

**Boone County Board of Commissioners Minutes**  
**June 3, 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 9:06 am with the pledge of allegiance.

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**Approval of Minutes for May 20, 2019 (Regular Meeting):**

Commissioner Donnie Lawson made a motion to approve the minutes for the May 20, 2019 meeting. Commissioner Tom Santelli seconded the motion. Motion carried 3-0.

**In the Matter of Legal Issues:**

***Attorney Bob Clutter presented the following item:***

1. Judge Lori Schein presented the request to allow the Wabash Valley Volunteer Attorneys to use a Room 104 at the Courthouse on June 13, 2019 from 9am to 12pm for the Pro Bono Legal Clinic. The purpose of the clinic is to serve individuals walking in to assist with filling out civil paperwork and to understand documents that they are signing. They would like to have the clinic once every month. They may need to find another room to have the clinic in the future once construction around the courthouse begins for the ramp. Commissioner Jeff Wolfe asked Craig Parks, Highway Director and County Engineer if the construction for the ramp will begin in July, and the answer was no. Commissioner Jeff Wolfe then suggested approving the clinic for June and July. Commissioner Jeff Wolfe volunteered to meet with Judge Schein to look for another room to have the clinic in when construction does begin.

Commissioner Tom Santelli made a motion to approve the use of Room 104 at the Courthouse for the Pro Bono Legal Clinic in June and July. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

2. The annual Debarment and Suspension Certification (Federal Grant Fund Recipient) for Boone Area Transit/Boone County Senior Services, Inc. stating that by entering into the Agreement that neither Boone County nor Boone Area Transit is debarred, suspended, declared ineligible or voluntarily excluded from entering into the Agreement with any federal agency. The Commissioners approved the INDOT 5311 Transportation Grant application during their last meeting.

Commissioner Donnie Lawson made a motion to approve the Debarment and Suspension Certification (Federal Grant Fund Recipient) for Boone Area Transit/Boone County Senior Services, Inc. Commissioner Tom Santelli seconded the motion. Motion carried 3-0.

**In the Matter of Bid Opening for Asphalt Resurfacing Various Townships Project #2019-06:**

***\*\*\*Bid opening began at 9:11am\*\*\****

1. **Bidder's Name:** Milestone Contractors, L.P.  
**Date Received:** June 3<sup>rd</sup> at 7:57 a.m.  
**Bid Amount:** \$61,053.72  
**Total of Base Bid Plus All 7 Alternates:** \$2,117,000.00

2. **Bidder's Name:** Baumgartner & Company Asphalt Services  
**Date Received:** June 3<sup>rd</sup> at 8:05 a.m.  
**Bid Amount:** \$50,535.00  
**Total of Base Bid Plus All 7 Alternates:** \$2,307,547.00

3. **Bidder's Name:** Grady Brothers, Inc.  
**Date Received:** June 3<sup>rd</sup> at 8:10 a.m.  
**Bid Amount:** \$49,421.00  
**Total of Base Bid Plus All 7 Alternates:** \$2,138,373.00

Commissioner Donnie Lawson made a motion to take the bids under advisement.  
Commissioner Tom Santelli seconded the motion. Motion carried 3-0.

**In the Matter of Contract Renewal with AT&T for Internet Circuit – Sean Horan:**

Sean Horan, IT Support, presented a contract renewal of an existing contract with AT&T for an internet circuit that the jail uses. All law enforcement within the county connects to this circuit to access the system.

Commissioner Tom Santelli made a motion to approve the contract renewal with AT&T for the internet circuit at the jail. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

**In the Matter of Dossett Consulting – Jeff Dossett & Jeff Kemper:**

Heather Myers, the Auditor, commented that Boone County currently has two IV-D providers, Malcon and Maximus, and believes it would be beneficial and more efficient to have one provider. This is sort of a starting point to see if that is the direction the County would like to go. She has familiarized herself with Dossett Consulting, the services provided, and their background.

Jeff Kemper, Dossett Consulting, thanked Heather for her interest in Dossett Consulting and the Commissioners for having them on the agenda for today's meeting. He explained a little in detail of what the Cost Allocation Plan is. It is a plan that all the Auditors in our state have access to help with the collection of the eligible indirect cost that may be reimbursed to the county. He also gave a little background history on himself and Jeff Dossett regarding experience from being an elected official and having significant knowledge of County budgets.

Dossett Consulting has reached out to the Boone County Clerk's office and Prosecutor's office in hopes to be able to present to them as well.

