

Boone County Board of Commissioners Minutes
March 18, 2019
Connie Lamar Meeting Room
Boone County Government Building

Commissioners Present: Jeff Wolfe, Donnie Lawson, and Tom Santelli

Commissioners Absent:

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

Board President Jeff Wolfe opened the meeting at 9:05 am.

Approval of Minutes for March 4, 2019 (Regular Meeting):

Commissioner Tom Santelli made a motion to approve the minutes for the March 4, 2019 meeting. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

In the Matter of Legal Issues:

Attorney Bob Clutter presented the following item:

1. An updated incumbency certificate for the Bank of New York who is the trustee on a couple of the County's bonds requiring signatures. No motion required.
2. A lease agreement was recently received from Fairway Outdoor Advertising for the Billboard on lot 2, and Bob Clutter has several revisions for consideration. The Commissioners gave Bob Clutter the authority to send the agreement with revisions for response from vendor.
3. At a future meeting, there will be two documents for signature from the City of Lebanon for the Commissioners consideration.
 - An Interlocal for Planning on a parcel of property that was annexed early this year. The annexation became formalized, but under state law, the annexation can't take effect until January 1, 2020 as it is the year before Census.
 - A Memorandum of Understanding ("MOU") that has been prepared by the Highway Department regarding the ADA Ramp around the courthouse stating that the County will be reimbursing the City of Lebanon as they hold the contract with White Construction. The bid price is in the amount of \$172,275.
4. Schedule E3 exhibit for an existing contract that the Commissioners have approved with Total Court Services. This is a company that provides electronic monitoring equipment for those on home detention. Offenders/Defendants are responsible for paying the cost through Community Corrections. Commissioner Donnie Lawson made a motion to approve the Schedule E3 exhibit. Commissioner Tom Santelli seconded the motion. Motion carried 3-0.
5. A performance bond in the amount of \$176,000.00 for Calumet Civil Contractors Inc for acceptance. The bond is for off site storm sewer for I-65 Commerce Park. Commissioner Tom Santelli made a motion to approve the acceptance of performance bond. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

In the Matter of Espy Services – Terri Shoufler:

Terri Shoufler, National Accounts Director with Espy Services, wanted to introduce herself to the board and provide them some information about the company she represents. Espy Services has been in business since 1994. They are a woman-owned firm based out of southern Indiana that partners with counties and cities nationwide to reduce recurring monthly expenditures for IT/Telecom/Mobile billings. Their process is contingency-based for the first 12 months with no upfront cost. It is a self-financing project. They review, validate, recover any money that is due to the County from overcharges on those monthly expenditures. She would recommend that the County has an independent firm, like theirs, to take a look at County's billing every 3-5 years to search for cost savings and any potential money to be recouped.

Commissioner Jeff Wolfe suggested the board take this under advisement and meet with IT Support.

In the Matter of Request to use Courthouse Rotunda on May 11, 2019 – Boone County Youth Orchestra:

Barb Walters, Executive Director of Boone County Youth Orchestra, presented the request to use the courthouse rotunda on Saturday, May 11th for a concert that highlights the history of the courthouse and celebrates the renovations around the square. Boone County Youth Orchestra has been working with Heart of Lebanon and Joe LePage to create the Celebrate Boone County event. They request to have access to the building from 4pm to 8:30pm and the concert will begin at 7pm.

Commissioner Tom Santelli made a motion to approve the request to use the courthouse rotunda on Saturday, May 11, 2019. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

In the Matter of Community Corrections Grant – Michael Nance:

Michael Nance, Community Corrections Director, presented the request to submit a grant application in the amount of \$479,022.88 for the Community Corrections Department.

A brief update on the overall numbers of participants on home detention was provided giving an idea on the direction the department is headed. Last year, around this time, there were 59 adult clients on home detention. As of this morning, there are 87 adult clients and 36 pending requests for home detention. The number of participants is only going to continue to grow moving forward.

