

# **BOONE COUNTY BOARD OF COMMISSIONERS**

## **MINUTES OF THE FEBRUARY 18, 2025 MEETING**

The Boone County Board of Commissioners met in regular session at 9:00 AM on Tuesday, February 18, 2025 in the Connie Lamar Meeting Room located on the main floor of the Boone County Annex Building at 116 W. Washington Street, Room 105, Lebanon, IN 46052 with the following personnel in attendance:

Scott Pell	Commissioner, President
Tim Beyer	Commissioner, Vice President
Donald Lawson	Commissioner
Beth Copeland	County Attorney
Kaylee Jessie	Executive Administrator

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### **DETERMINATION OF QUORUM AND PLEDGE TO THE FLAG**

Commissioner Pell opened the meeting at 9:10 AM with a quorum of all three (3) Commissioners present and led the Pledge to the Flag in unison.

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### **IN THE MATTER OF MINUTES**

Commissioner Beyer moved to approve the Minutes of January 29, 2025 and February 3, 2025 Commissioners' Meetings as presented. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

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### **IN THE MATTER OF LEGAL ISSUES**

***Beth Copeland, County Attorney, presented the following item(s):***

- 1) County Surveyor request the acceptance of a Maintenance Bond for Peabody East Section 1 Subdivision in the amount of \$151,792.00 for storm and rear yard SSD.

Commissioner Beyer moved to accept the Maintenance Bond for Peabody East Section 1 Subdivision. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

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### **IN THE MATTER OF BID OPENING FOR FUEL**

Beth Copeland presented the fuel bids received from:

<b>BIDDING COMPANY</b>	<b>DATE RECEIVED</b>	<b>TIME RECEIVED</b>
Keystone Cooperative	2/18/2025	8:08 AM
Newtone Oil Co. Inc.	2/18/2025	8:15 AM
Heritage Petroleum, LLC	2/18/2025	8:16 AM

Commissioner Beyer moved to take the bids under advisement for review by the Capital Investment Director, and authorized Commissioner Pell to execute the contract on behalf of the board. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

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## IN THE MATTER OF COMMISSIONERS RULES OF PROCEDURE

Commissioner Beyer moved to table the rules of procedure. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

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## IN THE MATTER OF INDIANA AMERICA 250 SEMIQUINCENTENNIAL

Jane Hammock, representing the Indiana 200 and 250<sup>th</sup> birthday committee, presented a symbolic event call “*Two Lights for Tomorrow*.” This initiative aims to commemorate Paul Revere’s historic ride by encouraging courthouses across America to display two lights on the tallest north window of the courthouse on the night of April 18, 2025. The first shots on the green at Lexington were fired on April 19, 1775. Indiana’s official kick-off to its celebration and commemoration of America 250 will begin on June 14, 2025. In 2026 the United States commemorates 250 years since the signing of the Declaration of Independence.

Commissioner Beyer moved to approve the “*Two Lights for Tomorrow*” event and hanging two lights on the tallest north window of the courthouse. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

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## IN THE MATTER OF BOONE COUNTY AREA TRANSIT SYSTEM QUARTER 4 CLAIM

Kaylee Jessie, Executive Administrator, presented the Boone County Area Transit System (BATS) quarter four claim in the amount of \$77,080.00.

Commissioner Beyer moved to approve the quarter four BATS claim. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

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## IN THE MATTER OF INDOT 5339 MOTOR VEHICLE(S) PURCHASE AGREEMENT

Kaylee Jessie, Executive Administrator, presented the Indiana Department of Transportation (INDOT) motor vehicle purchase agreement for two mini vans.

DESCRIPTION	UNIT PRICE	QTY	FEDERAL SHARE	LOCAL SHARE	SUB TOTAL
LFMV Side Entry NO Center Seat	\$69,756.00	2	\$118,585.20	\$20,926.80	\$139,512.00

Commissioner Beyer moved to approve the INDOT motor vehicle purchase agreement for the two mini vans. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

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## IN THE MATTER OF GUTS TAX SALE ADDENDUM

Nikki Baldwin, County Treasurer, presented the Government Utilities Technology Service, Inc. (GUTS) tax sale services addendum.

Commissioner Lawson moved to approve the GUTS tax sale services addendum. The motion was seconded by Commissioner Beyer and passed unanimously, with a vote of 3-0.

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#### **IN THE MATTER OF IDHS SUBRECIPIENT GRANT AGREEMENT FOR EMA**

Rachel Hanson, EMA Assistant, presented the Indiana Department Homeland Security (IDHS) subrecipient grant agreement for salary reimbursement in the amount of \$32,795.34.

Commissioner Beyer moved to approve the IDHS subrecipient grant agreement for EMA. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

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#### **IN THE MATTER OF ENCROACHMENT LICENSE AGREEMENT**

Nick Parr, Director of Highways, presented the Encroachment License Agreement with the Town of Zionsville. Bridge #200, which carries Oak Street over Irishman Run, is located west of 950 E. The Town plans to install a path along Oak Street that will cross the precast concrete arch bridge, which was constructed in 2009. While Zionsville is responsible for maintaining the right-of-way (RW) along this section of roadway, Boone County is responsible for the upkeep of the bridge.

