



AGENDA

Brown County Indiana Board of Commissioners

Jan 7, 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

- **Election of Officers** – President and Vice President
- **Commissioner Assignments:**

Clark – EMA, Public Records, <i>Finance Committee</i>	Patrick – Workforce Development; Child Protection Team – JRAC
All – Solid Waste Board	Sanders – Maple Leaf Mgmt Group

- **Commissioners Appointments/Re-Appointments**
 - Highway Superintendent
 - EMA Director
- **2026 Budget Changes – Jan 8, 2026 9 am to Noon** – Council, Commissioners + Dept Heads
- **Review – 2025 Accomplishments and Plans for 2026**

Service Contracts:

- None.

County Office/Department Reports (Boards & Committees)

- Commissioner Admin Assistant
- Highway Department

Ongoing Business (over)

- **Pumpkin Ridge Rd Upgrade.**
 - Ongoing – Surveys to be followed by on-site meeting, and development of a final plan
 - Dec 22, 2025. Property owners have requested that INDOT consider accessing Mt Tea from Salt Creek Road vs Pumpkin Ridge Rd.
- **WIP Draft Ordinances:** Contracts, Take-home cars, Asset Management Policy, Health Benefits - Parttime elected officials, Council Contracts – (Financial Consultant, Legal Support).
- **Draft County Comprehensive Plan** – strategies being reviewed for upgrades and community engagement.

Legal

ADJOURN - Next Regular Commissioner Meeting **Jan 21, 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 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
	1.0 Policy		
A	Updates Personnel Policy Handbook – 2026 Edition (Staffing re-org)	Final Reviews	Personnel Advisory Committee, Department Heads, Auditor
B	Review - Health Benefits (Sick Bank), other	Nov 2025	Commissioners and Council
C	Final Draft/Suggestions – County Comprehensive Plan – Next Steps	Ongoing	RDC: Vision, Community Engagement Plan
D	Cleaning Contract – RFP	OCT	Closed
E	ARa Grant Administration and Coordination	Bi-Weekly	T. Cobain, Whitney Koelling, Auditor
F	Policy review – Executive Sessions	Monthly	Legal, Commissioners, 2 nd Wed of the month
	2.0 Property		
A	Construction and Facilities – Mgmt (GO Bond and County Funded)	Ongoing	Dan Cartwright, Project Mgmt, Asset Mgmt, Capital Improvement Plan (CIP)
B	Possible Purchase NPD / Prosecutors Office	WIP	Appraisal
C	Agreement – Mountain Tea State Forest, Pumpkin Ridge Paving	TBD	In-process
D	Indiana Hill Road and RR Crossing –	WIP	Funding options
F	Insurance Reconciliation – Asset Mgmt, Title verification	Completed	Commissioners
G	Salt Creek Trail – 46 Right of Way Assessment	Monthly	Clark. Right away along 46 being proposed
H	Maintenance and Preventive Maintenance Plan	WIP	Commissioners: several projects
	3.0 Finance, Accounting, Mgmt		
A	2026 Budget Submission: Review, and Approval, <i>(Supporting tasks: 5-year projections: leases, contracts, grants, capital improvements, unfunded requirements, risk management).</i>	WIP	Asset plan, capital improvement plan, contracts and leases
B	Internal Controls / Personnel Policy	WIP	PAC, WIS
C	Financial Mgmt Reporting – Monthly + Annual report	Monthly	Commissioners, Council, Auditor
D	Internal Controls – Finance and Accounting, Ops	WIP	Commissioners, Council, Auditor
E	Innkeepers Tax – Quality of Life Committee	WIP	Council, Commissioners (Patrick)
F	Music Center – Review of Governance Documents	WIP	
G	System Improvement: Accounting and Budgeting, Personnel Mgmt., Asset Management and Capital Improvement Planning, Comprehensive Planning and Zoning, Contract Management, Ordinance Review and Approvals	WIP	
	4.0 Board and Commission		
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 Thurs of the month	Clark, Reeves, Huett, Swift-Powdrill, Cobian
F	Department Head Meetings – 3rd Thursday	Monthly last Thurs	Commissioners, Council, Auditor, Dept Heads
	5.0 Misc / Other		
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	Wellness: YMCA / Park Passes – Policy Update	2026	Commissioners
E	Contract – Online Ordinance Handbook	WIP	Cobian/Commission
F	AI – Policy and Application	Ongoing	IT Director