

Boone County Board of Commissioners Minutes
March 16, 2020 Regular Meeting
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 Donald Lawson opened the meeting at 9:12 am.

Approval of Minutes for March 2, 2020 (Regular Meeting):

Commissioner Santelli made a motion to approve the minutes for the March 2, 2020 meeting subject to the correction made. Commissioner Wolfe seconded the motion. Motion carried 3-0.

In the Matter of Legal Issues:

Attorney Bob Clutter presented the following items:

1. A JDAI Grant Agreement with Mark Arcillas for the Unity in Community project. The commissioners approved of the agreement and the Unity in Community project during 2019. The agreement was presented at today's meeting for Commissioners Wolfe signature.

Commissioner Santelli made a motion to approve the agreement with Mark Arcillas for the Unity in Community project and authorize Commissioner Wolfe to execute the document. Commissioner Wolfe seconded the motion. Motion carried 3-0.

In the Matter of Bid Opening for Project 2020-02:

***** Bid opening began at 9:14 a.m.*****

1. **Bidder's Name:** Reith Riley Construction Co., Inc.
Date Received: March 13, 2020 at 3:19 p.m.
Base Bid: \$568,485.25
Total of Base Bid Plus All Alternates: \$1,586,746.83
2. **Bidder's Name:** Harding Group
Date Received: March 13, 2020 at 3:59 p.m.
Base Bid: \$523,959.11
Total of Base Bid Plus All Alternates: \$1,588,592.92
3. **Bidder's Name:** DC Construction
Date Received: March 16, 2020 at 8:00 a.m.
Base Bid: \$552,889.27
Total of Base Bid Plus All Alternates: \$1,517,643.89
4. **Bidder's Name:** Milestone Contractors, L.P.
Date Received: March 16, 2020 at 8:00 a.m.
Base Bid: \$587,216.13
Total of Base Bid Plus All Alternates: \$1,755,000.00

5. **Bidder's Name:** Baumgartner & Company Asphalt Services
Date Received: March 16, 2020 at 8:00am
Base Bid: \$558,545.00
Total of Base Bid Plus All Alternates: \$1,591,668.00
6. **Bidder's Name:** Grady Brothers, Inc.
Date Received: March 16, 2020 at 8:00am
Base Bid: \$581,126.00
Total of Base Bid Plus All Alternates: \$1,762,254.00
7. **Bidder's Name:** Calumet
Date Received: March 16, 2020 at 8:11am
Base Bid: \$562,000.00
Total of Base Bid Plus All Alternates: \$1,590,852.00
8. **Bidder's Name:** Midwest Paving
Date Received: March 16, 2020 at 8:17am
Base Bid: \$523,415.08
Total of Base Bid Plus All Alternates: \$1,489,717.23

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

In the Matter of Employee Status List of Exempt, Non-Exempt and Board Members:

County Attorney Bob Clutter presented the Employee Status List of Exempt, Non-Exempt and Board Members drafted by Dennis Dunlap with Dunlap HR Consulting. Bob Clutter and Tom Santelli have reviewed the list with Dennis Dunlap prior to today's meeting.

Commissioner Santelli made a motion to approve. Employee Status List of Exempt, Non-Exempt and Board Members. Commissioner Wolfe seconded the motion. Motion carried 3-0.

In the Matter of GUTS Professional Services Agreement for Auditor Assistance and Training:

County Attorney Bob Clutter presented the GUTS professional services agreement for auditor assistance. Bob had a few minor revisions to the agreement.

Commissioner Wolfe made a motion to approve the professional services agreement subject to GUTS acceptance of the redline revisions. Commissioner Santelli seconded the motion. Motion carried 3-0.

In the Matter of Value Capital Assets Services Provided by T.M. Wells Valuation Services Presentation:

Tim Wells, owner of T.M. Wells Valuation Services, introduced his company to the commissioners and gave a brief description of the services they offer to cities, towns, counties and school corporations regarding the value of their capital assets. T.M. Wells Valuation Services has worked with many counties, including Marion County and Hendricks County. They also work closely with the State Board of Accounts to make sure the reports provided meets their requirements. T.M. Wells Valuation Services will come onsite to put together a list inventory and reports for assets including land, roads, buildings, and equipment. There is no cost or obligation for them to provide a quote for the county. The commissioners requested to see a sample quote and report.

