$3.20. Chad asked if it would make sense for the Sheriff's Department to go to the pump to get fuel if gas is cheaper there than what our contract price is. Mark said the only issue with that is when we contract, we have to buy 45,000 gallons, so the more fuel they buy elsewhere the more we have that we are sitting on. Mark said we could lock in less gallons this year. He said if we locked in 38,000 gallons that would give the Sheriff's Department a little more fluctuation to purchase at the pumps. Dave asked if there is a time frame we have to take delivery of the contracted amount. Mark said it is by December 31st. Chad asked if we go over the 38,000 gallons and prices go up at the pump - Mark said then we pay whatever the market price is if we buy more. Gary asked what had been our yearly average over the last couple of years. Mark said we have been running right at 45,000. He said they are currently in the process of finishing out the 45,000 for this year. Mark said we are going to have trouble getting 68,000 gallons of diesel this year because of the milder winter. He said they are talking about cutting that back to 60,000 because if we would have to buy extra it would be in the November/December area when prices traditionally lower anyway. There was discussion that if we didn't purchase the number of gallons we contracted for that we would have to pay the difference in the contract price and the current market price for the number of gallons we didn't purchase. Sheriff Doug Harp was present, and Dave asked him if his guys know what the contracted price is that we pay. Doug said they do. He said it is very rare that the pump price is lower than the contract price. There was discussion about locking in fewer gallons because if we go over the contracted amount it would probably be during the time that pump prices are generally the lowest. Mark said he could call Dean and tell him that if gas gets under \$3.00 a gallon to automatically lock it in.

CASE LOADER

Mark said the first gear has gone out of the transmission on the case loader. He said they are getting prices on having it rebuilt. He said at this point it looks like an \$11,000.00 - \$12,000.00 rebuild if we remove the transmission ourselves, which is quite a process. He said they have one other person to check with. Mark said typically we move the loader to Caskey's in Wolf Lake for the winter for when we get snow. Chad asked what the price of a new one would be. Mark said he didn't know and that he would have to check on it. Gary asked if it is just in Wolf Lake in case we get a lot of snow or if they load trucks up with it. Mark said we store sand there in the pit and we load the trucks with it. He said Caskey's have allowed us to store sand there for the winter months and we pay them for the electricity used to keep the loader plugged in. Mark said that has worked out well.

BED CYLINDER

Mark said the bed cylinder we took in to be rebuilt is not going to be able to be rebuilt. He said the chrome lining had started breaking apart and they said to replace it you would have at least the money of a new one in it if not more. Dave asked what the cost of a valve is. Mark said it is \$3,500.00 for a new one. He said we have another truck that is leaking now that we will have to deal with before the end of the year. Dave moved to approve the purchase of a hydraulic cylinder. Chad seconded the motion and it carried, 3-0.

RECESSED AND RECONVENED

The Commissioners recessed their meeting at approximately 9:54 A.M. and reconvened at approximately 10:10 A.M.

CONTRACT FOR I-RECORD DIGITAL VIDEO/AUDIO RECORDING SYSTEM FOR INTERVIEWS - SHERIFF

Sheriff Doug Harp presented a contract for the above referenced recording system, (H.I.). He said they have it set up where they are locked in at 2 point something per cent (with Campbell & Fetter Bank). Chad said that is a lot better than 7%. Doug said we have a one year warranty built into this, and at the end of the year we can extend it. He said he will probably have Dave Baum build the extended warranty into his budget. Chad said he thought the Commissioners approved it last week. He asked if the price changed with not leasing it. Doug said it didn't. Chad asked if it is just the end dollar amount that is different. Doug said it is.

VEHICLE PURCHASES & EQUIPMENT

Doug told the Commissioners there should be a claim coming in for around \$8,000.00 - \$9,000.00 for equipment for the vehicles for next year. He said they transferred some funds and are buying them out of this year's budget. Chad asked if the vehicles had been purchased yet. Doug said they hadn't, but typically they bought the equipment ahead so everything is on hand when the vehicles come in. Chad asked Doug if he had figured out what all vehicles they are going to get rid of. Doug said Chad Willet does that. Chad said the Commissioners would like to see that list with the mileage and everything because we have some departments in need of vehicles and we might have to get them one of these until we can buy them something else.

