

Boone County Board of Commissioners Minutes
August 6, 2018
Connie Lamar Meeting Room
Boone County Government Building

Commissioners Present: Marc Applegate and Jeff Wolfe

Commissioners Absent: Donnie Lawson

Staff Attending: Bob Clutter (County Attorney) and Kaylee Jessie (Administrative Assistant)

Board President Marc Applegate opened the meeting at 9:01 am.

Approval of Minutes for July 16, 2018 (Regular Meeting):

Commissioner Jeff Wolfe made a motion to approve the minutes for the July 16, 2018 meeting.

Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

Approval of Memorandum for July 23, 2018 (Executive Session):

Commissioner Jeff Wolfe made a motion to approve the memorandum for the July 23, 2018 executive session.

Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

In the Matter of Legal Issues:

Attorney Bob Clutter presented the following items:

1. The findings from the employee complaint that was investigated. The Commissioners found no action needed.

Commissioner Jeff Wolfe made a motion to adopt the findings from the employee complaint.

Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

2. Kent Eastwood, Boone County Prosecutor, made a request authorizing the Auditor to be the official signatory for ongoing grants. There have been situations where the Prosecutor's Office received the documents that needed to be signed just days before the grant application needed to be submitted. If these documents were not submitted on time, the Prosecutor's Office could potentially lose money due to a point system. Kent is requesting that the Auditor can sign the time-sensitive ongoing grant documents before presenting them to the Commissioners if needed. They would then present the documents at the next Commissioners meeting.

Commissioner Jeff Wolfe made a motion authorize the Auditor to be the official signatory on behalf of the Commissioners for ongoing grants. Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

3. Supplementary Commercial Automobile Application for all county owned vehicles. The county is requesting the maximum limits of \$1,000,000 per accident for uninsured and underinsured motorist coverage.

Commissioner Jeff Wolfe made a motion to approve the Supplementary Commercial Automobile Application.

Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

4. ACH credit authorization for the County Auditor to receive funds from Simplify. The company would like the Auditor to be designated as receiver of those funds. Heather Myers, the Auditor, informed the Commissioners that the Auditor's Office will begin e-filing deeds. They currently receive EFT/ACH's now, but none for their own office.

Commissioner Jeff Wolfe made a motion to approve the ACH credit authorization for the County Auditor.

Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

5. Acceptance of the Maintenance Bond for Tom Wood Automotive Dealership storm drainage in the amount of \$27,500.

Commissioner Jeff Wolfe made a motion to accept the Maintenance Bond for Tom Wood Automotive Dealership. Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

6. A list of PCs provided by the IT Department to be declared surplus and donated.

Commissioner Jeff Wolfe made a motion to declare the PCs as surplus and to be donated.

Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

In the Matter of Requesting to use the Courthouse Rotunda on October 4, 2018 – B.C.Y.O.

Boone County Youth Orchestra is requesting to use the courthouse rotunda on October 4, 2018, for their fall concert.

Commissioner Jeff Wolfe made a motion to approve the use of the courthouse rotunda on October 4, 2018.

Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

In the Matter of Requesting to use the Courthouse Rotunda on October 10, 2018 – Community Foundation of Boone County

Julie Cole Mecum with Community Foundation of Boone County presented the request to use the courthouse rotunda on October 10, 2018, for the Boone County Leadership graduation ceremony.

Commissioner Jeff Wolfe made a motion to approve the use of the courthouse rotunda on October 10, 2018.

Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

In the Matter of Additional Cell Phone Request – Michael Nance

Michael Nance, Director of Community Corrections, presented the request to add one additional cell phone line for the Community Corrections new case manager.

Commissioner Jeff Wolfe made a motion to approve the additional cell phone.

Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

In the Matter of Boone County Hazard Mitigation Plan - EMA

Rachel Hanson, Emergency Management Agency, presented the All-Hazard Mitigation Plan that is required to be updated every five years. This plan allows for EMA to apply for mitigation dollars. Also, if there is a disaster and we try to get some of the public assistance money, this plan is required. FEMA has given their preliminary approval.