Community Corrections is also requesting an additional Pretrial Specialist this year. Since July of last year, the department has had 138 participants on the Pretrial Diversion Program. There are currently 69 participants currently active in the program.

A letter of support was prepared for today's meeting.

Commissioner Tom Santelli made a motion to approve the Community Corrections grant application. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

In the Matter of Memorandum of Understanding with Town of Zionsville Regarding Shared Vehicle Resources – Michael Nielsen:

Mike Nielsen, the Sheriff, introduced Deputy Chief of Operations for the Zionsville Fire Department Brian Miller to the board who is representing their organization today. The Memorandum of Understanding ("MOU") presented has been reviewed by the Town of Zionsville and the Mayor. The purpose of this MOU is a supporting document of the continued partnership in public safety. The county has a mobile command center housed at Station 93. It has been in operations and deployed by Chief VanGorder, Deputy Chief Miller, or their firefighters on several major incidents. This MOU is allowing their drivers to drive the County's vehicle to and for our drivers to drive their vehicles that could be added to the list.

Deputy Chief Miller also commented and requested the support on this partnership. Their department has firefighters in service 24-hours a day seven days a week. They are working on training their staff to deploy the vehicle if it is not Chief VanGorder or himself. They will then return to service and perform their normal duties.

Commissioner Tom Santelli made a motion to approve Memorandum of Understanding with Town of Zionsville Regarding Shared Vehicle Resources. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

In the Matter of Financial Software Presentation for Auditor's Office – Heather Myers:

Heather Myers, County Auditor, spoke on the current financial software, CYMA, that the county uses for day-to-day operations. Everything the Auditor's office does, as well as the County, is driven by the financial software: Budgets, receipts, claims, payroll, financial reports, grants, capital assets, leases, debts, bonds, settlement, excise, excess, IV-D reporting, as well as employee benefits. The need for quality software is imperative in every department. Not only is the need for quality financial software important, but so is the need for many departments to have access to their reporting, to gain technical support, continuous training, the ability to inquire about updates, and to meet the needs from our growing county. She then listed several requirements that she and her staff are required to fulfill by law, such as submitting monthly and annual reporting. However, she expressed that at this time she does not have access to gain or generate all of those reports on her own with the current financial software the county has. Additionally, other departments currently do not have access to run their own reports. It is the Auditor's office job, Monday through Friday from 8 am - 4 pm, to work on the County's finances and audit everything that comes in and out of the county, and to also provide reports. Heather then provided a few different examples of how software that allows other departments access would be beneficial. Example one, the demands of each department may not allow them to balance daily, and they may want to come in early or stay late to work on it. However, if they run into issues, they are unable to move forward without contacting the Auditor's Office for additional reports. Example two, if an Elected Official is away on business and needs financial information with a quick turnaround, having that access within that department could also be beneficial. Heather also stated, in 2017, the State Board of Accounts made a point to caution the Auditor's office on the County's current software during their audit findings. Stating Boone County is the only county in Indiana to be utilizing CYMA software, and that may be a concern. They also pointed out that some of the corrections on our audits are due to the software reporting issues. It is Heather's goal to have an audit with zero findings, and with that, she needs financial software that is capable of meeting that goal. Each year, she attends the Auditor's Conference, and financial software is a key topic at all of them. Heather stated the most commonly used software in the ninety-two counties within the state of Indiana are Lowe and Harris. Lowe and Associates is an Indiana based family-owned company that is in the front lines of State Board of Accounts and the Department of Local Government and Finance. They have already merged 60% of Indiana counties financial software. Their training and support staff are dedicated to the counties they convert by providing continuous training and personally spending time visiting each county monthly. GAAP reporting is also in the process of being implemented into county government. Hendricks County is currently a pilot county for that, and the financial software program they are using is Lowe. Harris Computer Systems is another software company that is used in many counties in Indiana. Harris is a dos-based software. Lowe is currently in around 52 counties, and Harris is in around 25-30. Heather believes that Boone County is in a perfect position to look into financial software programs to compare to other counties of similar size and make-up in order to enhance reporting accuracy, fiscal responsibility, department access, and efficiency with our growing county. She requested to have the Commissioners support in finding a financial software fit for our growing county and believes having the GUTS staff assist with this process would be helpful.