WAIVER OF 10% REDUCTION FOR MICHELLE CRAFT, NEW COOK AT SHERIFF'S DEPARTMENT

Doug said he had talked to the Council last week about a waiver of the 10% reduction for a cook. He said she had 8 years of experience and she has the certification and the training that she needs. Chad asked if she has been working part time. Doug said she had. Chad asked how long. Doug said he thought it was probably 4 weeks. He said she has plenty of experience and she was an assistant manager at the restaurant she was at before. Dave moved to approve the 10% reduction for Michelle Craft. Chad seconded the motion and it carried, 3-0.

WE CARE CLINIC

Jackie said she had a utilization meeting for the WeCare Clinic Friday and it is doing great. She said they haven't gotten the figures for the savings in this year yet, and she will get that to the Commissioners as soon as she gets it. Jackie said the utilization is well over 80% and it has been a steady climb from the inception. She said the alternative school is kind of faltering itself out and she thought they were going to put those kids in school and helping them that way, so they might be able to expand the clinic a little bit. Chad asked if there was any discussion about increasing the hours. She said they are talking about putting on more nurse hours because there is so much paperwork they have to do and see how that works.

ENCUMBRANCES

Jackie presented a list of the encumbrances, (H.I.).
CLERK – Election Supplies in the amount of \$1,342.00 – Chad moved to approve. Dave seconded the motion and it carried, 3-0.

Election Education & Training in the amount of \$570.00 - Chad moved to approve the encumbrance. Dave seconded the motion and it carried, 3-0.

Voting Machines in the amount of \$38,086.00 – Chad moved to approve the encumbrance. Dave seconded the motion and it carried, 3-0.

SHERIFF'S DEPARTMENT – Gas, Oil & Lube in the amount of \$40,000.00 - Chad moved to approve. Dave seconded the motion and it carried, 3-0.

ASSESSOR – Education & Training in the amount of \$280.00 – Jackie said this is for a winter conference for the Assessor and her Level III employees. There was discussion that the conference should already be paid for. Jackie said they invoice us for that and it probably won't come in until after the first of the year. Dave moved to approve. Chad seconded the motion and it carried, 3-0.

Technical Assistant in the amount of \$4,000.00 - Jackie said she doesn't have any paperwork to go with this. Dennis said the contract hasn't even been done yet. Chad moved to deny the encumbrance for a Technical Assistant. Dave seconded the motion and it carried, 3-0.

PROSECUTOR/CHILD SUPPORT – Education and Training in the amount of \$1700.00 - Jackie said this is for a conference and the employees are there right now. She said the conference is \$400.00 per person; Hotel fees are \$97.00 per person per night; \$40.00 per person per day for meals: Chad said our handbook doesn't allow for \$40.00 a day for reimbursement for meals, and the majority of the meals are included in the conference. Jackie read from the registration that there would be a continental breakfast each day, lunch each day, and dinner one evening that would be included in the conference cost. She said they would have meal expenses going down and coming back. Chad said by taking the meals out of it the hotel and conference fees are more than \$1,700.00. Jackie said she thought so. Chad said the Prosecutor should be reminded that the meal allowance is \$30.00 a day. – Dave moved to approve. Chad seconded the motion and it carried, 3-0.

CCD – COUNCIL – EQUIPMENT/OUTSIDE in the amount of \$23,721.00 which is for sidewalk work around the courthouse - Chad moved to approve the encumbrance. Dave seconded the motion and it carried, 3-0.

CCD – HIGHWAY DEPARTMENT in the amount of \$54,650.00 for bridge repair – Jackie said this is for Engineering Resources. Dave moved to approve the encumbrance. Chad seconded the motion and it carried, 3-0.

Butler Fairman & Seufert in the amount of \$22,540.00 for bridge #70 - Chad moved to approve the encumbrance. Dave seconded the motion and it carried, 3-0.

1000 E Project Mitigation - Dave moved to approve the encumbrance. Chad seconded the motion and it carried, 3-0.

Road Striping in the amount of \$54,195.57 - Chad moved to approve the encumbrance. Dave seconded the motion and it carried, 3-0.

GAS, OIL & LUBE in the amount of \$27,000 – Chad moved to approve the encumbrance. Dave seconded the motion and it carried, 3-0.