In the Matter of the Consideration of Resolution 2020-02 Declaring a State of Emergency Due to a Pandemic: Under the advice of the Boone County Health Department, Commissioner Wolfe made a motion to table the Resolution 2020-02 Declaring a State of Emergency Due to a Pandemic. Commissioner 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. APC – Rachel Cardis
- b. IT Support – GUTS
- c. Health Department – Lisa Younts / Brett Peppin
- d. Highway Department & Facility Maintenance – Craig Parks
- e. Sheriff's Department – Michael Nielsen

- ❖ Sheriff Michael Nielsen wanted to brief the commissioners on a few items. He sent an email out BCSO staff and all county employees about the steps being taken as a precaution as they combat the coronavirus. The BCSO jail will not be shut down. They have limited who has access to the facility, including officers that are bringing people that are under arrest. Temperatures are being taken of anyone entering the facility. Anyone with a temperature of 100.2, which is CDC guidelines right now, are being quarantined and sent home. Individuals are also asked to answer a list of screening questions. If any of the questions receive a positive answer, an email is sent to several command staff members to decide on the best course of action. BCSO is in constant contact with the Governor's Office, Sheriff's Association, State Board of Health, Boone County Health Department, and federal authorities. The BCSO has also been working with the Prosecutor's Office about limiting arrests that are non-violent criminal actions taking place. Individuals will still be arrested and summonsed to court, but this will help BCSO combat the number of people entering the jail facility at this time. BCSO has issued a travel ban for its staff and restricting any future traveling out of the country, such as cruises. An employee that just returned from being on a cruise will be self-quarantined for 14 days. Courts, probation, and community corrections have also been great to work with on limiting the number of individuals entering the jail facility so we can mitigate this problem that we have.
- ❖ Jane Wood, First Deputy Assessor, asked the commissioners to consider having similar screening for all county employees.
- ❖ Craig Parks, County Engineer presented the following items:
 1. Construction in right of way permit for TDS Telecom for underground linear construction for relocations associated with SR 267 interchange project at CR 400S near intersection with 400E. Commissioner Wolfe made a motion to approve the construction in right of way permit for TDS Telecom. Commissioner Santelli seconded the motion. Motion carried 3-0.
 2. Road closure permit for Conexco Inc at CR 400E between south of SR 32 from 03/16/2020 to 03/30/2020. This is part of the Boone County Culvert Replacement Project. Prewarning signs were posted two weeks ago. Commissioner Santelli made a motion to approve the road closure permit for Conexco Inc. Commissioner Wolfe seconded the motion. Motion carried 3-0.

3. Closure of Templin Road between Michigan Road and Willow Road for two days during the week of 03/30/2020. This is a Town of Zionsville road, but the closure is for the bridge replacement project. The BCHD is in communication with the Town of Zionsville. No action required by commissioners.

4. Professional services agreement with Central Paving, Inc. for labor associated with the making of the cold mix asphalt for the Summer Road Program Project 2020-01. The total fee not to exceed \$65,000.

Commissioner Wolfe made a motion to approve the professional services agreement with Central Paving, Inc. Commissioner Santelli seconded the motion. Motion carried 3-0.

5. Boone County Highway Department received a grant in the amount of \$300 from the Indiana Soybean Alliance through their Infrastructure Preservation Program for the use of soy-based sealant for the ramp project outside of the courthouse.

Commissioner Santelli made a motion to approve the grant agreement the Indiana Soybean Alliance. Commissioner Wolfe seconded the motion. Motion carried 3-0.

6. Awarding Comfort Systems of the project replacing the air handling units at the jail. Craig Parks included a memo along with copies of the three quotes received.

7. Two purchase orders with Peterbilt for two chassis.

Commissioner Wolfe approved the two purchase orders with Peterbilt.

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

8. The request for the commissioners to authorize a board member to execute all the necessary sale disclosure forms to finalize the purchase of the two right of way parcels for bridge #154.