In the Matter of Resolution 2018-04 Adoption of the Boone County Hazard Mitigation Plan

Attorney Bob Clutter presented Resolution 2018-04 and read the resolution aloud in pertinent parts pursuant to state law. The Boone County Commissioner support the hazard mitigation planning efforts and wishes to adopt the Boone County All-Hazard Mitigation Plan.

Commissioner Jeff Wolfe made a motion to approve Resolution 2018-04.

Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

In the Matter of Drug and Alcohol Policy – Dennis Dunlap

Dennis Dunlap, Dunlap HR Consulting, presented the two changes to the Boone County Employee Handbook. The changes involve Drug Testing and Separation of Employment.

Commissioner Jeff Wolfe made a motion to approve the Employee Handbook changes.

Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

In the Matter of Ordinance 2018-10 Establishing a Non-Reverting Fund for Bridge Inspections

Attorney Bob Clutter presented Ordinance 2018-10 establishing a non-reverting fund for bridge inspections and inventory reimbursement utilizing funds received from a Federal Highway Administration grant administered through the Indiana Department of Transportation ("INDOT"). Attorney Bob Clutter read Ordinance 2018-10 aloud in pertinent parts pursuant to state law.

Commissioner Jeff Wolfe made a motion to approve Ordinance 2018-10.
Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

Other Elected Officials:

There was none at this time.

In the matter of Old Business:

There was none at this time.

In the Matter of Staff Reports

- a. Facility Maintenance – Mike Miller
- b. APC – Rachel Cardis
- c. IT Support – GUTS
- d. Health Department – Cindy Murphy / Josh Dickey
- e. Highway Department – Craig Parks

Craig Parks, County Engineer and Director of Highway Department presented the following items:

1. Construction in Right-of-Way Permit (201810022) for Swinney Brothers Excavation to install a tap pit and an open cut on a paved road located across grove pass. This is for the Get Go Gas Station located in Whitestown Parkway. They need to install a sewer line and cross it.

Commissioner Jeff Wolfe made a motion to approve the Right-of-Way Permit for Swinney Brothers Excavation. Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

2. Road Closure Permit (201830008) for Swinney Brothers Excavation for August 7, 2018, to August 9, 2018, at Grove Pass between 700 East and Maple Grove Boulevard to install the sewer line.

Commissioner Jeff Wolfe made a motion to approve the Road Closure Permit for Swinney Brothers Excavation. Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

3. Change Order #3 with Conexco in the amount of -\$3,624.10 for the Project 2017-08, Bridge #303 Removal at Jameson Street over Prairie Creek. The final contract price is \$169,959.56.

Commissioner Jeff Wolfe made a motion to approve Change Order #3 with Conexco.
Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

4. Change Orders #1-5 with Calumet for the Project 2017-07, Resurfacing in Various Townships
- **Change Order #1** – Increase of \$1,087.20 for modifications to a pipe structure on County Road 100N
 - **Change Order #2** – Increase of \$2,181.05 for modifications to and closeout for Advance roads.
 - **Change Order #3** – Decrease of \$15,119.38 for the final closeout on County Road 950E
 - **Change Order #4** – Decrease of \$15,600.10 for the final closeout on County Road 800E
 - **Change Order #5** – Decrease of \$151,666.53 for the final closeout on all other roads included in the contract. This change order includes the assessment of \$2,500 worth of liquidated damages.

Total change in contract amount is a decrease of \$179,117.76.

Commissioner Jeff Wolfe made a motion to approve Change Orders #1-5 with Calumet.
Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

5. A professional service agreement with USI Consultants for the design of the Bridge #161 replacement in the amount of \$24,700. This is only for survey and structure size and type determination.

Commissioner Jeff Wolfe made a motion to approve the professional service agreement with USI Consultants. Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

6. A professional services agreement with Clark Dietz, Inc. for the design of the Culvert HA-012 replacement in the amount of \$14,540. This is only for survey and structure size and type determination.