Commissioner Jeff Wolfe asked how Dossett Consulting gets paid for their services provided. Jeff Kemper answered that they have a flat fee, and fees are adjusted by parcels and population per county. They offer a standard 1-year or 3-year contract. Both contracts have a 30-day termination clause if an office is not pleased with the level of service provided.

Commissioner Jeff Wolfe asked Heather Myers if there was an optimal time to start a new contract. Heather Myers answered that she currently does not have a timeline. Jeff Kemper added that he does not believe there is an optimal time but does not think the first of the year would be ideal with the deadline of the Annual Financial Reports being due in March of each year. Jeff Dossett usually begins compiling a lot of the information during the third and fourth quarter of the year.

Commissioner Jeff Wolfe asked if there were any downfalls with using more than one provider? Heather Myers stated that she doesn't think that there are any downfalls. For each vendor the county has, they are sometimes inundated with emails for reports with different timelines and dates. By having one provider

could potentially open some areas where the County could save additional monies, have better communication working with one report, and the County working together. It is a great benefit to have any vendor on the County's side than to not have one, and it is up to each department to make their own decision on who they would like to have as a vendor. She volunteered to reach out to other office holders. Commissioner Jeff Wolfe stated that the Commissioners will let Heather Myers reach out to the other office holders to see where they stand. If this is a choice she would like to make for her office, they can address it when she is ready.

**In the Matter of Ordinance 2019-05 Allowing the Town of Colfax to Own and Improve Trails Within Boone County:** Bob Clutter, County Attorney, presented Ordinance 2019-05 allowing the Town of Colfax to own and improve trails within Boone County. Previously the Commissioners had written letters of support for Colfax's grant application through Department of Natural Resources ("DNR") to improve the trail between Colfax and Thorntown. The Town of Colfax was successful in that application. Bob Clutter read the ordinance aloud in pertinent parts pursuant to state law.

Commissioner Jeff Wolfe wanted to clarify that Colfax had an opportunity in Clinton County to apply for this grant and has worked with several members of the Boone County community to make this a possibility. The Friends of Boone County Trail has agreed to give ownership of the portion of the trail to Colfax to act as its local match for the grant, so that the trail may be improved, with the Commissioners approval of the conveyance of the trail to Colfax. It also states in the ordinance that this is only for a period of time. Once the grant process is complete, the Town of Colfax would then have three years to convey the trail back to Boone County.

Elise Nieshalla, Boone County Councilwoman, thanked the Commissioners for their work on this and stated that the trail is making good steady progress. This is certainly a step in the right direction. Speaking somewhat on behalf of Liz Stitzel, Zoning Administrator of Clinton County, they certainly appreciate how we are all working together to get this process done. The Town of Colfax also appreciates Boone County's willingness to receive that property back because they are not in the position to maintain it indefinitely. Elise Nieshalla wanted to thank the Commissioners, Craig Parks and the Highway Department for the bridge inspections that are a part of this project. She also wanted to thank Ken Hedge and the Surveyor's office for their involvement with making sure the drainage issues are being resolved. She also gave thanks to the State of Indiana for the grant, and we look forward to hopefully having our Big Four Trail be the recipient of additional monies from the Next Level Trails Grant.

Commissioner Tom Santelli made a motion to approve 2019-05 Allowing the Town of Colfax to Own and Improve Trails Within Boone County. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

**In the Matter of Ordinance 2019-06 To Establish a Non-Reverting Fund for Bridge 192 Reimbursement from FHWA/INDOT:** Bob Clutter, County Attorney, presented Ordinance 2016-06 to establish a non-reverting fund for Bridge #192 reimbursement from Federal Highway Administration ("FHWA") and Indiana Department of Transportation ("INDOT"), and read the ordinance aloud in pertinent parts pursuant to state law. Craig Parks, Highway Director and County Engineer, commented that much like the other non-reverting funds that have been set up, this was recommended by the State Board of Accounts while he was meeting with them. By doing this, the Highway Department won't have to budget for the entire cost on the reimbursement portions of this. The Highway Department will be able to take 80% out of this fund, 20% out of the local fund, budget the local fund for their 20% match, and then the reimbursements are applied to the non-reverting fund. This also allows the County to track the grant monies being receipted in.