This agreement stipulates that the Town will bear the costs associated with constructing and maintaining the trail. Additionally, the Town will be responsible for any costs related to the relocation or reconstruction of the trail, should such modifications be necessary as part of a future bridge project. The agreement was drafted by the previous county attorney and has already been executed by the Mayor of Zionsville.

Commissioner Beyer moved to approve the Encroachment License Agreement with the Town of Zionsville. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

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#### **IN THE MATTER OF VERIDUS GROUP LOR #142 – SKILLED SOLUTIONS LLC**

Max Mendenhall, Director of Capital Investments, presented the Veridus Group Letter of Recommendation (LOR) #142 for Skilled Solutions LLC invoice #RINV359 in the amount of \$10,155.39 dated January 27, 2025. This invoice is for the selective demolition of the existing BCJC Command Center. The renovation of the existing Command Center was requested upon temporarily moving staff from Central Command and identifying needed maintenance updates while staff was remotely located.

Commissioner Lawson moved to approve the Veridus Group LOR #142 – Skilled Solutions LLC. The motion was seconded by Commissioner Beyer and passed unanimously, with a vote of 3-0.

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#### **IN THE MATTER OF VERIDUS GROUP LOR #143 – CENTER TOWNSHIP ELECTRIC**

Max Mendenhall, Director of Capital Investments, presented the Veridus Group Letter of Recommendation (LOR) #143 for Center Township Electric LLC invoice #1361 in the amount of \$3,209.07 dated January 29, 2025. This invoice is for additional electrical outlets required for added kitchen services at the BCJC Kitchen.

Commissioner Beyer moved to approve the Veridus Group LOR #143 – Center Township Electric LLC. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

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#### **IN THE MATTER OF VERIDUS GROUP LOR #144 – ADDED CAMERAS (RATIFY)**

Max Mendenhall, Director of Capital Investments, ratification for the Veridus Group Letter of Recommendation (LOR) #144 for Hagerman's PCO #116 in the amount of \$20,823.07 dated February 6, 2025, for adding eight (8) cameras and relocating fourteen (14) other cameras throughout the Unit E housing and roof access points. The relocated cameras will provide additional coverage of bunk areas and the roof access locations.

Commissioner Beyer moved to ratify the Veridus Group LOR #144 for Hagerman's PCO #116 to add cameras. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

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#### **IN THE MATTER OF VERIDUS GROUP LOR #145 – BRADFORD SYSTEMS CHANGE LLC**

Max Mendenhall, Director of Capital Investments, presented the Veridus Group Letter of Recommendation (LOR) #145 for Bradford Systems LLC in the amount of \$1,940.00 dated January 27, 2025. This request will change the 18" fabricated stationary end panel evidence storage locker to 12" depth and allow for a larger walking aisle between the evidence storage shelves.

Commissioner Beyer moved to approve the Veridus Group LOR #145 for Bradford Systems LLC. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

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#### **IN THE MATTER OF GROUP LOR #147 – CENTER TOWNSHIP ELECTRIC**

Max Mendenhall, Director of Capital Investments, presented the Veridus Group Letter of Recommendation (LOR) #147 for Center Township Electric LLC invoice #1372 in the amount of \$875.00 dated February 12, 2025. This invoice is for material costs only to furnish 2x4 dimmable indirect lights for central control.

Commissioner Lawson moved to approve the Veridus Group LOR #147 for Center Township Electric. The motion was seconded by Commissioner Beyer and passed unanimously, with a vote of 3-0.

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#### **IN THE MATTER OF GCI QUOTE #291 UNIT 1 & UNIT 2**

Max Mendenhall, Director of Capital Investments, presented the GCI Quote #291 for Unit 1 and Unit 2, totaling \$65,897.77. These units are used to construct dump beds on chassis for the Highway Department.

Commissioner Beyer moved to approve the GCI Quote #291 for Unit 1 and Unit 2. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

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## IN THE MATTER OF OLD BUSINESS

### 1. **RESOLUTION 2025-01 AUTHORIZING DISPOSAL OF SURPLUS PROPERTY**

Max Mendenhall, Director of Capital Investments, presented the request to declare jail kitchen equipment items as surplus. Beth Copeland, County Attorney, presented Resolution 2025-01 authorizing disposal of surplus property and read it aloud in pertinent parts pursuant to state law.

Commissioner Beyer moved to approve Resolution 2025-01. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

### 2. **ALCOHOL BEVERAGE BOARD APPOINTMENT**

Commissioner Beyer moved to appoint Matt MacDonald to the Alcohol Beverage Board. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

### 3. **HUSSEY-MAYFIELD PUBLIC LIBRARY BOARD APPOINTMENT**

Commissioner Beyer moved to appoint Ken Kopecky to the Hussey-Mayfield Public Library Board. The motion was seconded by Commissioner Pell and passed unanimously, with a vote of 3-0.