A proposal from Lowe and Harris were provided to the County Attorney and Commissioners for review.

Commissioner Jeff Wolfe asked what the plan was for moving forward? Heather Myers stated she has a meeting with GUTS. She wants to sit down to talk to them and work alongside them to work through this to see what is available that might work better for the county.

Attorney Bob Clutter asked from a timing standpoint if there were to be a conversion, what time of year would be best to do that? Heather Myers stated that the best time to start for the Auditor's office would be around August, or maybe even September.

Commissioner Jeff Wolfe asked if any of the companies suggested the timeframe it would take them to do the conversion? Heather Myers stated that most of them seemed to be around a 60-day conversion, 30 days offsite and 30 days onsite for training.

Commissioner Tom Santelli asked if we could expand the scope to look at a broader population of software providers that focus specifically on government other than just the two suggested? Heather Myers stated that is something they have thought about. One of the issues on picking a company that is not based out of Indiana is the onsite technical support lacks and any potential time difference. One of the benefits of using a company in Indiana would be that they are working with all county governments, State Board of Accounts, DLGF, so they are working hand-in-hand. Commissioner Tom Santelli also recommended looking at a vendor that provides 24-hour support.

Commissioner Tom Santelli has volunteered to work with Heather on this project.

Michael Nielsen, the Sheriff, also spoke on the matter and stated he is in favor of a software that allows his office to have access to reports. The Sheriff's office is currently duplicating what appears in CYMA into QuickBooks to manage their budgets.

In the Matter of Bridge 207 – Award of Bid for Reconstruction and Contract Execution:

Craig Parks, County Engineer and Director of Highway Department, presented the request to award the bid for Bridge 207 to HIS Constructors and execute the contract. They were the lowest responsible, responsive bidder. The contract is in the amount of \$795,979.52.

Commissioner Donnie Lawson made a motion to approve awarding the bid for Bridge 207 to HIS Constructors and executing the contract. Commissioner Tom Santelli seconded the motion. Motion carried 3-0.

In the Matter of Request to Place "Watch for Motorcycles" Sign in Right-of-Way on Sugar Creek Road – Kathy Green:

Kathy Green, Boone County Resident, introduced herself to the board as the mother of Thomas Wayne Green who sadly lost his life on September 9, 2016, at the intersection of Sugar Creek Road and US 52 due to a motor vehicle not coming to a complete stop and turned left in front of him. She presented the request to place the 'Watch for Motorcycles' sign that she has purchased at this intersection to raise awareness, so another family does not have to go through a similar experience that her family has endured. If those simple little words could save a life, every penny spent on the sign would be well worth it. Kathy plans to add a sign at different locations every year or so.

Commissioner Tom Santelli gave his condolences and acknowledged that this sign is important to her at that specific location. The Commissioners and Craig Parks always discuss the importance of road safety, improving visibility, and raising awareness.

Commissioner Jeff Wolfe also gave his condolences to Kathy and her family. He explained to her that the Board of Commissioners have to make sure what they do is compliant with federal and state highway laws. They are going to take this request under advisement and research what the possibilities might be.

Kathy requested that if the sign can be placed at the requested intersection, she would like to be present the day that it is placed.

In the matter of Old Business:

1. Final Acceptance Certificate for ESG

Commissioner Donnie Lawson made a motion to approve Final Acceptance Certificate for ESG.

Commissioner Tom Santelli seconded the motion. Motion carried 3-0.

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

Mike Miller, Facilities Manager, wanted to follow up with the Commissioners to see if they have had a chance to look over the landscape proposals for around the courthouse that was sent for review.