Commissioner Jeff Wolfe made a motion to approve the professional service agreement with Clark Dietz, Inc. Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

7. A construction agreement with John T. Camden Construction Co. for repairs to Bridge # 32 on Creek Road over Sugar Creek in the amount of \$165,260.

Commissioner Jeff Wolfe made a motion to approve a construction agreement with John T. Camden Construction Co. Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

8. A construction agreement with Pavement Solutions for microsurfacing in various townships in the amount of \$163,646.65.

Commissioner Jeff Wolfe made a motion to approve a construction agreement with Pavement Solutions. Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

9. The release of a Right-of-Way Permit bond in the amount of \$2,000 for Jason Chamness who performed work in the right of way for ditch grading along 200 S.

Commissioner Jeff Wolfe made a motion to approve the release of the Right-Of-Way Bond. Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

10. Declaration of Truck #26, a 2001 Volvo Tri-Axle Dump Truck as surplus and update the contract with JJ Kane. The truck will then be auctioned.

Commissioner Jeff Wolfe made a motion to approve declaring the Truck #26 as surplus. Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

11. Unofficial Detour Reimbursement Contract with INDOT for the repair and upkeep of our local road system during the State Road 39 closure between 500 S and 600 S. INDOT will be reimbursing the County in the amount of \$3,400.41. This included the application of dust control and some repair to damaged gravel roads.

Commissioner Jeff Wolfe made a motion to approve the Unofficial Detour Reimbursement Contract with INDOT. Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

12. A request to prepare a letter for INDOT echoing the letter outlined by Town of Zionsville's Mayor Haak regarding the request from INDOT to close 96th Street for I-465 bridge rehabilitation. The County would prefer not to have a complete closure, but some other type of restriction that still provides access to the town.

The Commissioners gave Craig permission to work with the Commissioners Assistant, Kaylee Jessie, to prepare a letter for approval at the next Commissioners meeting.

13. Presented the results of the scoring system for the 2019 Road Conversion Program and recommended a conditional approval upon the top-ranked applications meeting the commitments stated by the petitioners. There were 30 applications for road conversions submitted to the Highway Department for consideration. A traffic count was collected, and only one road had over 100 cars per day. The count is expected to increase once the roads have been paved. The petitioners willing to dedicate

right-of-way and/or provide funding for the project is was separated the top-ranked application from others. Craig would like to work with the County Attorney to create a Public-Private Partnership Agreement that they will withhold their end once the project is completed.

Commissioner Jeff Wolfe wanted to let the public know that the property owner's participation in donating the right of way is a huge help with this project, and it makes it so much easier for the County to be able to fund these projects.

Commissioner Jeff Wolfe made a motion to approve moving forward with the top three selected. Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

14. Charge account application for Gillman Home Center to allow specific employees of the Highway Department to purchase supplies and charge it to the account.

Commissioner Jeff Wolfe made a motion to approve the charge account application.

Commissioner Marc Wolfe seconded the motion. Motion carried 2-0.

15. Credit Application with Helena to allow the Highway Department to purchase pesticides for their spraying program.

Commissioner Jeff Wolfe made a motion to approve the credit application.

Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

In the Matter of Public Comments:

There was none at this time.

In the Matter of Document Signing:

1. A Key Request Form for Abby Messenger for the Health Department.

Commissioner Jeff Wolfe made a motion to approve the key request.

Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

2. Indiana Department of Transportation Public Transit Grant for Boone County Senior Services invoice and claim in the amount of \$138,206.00.

Commissioner Jeff Wolfe made a motion to approve the claim.

Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

3. Affidavit for payment in the amount of \$4,243.00 to USI Consultants for Bridge 202 rehabilitation design.

Commissioner Jeff Wolfe made a motion to approve affidavit for payment.

Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

In the Matter of Claims presented in today's meeting

See (Appendix #2)

Commissioner Jeff Wolfe made a motion to approve claims as submitted.

Commissioner Marc Applegate seconded the motion. Motion carried 2-0.

In the Matter of Mail

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

With no further business, Commissioner Jeff Wolfe made a motion to adjourn at 9:57 am.

Commissioner Marc Applegate seconded the motion. Motion carried 2-0.