



## AGENDA

Brown County Indiana Board of Commissioners

**Wednesday Aug 6, 2025, 2:00 PM**

Annex in the Salmon Room, Nashville IN 47448

Combined In-Person & Virtual Meeting

Hearing assistance system is available. Please ask for a receiver.

**Webinar for virtual:** Brown County Government (BCG) YouTube Channel:

<https://www.youtube.com/@BCG-INMeetings>

**Commissioners (Terms of Service):** Tim Clark (2024-2028); Ron Sanders (2022-2026); Kevin Patrick (2024-2028).

### Call to Order

### Pledge of Allegiance

### Additions to the Agenda or Changes

### Approval of Minutes and Claims

### New Business

- Discussion Dog Tax – Assessment and Options
- Contractual Services:

<ul style="list-style-type: none"><li>• Contract Award M&amp;G Electric – Lift Station</li><li>• Contract – Courthouse – Door Replacement</li><li>• LEC – Quote and Approval – Boiler, Hot Water Heater,</li><li>• Preventive Maintenance Contract - Generators</li></ul>	<ul style="list-style-type: none"><li>• Coroner – Generator - Quote and Approval</li><li>• Road Grader Repair – Costs and Options</li><li>• Access Brown County – Match Rural Transit</li><li>• Cleaning Contract - 2026</li><li>• Salt Creek Trail - Feasibility Study – 46 – \$18K</li></ul>
---	--

- Owner Occupied Rehab (OOR) Grant – 500K, 10% matching, Up to 25K per household, 30-35 Applications
  - **Required Public Hearing: Aug 11, 2025 at 5:00 p.m.**
- Vote Center – Resolution - TBD
- Capital Asset Plan

### County Office/Department Reports (Boards & Committees)

- Human Resource/Commissioner Admin – (Theresa Cobian)

### Ongoing Business

- Budget Submission, Review, and Approval, (*Supporting tasks: 5-year projections: leases, contracts, grants, capital improvements, unfunded requirements, risk management*).
- System Improvement: Accounting and Budgeting, Personnel Mgmt., Asset Management and Capital Improvement Planning, Comprehensive Planning and Zoning, Contract Management, Ordinance Review and Approvals
- Other (Over)

### Aug 20, 2025 Commissioner Meeting

- Commissioner – Contract Decision: Mountain Tea State Forest; Paving Pumpkin Ridge Rd.. Current gravel road to be rebuilt and paved; widening to 2 lanes (22 feet), 2-foot shoulders.
- Status – Rural Empowerment and Development (**RED**) Grant
- Appointment – Board of Health – 2 applicants
- Bridge 91 – Valley Branch Road – Quote and Award
- Bids and Award – Appraisals – Prosecutors Office / Nashville PD

**Sep 3, 2025. Commissioner Meeting:** Hot Spa Tub Ordinance – First Reading

**Sep 17, 2025. Commissioner Meeting:** Hot Spa Tub Ordinance – Second Reading

**Oct 15, 2025. Commissioner Meeting:** Health Dept – First Reading: Food fee schedule ordinance.

**Legal: Mike Moga**

**ADJOURN** - Next Regular Commissioner Meeting **August 20, 2025 6:00 PM** \*ADA Notice: Brown County will upon request provide appropriate aid and services leading to effective communication for qualified persons with disabilities so that they can participate equally in Brown County's public

meetings. For special accommodation for a meeting, contact the ADA Coordinator/Commissioner's Office (812-988-0123) or [commissioners@browncounty-in.gov](mailto:commissioners@browncounty-in.gov) at least two (2) business days prior to the scheduled meeting or event to request an accommodation.

## Brown County Commissioners – Ongoing Business

	Action	Target Date	Comments
	<b>1.0 Policy</b>		
A	Updates Personnel Policy Handbook – 2026 Edition (Staffing re-org)	Aug/Sep 2025	Personnel Advisory Committee, Department Heads, Auditor
B	<del>Council District Boundary Changes</del>	<del>June 30, 2025</del>	<del>Complete – Patrick</del>
C	Final Draft/Suggestions – County Comprehensive Plan – Next Steps	Aug, 2025	Next Steps: OCRA/Ball State – Rural Empowerment and Development (RED) Program: Vision and Community Plan
D	Cleaning Contract – RFP	Aug/Sep 2025	TBD
E	ARa Grant Administration and Coordination	Bi-Weekly	T. Cobain, Whitney Koelling, Auditor
F	Policy review – Executive Sessions	Monthly 8/13	Legal, Commissioners
	<b>2.0 Property</b>		
A	Construction and Facilities – Mgmt (GO Bond and County Funded)	Ongoing	Dan Cartwright, Project Mgmt, Asset Mgmt, Capital Improvement Plan (CIP)
B	Asset Transfer – NPD / Prosecutors Office	WIP	Appraisals, Asbestos Testing, Renovation est.
C	Contract – Mountain Tea State Forest, Pumpkin Ridge Paving	Aug 20, 2025	Decision - Contract
D	Indiana Hill Road and RR Crossing – Meeting with INDOT - Re-Opening	WIP	Request for pedestrian crossing, limited access for local traffic; changes- overall requirements for re-opening
E	<del>HVAC Replacement and Upgrade – Highway Dept – Quotes (under 50K)</del>	<del>June 18, 2025</del>	
F	Insurance Reconciliation – Asset Mgmt, Title verification	July / Aug 2025	Commissioners, Volunteers?
G	Salt Creek Trail – 46 Right of Way Assessmernt	Monthly	Clark
H	Veteran Services Office – Maintenance	July	Commissioners: several projects
	<b>3.0 Finance, Accounting, Mgmt</b>		
A	2026 Budget Submission	July 1, 2025	WIP Assed plan, capital improvement plan, contracts and leases
B	Internal Controls / Personnel Policy	Aug 30, 2025	PAC, WIS
C	Financial Mgmt Reporting – Monthly + Annual report	Monthly	Commissioners, Council, Auditor
D	Internal Controls – Finance and Accounting, Ops	Oct 2025	Commissioners, Council, Auditor
E	Innkeepers Tax – Quality of Life Committee	WIP	Commissioners / Patrick
F	Music Center – Review of Governance Documents	WIP	Clark
G	Feasibility - Contract – Auction – County Equipment	closed	Sanders. Not enough volume.
	<b>4.0 Board and Commission</b>		
A	EMA ,RDC, Finance Committee	Ongoing	Clark
B	Maple Leaf Mgmt Group	Ongoing	Sanders
C	Solid Waste Mgmt Board	Ongoing	All commissioners
D	PACE, 911/GIS, Child Protection, Region 9 /Workforce Development, Community Corrections	Ongoing	Patrick
E	Personnel Advisory Committee (PAC)	Last Thursday of the month	Clark, Reeves, Huett, Kemp, Swift-Powdrill, Cobian
F	Department Head Meetings – 3rd Thursday	Bi-Monthly	Commissioners, Council, Auditor, Dept Heads
	<b>5.0 Misc / Other</b>		
A	Finance and Budget Handbook	WIP	Council, Commissioners, Auditor, Dept Heads
B	Highway Engineer – Shared – State Funded	WIP	Commissioners
C	Strategic Plan – (Goals and Obj)	WIP	Highway, EM, IT, Maintenance
D	Follow-Up – Generator Service Contract	WIP	Legal Review and Next Steps (Small Claims)
E	YMCA / Park Passes – Policy Update	2026	Commissioners
F	Contract - Ordinance Handbook – Online	WIP	Cobian/Commission