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## IN THE MATTER OF STAFF REPORTS

- APC
- Capital Investments / Facilities
- Health Department
- Highway Department
- Human Resources
- IT Support
- Public Relations

*Nick Parr, Director of Highways presented the following item(s):*

- 1) Requested execution of the title page of the plans for 2022-20 Countywide Striping Project, Des No. 2201615. This project is still in development and is scheduled for a September 2025 letting date. Construction is anticipated to take place in 2026.

Commissioner Beyer moved to approve the plans. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

- 2) Bridge 162, a federal aid project for both construction and construction inspection, which is funded at an 80/20 ratio. In accordance with the project requirements, full-time construction inspection is necessary. To select a consultant for this role, the department must follow a scoring process. A total of 14 submittals have been received for review. Nick requested that a board member participate in reviewing and scoring the proposals, in addition to members of the Highway Department. Beyer volunteered to assist with this task.
- 3) The county is a member of the Central Indiana Regional Transportation Authority (CIRTA). The Executive Director of CIRTA, Jennifer Gebhard, requested to come to a future meeting to provide a presentation to the Commissioners explaining their services.

***Brent Wheat, Director of Communications presented the following item(s):***

His primary objective of the individual is to serve as a public affairs officer. He strongly believes that the public has a right to be informed about government actions, and he is committed to facilitating this transparency. He also recognizes that the government must proactively communicate with the public to highlight the valuable work being done. While citizens are generally willing to pay taxes, they want assurance that their government is effectively fulfilling its responsibilities. By providing clear communication and addressing potential misunderstandings, we can ensure the public is informed rather than leaving a gap of speculation.

His role is to serve both the County Commissioners and the broader community, ensuring that the public is aware of the County's positive initiatives. With his extensive background in media and public affairs, including leadership positions on the County Council, Township Board, and City of Lebanon Council, he has a deep understanding of local government operations. Additionally, he has worked in various roles, including his tenure with the Sheriff's Office and as an editor for a national magazine, where he focused on marketing and communications. With over 40 years of experience in media, he has honed his skills in various forms of media, including a national television segment. His approach is to demonstrate his capabilities through results rather than over-promising.

**Items of Focus:**

- 1) Media Releases & Approval Process:** Clarification of the media release and approval process.
- 2) Communication Tools:** Consideration of additional communication options, such as the use of cell phones for more efficient communication.
- 3) Streaming and Video Content:** Collaboration with Sean to improve streaming video for meetings, video interviews for press releases, and providing b-roll footage for news outlets.
- 4) Spotlight Initiatives:** Development of spotlight features on officeholders and department heads to highlight their work.
- 5) Social Media & Technology:**
  - Updating the social media policy.
  - Enhancing social media accounts to increase engagement and outreach.
  - Collaborating with departments that have existing social media platforms to improve consistency and effectiveness.
- 6) AV Systems & Infrastructure:** Proposal to form a committee to discuss updates to the County's AV system in the Community Learning Room (CLR).
- 7) Partnership Development:** Reaching out to stakeholders to build respectful and professional working relationships.
- 8) Content Delivery:** Focusing on building improved information systems that allow for faster, more efficient, and more accessible content publication.
- 9) County Website Update:** Initiating updates to the County's website for a more user-friendly experience.

By taking these steps, the goal is to enhance communication and ensure the public is well-informed and engaged with the County's efforts.

Commissioner Beyer commented that he is excited about what Brent Wheat is bringing to the table as it addresses a lot of the complaints he has received over the last two years.

*Kaylee Jessie, Executive Administrator presented the following item(s):*

- 1) Letter to QuickBooks Support requesting a change to the primary administrator from Michael Nielsen to Max Mendenhall.

Commissioner Beyer moved to approve a letter to QuickBooks Support requesting a change to the primary administrator. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

- 2) Resignation letter for position as Executive Administrator at Boone County Government, effective March 7, 2025.

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### **IN THE MATTER OF ELECTED OFFICIALS**

Debbie Ottinger, County Recorder, jokingly requested a 30-day notice for any future interviews. She also expressed surprise at Kaylee Jessie's resignation and extended her best wishes for Kaylee's future endeavors. Recorder Ottinger acknowledged Kaylee's dedication, noting how hard she worked, learned new skills, and overcame numerous challenges. She also expressed gratitude for Kaylee's kindness and professionalism in her interactions with both her and others.

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### **IN THE MATTER OF PUBLIC COMMENT**

No public comment.

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### **IN THE MATTER OF DOCUMENT SIGNING**

- 1) Claims Dockets – regular, prepaids, payroll, and insurance.

Commissioner Beyer moved to approve Budgetary Claims presented from the Auditor's Office. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.

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### **IN THE MATTER OF MAIL**

See (**Appendix #3**) for a list of mail opened by the Commissioners on this date.

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### **IN THE MATTER OF ADJOURNMENT**

With no further business, Commissioner Beyer moved to adjourn the Boone County Commissioners' Meeting at 9:52 AM on Tuesday, February 18, 2025. The motion was seconded by Commissioner Lawson and passed unanimously, with a vote of 3-0.