ASSESSOR - REASSESSMENT FUND – PROFESSIONAL CONTRACT in the amount of \$2,063.02 – Kim Miller, Assessor was present and Chad asked if there are 2013 appeals left. Kim said she thought she had 5 of them left. Kim said when asked, that the \$2,063.02 is the remainder of the 2013 contract with Accurate Assessments. Chad moved to approve the encumbrance. Dave seconded the motion and it carried, 3-0.

STATEWIDE 911 – FURNITURE & EQUIPMENT for radio upgrade in the amount of \$120,773.38 - Chad moved to approve the encumbrance. Dave seconded the motion and it carried, 3-0.

PROFESSIONAL SERVICES- GROUND RULES RE: UDO in the amount of \$4,000.00 - Chad moved to approve the encumbrance. Dave seconded the motion and it carried, 3-0.

RECESSED AND RECONVENED

The Commissioners recessed their meeting at approximately 10:53 A.M. and reconvened at approximately 11:01 A.M.

DLZ – BUILDING SPACE STUDY

Present were: Mike Trevino and Stephen Kromkowski, from DLZ; Tom Janes, Noble County Councilman; Nathan Miller, Plan Commission Director; Dick Adair, Building Inspector; and Michelle Bricker, Treasurer.

Gary said the Commissioners are going to take input and to discuss a building space study for Noble County. Stephen said they are here to listen to the Commissioners about what their options are. He said 90 – 95% of their work is with governmental and public agencies, and they have gone through a number of feasibility studies throughout Indiana and the Midwest. Stephen said hopefully they could answer any questions the Commissioners might have and talk a little bit about potential approaches, and go from the Commissioners lead on what their thoughts are.

Chad said he thought we all say we need more space, and we need to try to determine how much space is needed. He said to benefit the taxpayers the Commissioners would like to move some of the departments within this building who aren't directly related to the courts to another building that would facilitate the Assessor, Auditor, Treasurer, Recorder and put them closer to the Plan Commission, Building Department and Surveyor. Chad said the majority of the people need to visit all of those offices, and currently they have to travel to two different places to do that. Chad told Mike and Stephen about all of the buildings the county owns and are renting that are spread all over. He said we are renting space and we have offices that could be utilized as offices, but they are full of boxes. Dave said it could be that we have ample space but we aren't utilizing it well because we have facilities all over the place. He said he thought it would be better to consolidate under one roof with the exception of the court related office. Dave said we need to look long-term. He said right now our 911 facility is within the Sheriff's Department and if there was ever a state mandate to go to one center we wouldn't have room for it. Chad talked about our EMA Command Center being in a building with no generator which is also located next to a railroad. He said if there would be a derailment that would require service from the command center they couldn't be in the command center. Chad said the idea is to make it easier for the taxpayers do what they have to do by only having to go to one or two buildings. Dave asked if other counties that consolidate typically keep the Clerk in the courthouse because they service the courts more than anyone else, and if so is there a satellite Clerk for the general taxpayer. Jackie said the only one she would know of is in the South Bend/Elkhart area.

Stephen asked in terms of 911 dispatch, how many does the county have currently. Chad said there are two, and the second one is in Kendallville. Stephen said there is talk of eventually going down to one. He said it sounds like first of all they need to figure out what they have and to have an end goal. Stephen said what they have approached similar counties with is that they

need a space utilization, and typically they go to each department and determine what storage area is currently assigned to them and what their space needs are. He said they would also have the existing information and they will look at what is proposed and figure out if there is enough space overall. Stephen said they would also group departments. He said they would decide if they have public access, if they need public access, and if the public access should be secured or non-secured. Stephen talked about the different possibilities in getting the space that it is determined is needed. He said it is important that we make it convenient for the public for those offices that may need to be accessed. Stephen said there could be a common lobby that would access more than one office without having to wind through the building to get to the other offices. Dave talked about the costs that could be eliminated because of buildings that we rent and buildings that we could possibly sell if we consolidate. He said we have a facility south of town that has 13 acres which has city water but unfortunately not city sewer, which is something that would have to be addressed. Gary said another problem is the lack of needed storage space. Stephen said some of the storage need is immediate and some of it is more long term. He said some of the public records you can never destroy. Dave said we need parking consideration too.