Commissioner Jeff Wolfe stated that they have had a chance to look at them but would like an opportunity for everyone to sit down and discuss the plans more in detail. Commissioner Tom Santelli asked if there is an underground irrigation system to supply water to all those areas? Mike Miller stated the county has had an underground irrigation system for several years and is in the processes of making arrangements with the city to have areas around the retaining wall repaired. Commissioner Tom Santelli then asked if the landscaping includes lighting. Mike Miller stated that he received a quote on some lighting that cost almost as much as the landscaping. His plan is to proceed with the landscaping and budget for the lighting for next year.

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

1. Construction in Right of Way Permit (#201910004) with Boone County Surveyor's Office for review and approval. The department has already done the work in Saddle Brook.

Commissioner Tom Santelli made a motion to approve of Construction in Right of Way Permit (#201910004) with Boone County Surveyor's Office. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

2. Construction in Right of Way Permits with Boone REMC for review and approval.
 - a. Permit #201910005 - This is for boring parallel to the roadway between CR 300S and 400S on 900W. \$50,000 blanket bond already on file.
 - b. Permit #201910006 - This is for 1,000' boring parallel to the road, one bore under the road at various locations. \$50,000 blanket bond already on file.

Commissioner Tom Santelli made a motion to approve the two Construction in Right of Way Permits with Boone REMC. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

3. Recommendation on awarding the Boone County Highway Garage Resurfacing Project to Baumgartner & Company, Inc. Total bid amount for the base bid and alternate bid #1 was \$92,642.55. They were the lowest responsible, responsive bidder on the project.

Commissioner Tom Santelli made a motion to approve awarding the bid to Baumgartner & Company, Inc. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

4. Task Order #6 to the Master Services Agreement with Butler Fairman & Seufert dated November 6, 2017. This task order will be for construction inspection services on the reconstruction of Bridge #207. Inspection services will be performed on an hourly bases with a maximum fee of \$85,000 and invoiced separately from other task orders.

Commissioner Donnie Lawson made a motion to approve Task Order #6 with Butler Fairman & Seufert. Commissioner Tom Santelli seconded the motion. Motion carried 3-0.

5. The request to take the county vehicle out of state during April 13th – 18th to attend the National Association of County Engineers in Wichita, Kansas.
Commissioner Donnie Lawson made a motion to approve the request of taking the county vehicle out of state. Commissioner Tom Santelli seconded the motion. Motion carried 3-0.
6. A public announcement that Mastermind LLC will be driving around the on the County's paved road network capturing 360-degree mobile mapping data. The vehicle will look much like a Google Earth vehicle with a roof mounted video camera.

Other Elected Officials:

Michael Nielsen, the Sheriff, presented the request to have a memorial service on May 6th on the north side of the courthouse at 10 am. Each year the Sheriff's office puts together a memorial service during National Police Week, and this year many of them will be going to Washington DC to honor Deputy Jake Pickett and his sacrifice.

Commissioner Donnie Lawson made a motion to approve the memorial service on May 6th on the north side of the courthouse at 10 am. Commissioner Tom Santelli seconded the motion. Motion carried 3-0.

In the Matter of Public Comments:

There was none at this time.

In the Matter of Document Signing:

A Key Request Form for the following:

- Christina "Noelle" Meagher, Environmental Specialist, for the Health Department
- Briana Deckard, Legal Intern, for the Prosecutor's Office (DOOR CODE ONLY)
- Jessica Brewer, Legal Intern, for the Prosecutor's Office (DOOR CODE ONLY)
- Hira Malik, Deputy Prosecutor, for the Prosecutor's Office

Commissioner Donnie Lawson made a motion to approve the key request forms.
Commissioner Tom Santelli seconded the motion. Motion carried 3-0.

In the Matter of Claims presented in today's meeting

See **(Appendix #2)**

Commissioner Tom Santelli 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.

With no further business, Commissioner Donnie Lawson made a motion to adjourn at 10:30 am.
Commissioner Tom Santelli seconded the motion. Motion carried 3-0.