

Boone County Board of Commissioners Minutes
September 24, 2018
Connie Lamar Meeting Room
Boone County Government Building

Commissioners Present: Marc Applegate, Jeff Wolfe, and Donnie Lawson

Commissioners Absent:

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

Board President Marc Applegate opened the meeting at 9:15 am.

Approval of Minutes for September 4, 2018 (Regular Meeting):

Commissioner Jeff Wolfe made a motion to approve the minutes for the September 4, 2018 meeting. Commissioner Marc Applegate seconded the motion. Motion carried 3-0.

In the Matter of Legal Issues:

Attorney Bob Clutter presented the following item:

1. A release of Performance Bond for Spectrum Senior Living Center in the amount of \$102,190.00 for Erosion Control and Storm Drains.

Commissioner Jeff Wolfe made a motion to approve the release of the performance bond.

Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

In the Matter of the 2019 Official County Holiday Closing:

This item was tabled until the next Commissioners Meeting.

In the Matter of the Door Security Policy - IT/GUTS:

Sean Horan, IT Support, presented a door security policy for county buildings and offices. Departments have approached the IT Department about security concerns they have with contractors and law enforcement agencies using the door keypad entry. Three of the main concerns are lack of notification of after-hours worked, those that have group accounts, and 24/7 access to buildings. With this policy, there will no longer be any group level access codes. Individuals granted will be assigned a temporary access code for the duration of the work being performed. They will have access during normal business hours Monday - Friday from 8am to 4pm, excluding County Holidays. Contractors must send notification 24-hours in advance of work performed after-hours. County Employees will resume having access to the building and their individual office 24/7/365. IT Support (GUTS) and Maintenance staff will also have access to county buildings and offices 24/7/365.

Commissioner Jeff Wolfe made a motion to approve the Door Security Policy. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0. Commissioner Jeff Wolfe made a motion to have the Door Security Policy added to the Employee Handbook. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

In the Matter of the Pictometry Contract - IT/GUTS:

Sean Horan, IT Support, presented a 6-year renewal contract with Pictometry in the amount of \$276,307.50 for the area photography of the county. Flyovers are performed every other year, odd years. There was an increase in the cost primarily due to the company changing their standard resolution from 4-inches to 3-inches for better clarity in the photography.

Commissioner Jeff Wolfe made a motion to approve the Pictometry Contract renewal.

Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

In the Matter of the Copier Contract – IT/GUTS

Sean Horan, IT Support, wanted to address the current copier contract the county has with Sharp Business Systems which manages all the copiers throughout the county. A small portion of the contract called "Manage Printer Services" is where the company provides service for all laser printers and toners. The county has been having significant problems with that portion of the contract for several years. The way it is supposed to work is when a printer gets low on toner the system sends a notification to the vendor. The vendor is to ship to toner cartridge to that office. Unfortunately, that has not been the case. There have been meetings with the vendor to resolve this issue, but it doesn't seem to be getting better. The IT Department would recommend terminating the "Manage Printer Services" portion of the Sharp Business Systems Contract and establish a new contract with Impact Networking. The overall cost difference between the two vendors is minimal.

Commissioner Jeff Wolfe made a motion to terminate the "Manage Printer Services" with Sharp Business Systems. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0. Commissioner Jeff Wolfe made a motion to approve the Impact Networking Contract and execute it subject to Attorney Bob Clutter's revisions. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

In the Matter of the Homeland Security Grant - EMA:

Rachel Hanson, EMA Administrative Assistant, presented an Award Letter for the State Homeland Security Program (SHSP) grant in the amount of \$100,000.00 to help pay for portable radios. Attorney Bob Clutter recommend the Commissioners to accept the Award Letter and authorize Commissioner Marc Applegate to execute the sub-grant agreement upon receipt from the Indiana Department of Homeland Security.

Commissioner Jeff Wolfe made a motion to accept the Award Letter and authorize Commissioner Marc Applegate to execute the sub-grant agreement upon receipt. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

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

Kevin Fields, Assistant Facilities Manager, presented the following item:

1. An additional cell phone request for Austin Holt, Lead Maintenance Tech, to receive emails/alarms. Commissioner Jeff Wolfe made a motion to approve the additional cell phone request. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

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

1. Release and Hold Harmless Agreements permitting participants to use the Highway Property during the Paint the Plow Program.
Commissioner Jeff Wolfe made a motion to approve the Release and Hold Harmless Agreements under Craig's review. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

2. A release of Performance and Payment bonds in the amount of \$1,790,816 (100% of original contract amount) and acceptance of Maintenance bond in the amount of \$161,169.82 (10% of final contract amount) from Calumet Civil Contractors, Inc. for Project 2017-07, Asphalt Resurfacing in Various Townships. Calumet has also requested the release of retainage. The payment will be prepared as a prepay this week to expedite the Community Crossing project close-out process.

Commissioner Jeff Wolfe made a motion to approve release the Performance/Payment bonds and accept the Maintenance bond. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

3. Release of Right-of-Way Permit bonds for the following:

- TDS Bond #K13515955 in the amount of \$15,000.00 for moving existing fiber cabinet from easement to ROW Whitestown Parkway and State Road 267.
- TDS Bond #K13515980 in the amount of \$20,000.00 for supply fiber service to 9655 County Road 400 South.
- TDS Bond #285050689 in the amount of \$5,000.00 for placing new buried copper cable County Road 100 North under County Road 1000 East.
- Joshua Southerland Bond #Q928060079 in the amount of \$5,000.00 for new residential perimeter drain 1200 East north of 300 North.
- D&R Excavating Bond #IN 30899 in the amount of \$5,000.00 for 2" water main extension 10164 East 300 South.