Nathan said he works at the south complex and a lot of it has probably not been updated since the 70's, and he asked if DLZ would take into account the updating costs. Stephen said they would take that into account as well. He said it is really two-fold, one being the space component and the other being the physical condition of the buildings. Stephen said sometimes the buildings are so antiquated that it is cheaper to build a new building than it is to renovate. There was discussion about how it would be handled for offices that would be renovated and if the people would have to move out of the offices during renovation. Stephen said if there is major renovation you have to get into that space eventually. He said they try to make it so that in a worst case scenario people only have to move once. Stephen said it takes a little longer to do that. Mike said the schedule for when the Commissioners want the project completed plays a part. He said doing it in phases stretches the schedule out. Stephen talked about the different things that would impact the project. There was discussion about the need for storage space. Mike said as part of the space utilization study they would also look at what kind of technology could be incorporated to eliminate storage, such as scanning documents and disposing of the original documents.

Gary asked Dick Adair what kind of rating he would give the current building at the South Complex. Dick said he would rate it between a 5 and a 6. He said one thing is that the building does not have sprinklers. Dick also said controlling the heating and cooling is an issue. He said the wiring is from the 1970's and the only generator there is wired for the Health Department only for their refrigerator. Dick also talked about the problems with the septic system. Mike asked if there are ADA improvements. Dick said there are, and when asked he said some of them were done within the last year. He said there is outside security and lighting now that was just done recently and he thought it was adequate. Gary said the reason he was asking was because of the option of a new building or an option of expansion of the current building. He said we don't want to throw good money away to bad ideas. Dick said if we expand from that building it would all have to be brought up to code which would probably be the most expensive part to upgrade. He said he thought the concept of adding to the building was a good idea. Dave asked when looking at the cost of expanding out versus going up if one is more cost effective than the other. Stephen said it is. He said if expanding you have to look at the soils and there could be remediation needed. Stephen said even if they do an addition they

usually recommend doing a couple of soil borings to do a groundwater assessment and bearing capacity of the soils. He said most of the time they look at going vertical if you are in a tight space. Stephen said it is not as cost efficient to add to a structure. Mike said a lot of this information would be put together in a study so the county would have the information to make a determination based on cost and space and the impact to the departments. He said they would provide the Commissioners with the information so they could make a good educated decision. Stephen said first they spend about a week walking through the buildings; they look at any existing drawings or documents; they meet with the department head regarding space needs; then

they look at how the offices could be grouped in terms of its use, and if it would be secured public or non-secured public; look at the buildings and if they are constructed in the 70's or before and there hasn't been any major renovation the energy efficiency would probably be pretty poor and they would look at that; then they figure out if they are short on space or if they are pretty close and it is storage that is needed. Stephen said from there they prepare a series of options for the county to consider. He said there are different stages to the report, and they would meet with the Commissioners and go through all of the steps they had taken and what they had found out during each step. Stephen said there have been instances where offices have just flipped to get what is needed for each office. He said there would be a written document with supportive information to go with it. Dave asked if there would be anything included to help the Commissioners in making decisions, such as a comparison between current costs to operate versus something else to see what would be the most cost efficient. Stephen said they would do an energy use operations. He said they will ask for the energy usage and the dollars associated with it. Mike said the energy usage would also involve maintenance work that has been done like drywall, ceiling tiles, lighting, etc. that would help save energy. Stephen said one thing they don't do is the financing component of the project. Mike said what they have to be able to pull from the discussions is where the beneficiaries are out of this, and is it more of a child protection services where it could justify providing or reimbursing the county for a percentage of the planning.

Jackie asked if anybody had been to Whitley County. She said that is a great facility and the flow of traffic is amazing.

Chad said first we have to determine what the cost of the study would be and how long the study would take. Stephen said typically the study takes from 3 to 6 months depending on how much detail there is. He talked about some issues that could extend it beyond 6 months. Mike said they don't want to come in and present something that the county can't afford. Chad said the Prosecutor would probably stay where they are. He said Court Services and the Public Defender are in rented buildings and we could probably eliminate those rent payments. Chad said possibly the annex could be used as a storage facility or sold if it was no longer needed. Dave asked how the communications work. Stephen said they have a project manager that would be assigned and they would basically be the point of contact. He said there could be email updates or they could have sit down meetings. Stephen said what they don't want is to have multiple people on their end communicating with multiple people in the county. Dave said he thought it would be nice to have the Council and possibly Department Heads hear all of the information at the same time so it isn't just the Commissioners sitting here making all of the decisions without their recommendations. Stephen said that would be an option. He said they usually like to have one person be the primary point of contact, and it could be all three Commissioners if that is what they want. Mike said they could develop an internal website