Commissioner Donnie Lawson made a motion to approve Ordinance 2019-06 To Establish a Non-Reverting Fund for Bridge 192 Reimbursement from FHWA/INDOT. Commissioner Tom Santelli 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 / Brett Peppin
- 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 (#201910021) for BSM Groups, LLC for QC Communications. The permit is for 360 feet of boring under Wimbledon Drive and Pickwick at 6304 Pickwick Court, approximately 250 feet east of I-65. The Boone County Highway Department recommends approval. Craig has also forward this on to the HOA.

Commissioner Donnie Lawson made a motion to approve Construction in Right of Way Permits (#201910021) for BSM Groups, LLC for QC Communications. Commissioner Tom Santelli seconded the motion. Motion carried 3-0.

2. Construction in Right of Way Permit (#201910022) for Danny Ramsey. The permit is for an open road cut on gravel roads at 950W, 1500 feet south of Baseline and Baseline Road, 500 feet west of 950W. The Boone County Highway Department recommends approval.

Commissioner Donnie Lawson made a motion to approve Construction in Right of Way Permits (#201910022) for Danny Ramsey. Commissioner Tom Santelli seconded the motion. Motion carried 3-0.

3. Road Closure Permits (#201930006) for Danny Ramsey. The permit is for 950W and Baseline Roads, in conjunction with Construction in Right of Way Permit #201910022. The Boone County Highway Department recommends approval.

Commissioner Donnie Lawson made a motion to approve Road Closure Permits (#201930006) for Danny Ramsey. Commissioner Tom Santelli seconded the motion. Motion carried 3-0.

4. A professional services agreement with HWC Engineering for the purpose of assisting with the development of the Boone County Local Road Safety Plan, Project 2019-08. Primary services will be facilitating stakeholder meetings and develop a written document. The contract is in the amount of \$24,900.

Commissioner Tom Santelli made a motion to approve the professional services agreement with HWC Engineering subject to the revisions made to the contract. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

5. A request of an additional cell phone for new Shop Foreman. The Highway Department will pay for it by reimbursing the Commissioners as they do for the other phones.

Commissioner Tom Santelli made a motion to approve the additional cell phone for the new Shop Foreman. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

6. A few weeks ago, Craig Parks and Commissioner Tom Santelli met with a landowner located near the Connector Project. The contractor working on the project unknowingly hit an old field tile. They were able to come up with a solution and reached out to Conexco for a quote to do the repairs. The quote is in the amount of \$6,500. Boone County Highway Department has had success with Conexco and a good partnership with them.

Commissioner Tom Santelli commented that the field tiles were not mapped or recognized anywhere. When the contractor did the grading and installed a drainage tile, the 10-inch field tile was underneath.

Commissioner Tom Santelli made a motion to authorize Craig Parks to sign the Conexco quote for the repairs. Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.

7. The Highway Department received notification from INDOT that they plan to close SR 39, near Mechanicsburg, on July 8<sup>th</sup> to November 15<sup>th</sup> for the reconstruction of the structure. The Highway Department is working internally to figure out the best unofficial local detour because there are historic bridges on either side of the closure.
8. The Highway Department has decided to move forward with a public bid for the ADA Ramp. They are working with DLZ designers and putting together a bid package. It will be advertised in the next week or so and bid opening will be in July.
9. Craig also wanted to discuss with the board an incident that had happened last Wednesday. Craig received a call that one of the new drivers for the Highway Department that was training for their CDL had a medical condition. The vehicle was going towards oncoming traffic, and the trainer was able to get the vehicle stopped. There were no injuries or damages. The trainer saved lives with his quick reactions on that day and calling 911. Medics arrived and transported the other driver to the hospital. Commissioner Jeff Wolfe echoed that the reaction of the trainer was fantastic and that they were able to get a heavy vehicle stopped from the passenger seat was incredible. He does not feel like a 'thank you' is enough, but for now, that is what they have. It is important to recognize that the trainer went above and beyond.
10. Bob Clutter, County Attorney, presented thank you letters to Rusty Solomon and Jim Bush for their land donation for Bridge 161 for the president of the board signature. Previously the Commissioners approved the Highway Department and the Commissioners Assistant to draft the letters.

**Other Elected Officials:**

There was none at this time.

**In the Matter of Public Comments:**

There was none at this time.

**In the Matter of Document Signing:**

1. Affidavit for payment for USI Consultants in the amount of \$3,195.00 for Bridge 202 Rehabilitation. Commissioner Donnie Lawson made a motion to approve the affidavit for payment. 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 Tom Santelli made a motion to adjourn at 9:58 am.  
Commissioner Donnie Lawson seconded the motion. Motion carried 3-0.