Commissioner Santelli made a motion to authorize Commissioner Wolfe to execute the sale disclosure forms. Commissioner Wolfe seconded the motion. Motion carried 3-0.

9. Craig plans to send out a survey to all county employees to get their perspective on county facilities.

- ❖ Lisa Younts, Health Department Administrator, gave a brief update on the Boone County Health Department as they work with their community partners as they try to get the education and updates out to the public about the coronavirus. The CDC just changed their guidelines of 250 people at nonessential gatherings to 50 people. There are currently nineteen confirmed cases in the state of Indiana and one of those cases was confirmed in Boone County. Now that tests are becoming more widely available, they do anticipate more confirmed cases, so they are preparing for that. Signage regarding the coronavirus will go up at all county facilities. The Boone County Health Department will also be limiting their immunization clinics by spacing those appointments further apart. The STD Clinic has been canceled for the next two weeks.

Lisa is also interviewing to fill a public health nurse position for the Boone County Health Department.

County Attorney Bob Clutter brought up that the Sheriff mentioned an employee has returned from international travel, is it being recommended that any employees returning from international travel be quarantined for fourteen days? Lisa responded that yes, it is recommended by the CDC and State guidelines. This should apply to all county employees who travel internationally, including cruises.

Other Elected Officials:

There was none at this time.

In the Matter of Public Comments:

- ❖ Rod Noggle, member of the Boone County Indiana Second Amendment Sanctuary Movement, withdrew the request to use the Boone County courthouse grounds for a rally given the current circumstances. They may reschedule at a later date, but for now those plans have been cancelled. He also requested to withdraw the proposed ordinance that was submitted in January. A proposed resolution is now being drafted.
- ❖ Jack Jones with the Boone County 4-H Fairgrounds requested clarification on if the state has also changed their number of 50 people for nonessential gatherings per the CDC guidelines. The response given was that they have. Jack asked for further direction on if he should cancel events that have been scheduled at the 4-H Fairgrounds until May. The commissioners responded that the state recommends nonessential gathers of 50 people or less for the next 8 weeks, but that is subject to change.
- ❖ Debbie Ottinger, Treasurer, thanked the commissioners and those involved as decisions are made in response to the coronavirus. There are a lot of people with a lot of ideas of what should or could be happening. She knows that everyone involved is trying to make the best decisions with the information that they have. The Treasurer's Office is encouraging others to call or email to eliminate in person interaction during this time. They are also encouraging the public to either mail in tax payments or use the electronic option. Debbie will keep the commissioners and public informed of any changes from the state level.
- ❖ Dr. Herschell Services commented that Lab Core is going to start testing for the coronavirus. Witham Hospital is also able to begin testing today. The problem there is the logistics on how they are going to do that without having numerous people lining up in the lab waiting room coughing on each other. They started a drive-thru screening from 7:30 a.m. – 9:30 a.m. at Witham and 2 p.m. – 4 p.m. at Anson to check temperatures, oxygen, and ask screening questions to guide individuals on next steps. Witham Hospital also has a 24/7 hotline that goes live today. He does foresee the number of positive confirmed cases will increase.

In the Matter of Document Signing:

1. An affidavit of payment for USI Consultants in the amount of \$1,580.43 for the Bridge #202 Rehabilitation.

Commissioner Santelli made a motion to approve the affidavit of payment for USI Consultants. Commissioner Wolfe seconded the motion. Motion carried 3-0.

2. Key request forms for the following:
 - Breanna Rawlings in the Prosecutor's Office
 - Rebecca Lesh in the Prosecutor's Office
 - Crystal Schuetz in the Clerk / Election Office
 - Hazel Johnson in the Clerk / Election Office
 - Lisa Bruder in the Clerk / Election Office

Commissioner Santelli made a motion to approve all key requests submitted. Commissioner Wolfe seconded the motion. Motion carried 3-0.

In the Matter of Claims presented in today's meeting

See (Appendix #2)

Commissioner Santelli made a motion to approve claims as submitted. Commissioner Wolfe 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 Wolfe made a motion to adjourn at 10:07 am.
Commissioner Santelli seconded the motion. Motion carried 3-0.