

**Joint Commissioner/Council Meeting
November 27, 2017**

**Present: Jim Seiler, Al Logsdon, Tom Brown, Attorney Jeff Lindsey, Auditor Autumn Winkler
Absent: Blake Bunner, Aaron Benton, Steve Winsett, Jack Kroeger, David Gogel, Matt Knepper, Todd Ruxer**

Meeting was called to order by Jim Seiler at 5:00 P.M.

Office Space

Seiler stated that the committee has met a few times to discuss options, but he wants to begin by saying that nothing is set in stone and he feels that we need to get the first phase done as quickly and as easily as possible. We know that we have to move 2 offices to accommodate the plans for the third floor. Seiler then introduced Tom Schipp with Universal Design, whom we requested attend the meeting to present a preliminary design. Seiler then asked Judge Dartt to explain his needs and the timeline for completion. Dartt explained that his hope is for all offices to be moved by March 2018 in time for e-filing to begin.

One option had the Assessor's office and Plan Commission moving to the current CASA and Coroner's offices. There was discussion about the Coroner possibly moving back to Chrisney into an open office in the current Highway Dept. or moving into the old Highway Dept. office again, but that would involve more costs to the county. Seiler stated that he knows the committee had previously discussed moving around numerous offices, but he feels it is probably best to only move offices that we have to move. Dartt stated that is why he thought if the commissioner's room could be used then we wouldn't have to displace anyone. If the Assessor's office and Plan Commission could be moved into the Commissioner's room and Election office then move the Election office to the Coroner's office there would be little displacement. Assessor McGinnis explained why she is concerned about space in the Commissioner's room or Election office. Dartt stated they thought that if the Plan Commission moved into the Commissioner's room that some of the room could be used for storage for the Assessor's filing cabinets etc. McGinnis stated they currently have 15 filing cabinets that could possibly be condensed to 14 and she still doesn't feel that would be enough space. Much of the Assessor's information must be available to the public and easily accessible. They also have documents that are confidential and must be secure. The office they move to has to have the capability for both. The CASA office has smaller rooms, but would work for their needs as far as the layout of employees and required space. Attorney Lindsey stated that we also need to keep in mind that the county has spent money on installing secure doors in the Election office and the employee in that office will also work as a Deputy Clerk so it would be helpful if they were on the same floor. Dartt stated it would equally be good for the public to have that office on the first floor.

Logsdon stated that at the last meeting when they were speaking with CASA they had great concern about confidentiality, if two walls were built in the Commissioner's room that would provide three secure rooms for them. CASA Director Tina Gehlhausen stated that they currently have four employees, two in each office, a conference room, and a storage area and ideally where they move will have a similar layout. If they were to move in that room there would definitely have to be some partitions put up. Dartt asked Gehlhausen if she felt the room would work and she stated they are cramped in their current space and it would definitely have to be partitioned. Seiler stated that we have to take into consideration what the Auditor does during meetings and the other uses for the commissioner's room. Auditor Winkler and former auditor, Clerk Sara Arnold, stated they can't imagine the commissioner's room not being by the Auditor's office. The auditor is frequently going to look up fund balances, make copies, and get ordinance and resolution numbers. This would not be possible if the meetings were held on another floor. Other elected officials in attendance stated the numerous boards that utilize the room for meetings and its use during election preparing election supplies, doing the general count, central count, etc. Logsdon stated that the assembly room had been discussed but should that even be considered because it would be an exorbitant cost to turn that into office space. Clerk Sara Arnold stated that the voting machines and much of the voting equipment is stored down there and there is really nowhere else to store it.

Commissioner Brown stated that he has been working with a company on getting a price for a mobile office to go in the assembly room. The quote he was given was around \$65,000.00-\$70,000.00, but did not include flooring, we have to connect the electrical, and it was for us to move the office to the basement. Brown has requested a quote for a total turnkey office, ready

for use and hopes to have that quote by the next commissioners meeting. If we were to look at an option like that we could also potentially move the offices that are renting into the courthouse and have a return on investment in about 3 years. McGinnis stated that if they were to be moved to something like that we would have to figure out how to get their office connected to the Auditor and Treasurer server in the Auditor's office. Logsdon stated that at the EMA/LEPC meeting the other night that Stephanie Melton, EMA Director, stated she would love to move her office to Chrisney and be centrally located in the county. All of her equipment is already in Chrisney. That would open up space in the basement for the Plan Commission or Coroner office.

Seiler asked Judge Dartt if he had any space available on the 3rd floor for CASA as a short term fix and Dartt stated he has the jury room and auxiliary courtroom but then attorneys would have nowhere to meet. There would also be nowhere for jurors to deliberate during jury trials, which some years is 1-2 and this year was 7. Just throwing out ideas, Lindsey asked if they had considered the empty law office across the street and exploring what the expense would be to rent it. It may be cheaper and work better for their needs short term until we can figure out a long term fix. Security was discussed and Gehlhausen asked if he was saying the council would pay for that space, Lindsey stated he had no idea, but it could be developed as an option. Logsdon asked if jurors could deliberate in the commissioner's room or assembly room during trials if that's all that the jury room is used for. Dartt and Lindsey explained why that wouldn't really work and stated there would not be anywhere for attorneys to meet with clients either. The idea of possibly putting small attorney rooms in the back of the main courtroom was then mentioned. Logsdon stated he thinks the Judge should mandate that CASA has to remain in the courthouse. Some in attendance did not agree with this. They are in court almost every day and Seiler stated he really feels it would be best if we could get them on the 3rd floor. Logsdon stated that at the last commissioner meeting there was mention of possibly moving the Health Dept/Sanitation to the Veteran's Office, but what if we left the Veteran's Office alone and move CASA in the Health Dept/Sanitation and find somewhere else for them to go. The goal is to try and move as few offices as possible. Brown stated he feels the mobile office is a viable option and will come in with the least expense.

Universal Design presented a quote for design services:

Preliminary Design Phase - \$9,500.00

Final Design Phase - \$12,000.00

Bid Phase - \$1,800.00

Construction Phase - \$2,000.00

Lindsey stated this does not have to be bid out because it is for services. Schipp stated that the first step is to come in and measure the building and get everything drafted in autocad. They can then easily draft different designs with furniture and layouts in different offices. Logsdon made a motion to select Universal Design to assist with the design phase of this process. Brown seconded the motion, motion was approved. They should have the autocad complete by the commissioner and council meeting date of December 19th.

Brown made a motion to adjourn. Logsdon seconded the motion, motion was approved.
Meeting was adjourned at 6:04 P.M.



President

Attest:



Auditor, Autumn Winkler