either on their website or the county's website where everyone could see what is going on and where they are in the process. Stephen said they like to have a meeting which would include the department heads so they could all get the general information at the same time and it wouldn't have to be repeated in each office. Mike asked if there is a schedule the county is looking at. Chad said he just thought with the jail bond being up in 2016 we should make a determination prior to that to see if it makes sense to have another bond that just starts with little to no impact to the taxpayers. Jackie said the last payment for the jail bond is in February, 2016.

Nathan said he had heard that there was a study done some time back that was similar to this. Jackie said there was a space study but it didn't end up in a building project. Dave said he thinks it is important to have the other people involved that know what is needed to better serve the taxpayers, and to reduce our overall expense. He said it doesn't have to be a Taj Mahal. Chad said we should make it as efficient as possible for the taxpayer. Stephen said what you don't want to do is to separate the secured public and the non-secured public. Gary asked when you look at other counties, if they lean towards new judicial centers as far as the secured aspect and then consolidate all of the offices in the courthouse. Stephen said they are all different. He said he thought everyone would like to have a government complex because that keeps all of the agencies together. Stephen said cost comes into play. He said if you can do an overall single complex that is great, but a lot of times it isn't affordable. Stephen said the county has an asset in the courthouse to the down town community. He said even though it might not be as efficient as it could be from an energy or an operation standpoint, you can't discount some of the overall aesthetic nature and the civic sense of the courthouse. Stephen said they had a place in Ohio tear down a historic courthouse facility and he was shocked. Chad asked if any renovation expenses to the courthouse would also be included in the costs. Stephen said it would. He said most likely if you move someone out of their space you are going to have to do some sort of remodel. Stephen said they give ranges and they would break it down into different levels such as minor remodel which would be painting, new ceilings, new lights or new flooring. He said a major remodel would be the mechanical and electrical system, tearing walls down, etc. Stephen said they need to get the first step out of the way to figure out what is actually needed, and there won't be detailed design in the study. Stephen said they would try to make the study as graphically clear as they can. Dave asked what else they need from the Commissioners that would be essential for them to help us make our decision. Stephen said he thought the number of departments that the county has would be helpful. He said he thought the next step would be for them to generate a draft proposal that outlines what they would actually be doing and have the Commissioners look at it. Stephen asked if there is a particular dollar amount that the Commissioners want them to stay within. Chad said he doesn't want us to sell ourselves short. He said he would like to see what reports we can get for the money rather than putting a dollar amount and then not getting the report that we may need. Dave said if an expenditure of an additional \$3,000.00 saves us \$47,000.00 down the road it is obviously worth it to get all of the information that we can get up front to make our decision. Mike said with the more detail you get you can make a better decision. He said they would need to know the number of departments and their location and the number of employees, and he also asked if there are any drawings of the current buildings. There was discussion about when the proposal could be completed and February 3rd was set as a goal. Chad said that way the Council would have the ability to hear what is being proposed. He said it is his goal to keep as many people in the loop who are going to be involved as possible. Chad asked if there would be a survey of the

taxpayers that would be part of the proposal. Stephen said they could set up a website that they could go to.

INMATE PHONE CALLS

Chad asked if inmates have to call the Public Defenders collect. Gary said he thought there was some kind of exception to that. Dennis said he didn't think they were collect calls, but there are certain days and times the Public Defenders can accept calls.

**LANDFILL DISCUSSION - PUMP
& LEACHATE PUMPING**

There was a brief discussion about a pump that had burned up. Dave also said that Mike said it is not necessary to pump leachate more than once a week because there is nothing there to pump. Chad said he thought that was the reason the pump burned up. He said it makes you wonder how pumping 2-3 times a week was needed last summer during one of the worst draughts in years.

ADJOURNMENT

This session of the Board of Commissioners of Noble County was at approximately 12:12 P.M. recessed from day to day until the 16th day of December, 2013.

Gary Leatherman, President

David J. Dolezal, Vice President

Chad Kline, Member

ATTESTED: _____
Jacqueline L. Knafel, Auditor