The work has been completed. BCHD has inspected the work and recommends the release of Right-of-Way Permit bonds.

Commissioner Jeff Wolfe made a motion to approve the release of Right-of-Way Permit bonds.

Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

4. Project 2018-12, Reconstruction of Bridge #154 (CR 500W over North Fork of Big Walnut Creek)
 - a. LAP/Consultant Professional Services Contract in the amount of \$182,690 with Butler, Fairman & Suefert, Inc. for preliminary engineering. Butler, Fairman & Suefert were selected as the most qualified firm for the project.

Commissioner Jeff Wolfe made a motion to approve the Professional Services Contract with Butler, Fairman & Suefert, Inc. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

- b. LPA/INDOT contract in the amount of \$146,152 for the reimbursement of preliminary engineering services. This represents 80% of the contracted amount with Butler, Fairman & Suefert.

Commissioner Jeff Wolfe made a motion to approve the LPA/INDOT Contract with Butler, Fairman & Suefert, Inc. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

5. Additional services with Butler, Fairman & Suefert, Inc. for the inspection of project 2017-07 and 2018-01, increasing the total inspection agreement from \$20,000 to \$23,000.

Commissioner Jeff Wolfe made a motion to approve the increase for the inspection agreement with Butler, Fairman & Suefert, Inc. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

6. Change Order #1 with Pavement Solution in the amount of -\$16,956.31 for Project 2018-03, Microsurfacing in Various Townships.

Commissioner Jeff Wolfe made a motion to approve Change Order #1 with Pavement Solution.

Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

7. Request to declare two conveyors and one 14-foot stainless salt bed as surplus.

Commissioner Jeff Wolfe made a motion to approve the two conveyors and one 14-foot stainless salt bed as surplus. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

8. An equipment rental contract with Southeastern for the rental of a paver while the Boone County Highway Department's is being repaired.

Commissioner Jeff Wolfe made a motion to approve the equipment rental contract subject to Attorney Bob Clutter's revisions. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

9. A purchase agreement with Bane-Welker and Warranty for the new Case Tractor.

Commissioner Jeff Wolfe made a motion to approve the purchase agreement with Bane-Welker and Warranty. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

10. A report from United Consulting's with the four critical inspection findings for the Boone County Bridge Inventory – Phase 1A.

11. DLZ agreement for the parking lot study for the Boone County Jail in the amount of \$6,845.

Commissioner Jeff Wolfe made a motion to approve DLZ Agreement for the parking lot study at the Boone County Jail. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

Other Elected Officials:

There was none at this time.

In the Matter of Public Comments:

Melissa Garrad, a resident of Center Township, wanted to address some roadway concerns that she and her fellow neighbors have for John Bart Road. A conceptual plan of the City's proposed development was provided to the Commissioners. It is believed that this project will only increase the concerns that individuals have who live off John Bart Road. It is recognized that many of the issues may be out of the County's control but hopes the Commissioners can intervene to help protect the County Residents and County Taxpayers. The current speed limit posted on John Bart Road is 40mph, and cars routinely go well over the posted speed limit. This causes vehicular conflicts with the fast-moving conflicts due to the number of driveway cuts along this road. Most people must back out of their driveways. In addition to that, there are also pedestrian conflicts with John Bart Road being a major walking route in the Lebanon area.

The following improvements were suggested:

- Installing three-way and four-way stop signs at proposed intersections
- Additional right-of-way to be added
- Adding a sidewalk for pedestrians
- Drainage improvements on the northern part of John Bart Road to prevent flooding

Craig Parks, County Engineer and Director of Highway Department, confirmed that a large portion of John Bart Road does not fall under the County's jurisdiction, only a portion at the intersections. Additionally, per State Law, an engineering traffic study must be performed to determine if a stop sign is needed at an intersection. He would be willing to reach out to have studies performed at the intersections that fall under the County's jurisdiction.

Attorney Bob Clutter and Craig Parks will prepare a letter for the City Plan Commission of Lebanon indicating that the portion of John Bart Road in discussion does not fall under the County's jurisdiction. Also, due to the contact that Commissioner Jeff Wolfe has had with the school about this piece of property, he will no longer be able to be involved beyond this.

In the Matter of Document Signing:

An Affidavit for Payment for USI Consultants in the amount of \$7,655.00 for Bridge 202 Rehabilitation Design. Commissioner Jeff Wolfe made a motion to approve the Affidavit for Payment for USI Consultants. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

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 Donnie Lawson seconded the motion. Motion carried 3-0.

In the Matter of Mail

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

- Letter from Witham Health Services' Board of Trustees recommending the Commissioners to reappoint Mark Ransom to the Boone County Hospital Association for another four-year term as his term expires in 2018.

Commissioner Jeff Wolfe made a motion to approve reappointing Mark Ransom to the Boone County Hospital Association for another four-year term. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

With no further business, Commissioner Donnie Lawson made a motion to adjourn at 10:21 am. Commissioner Jeff Wolfe seconded the motion. Motion carried 3-0.