

Boone County Board of Commissioners Minutes
October 5, 2020
Connie Lamar Meeting Room
Boone County Government Building

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

Commissioners Absent:

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

Board President Donald Lawson opened the meeting at 9:14 am with the pledge of allegiance.

Approval of Minutes for August 10, 2020 (Special Meeting), August 17, 2020 Meeting, August 24, 2020 (Special Meeting), August 31, 2020 (Special Meeting), and September 4, 2020 (Special Meeting):

Commissioner Wolfe made a motion to approve the minutes presented at today's meeting.

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

In the Matter of Legal Issues:

Attorney Bob Clutter presented the following items:

1. A letter from the Boone County Health Department and County Commissioners sent to the Indiana State Department of Health regarding the vehicle purchase agreement of a 2020 Ford Escape to be ratified at today's meeting. Grant funds will be used for the vehicle purchase.

Commissioner Santelli made a motion to approve ratifying the letter to the Indiana State Department of Health for the vehicle purchase. Commissioner Wolfe seconded the motion. Motion carried 3-0.

2. Maintenance bonds for Edmonds Creed North at Anson Section 2 for acceptance.

- Storm & Subsurface Drains in the amount of \$150,299.25
- Erosion Control in the amount of \$28,239.17

Commissioner Wolfe made a motion to approve the acceptance of maintenance bonds for Edmonds Creed North at Anson Section 2. Commissioner Santelli seconded the motion. Motion carried 3-0.

3. The request to release performance bonds for Edmonds Creek North at Anson Section 2 Erosion Control in the amount of \$124,525.

Commissioner Wolfe made a motion to approve the request to release performance bonds for Edmonds Creek North at Anson Section 2 Erosion Control. Commissioner Santelli seconded the motion. Motion carried 3-0.

In the Matter of Indiana Criminal Justice Grant Agreement:

Indiana Criminal Justice Institute ("ICJI") approved the county's Coronavirus Emergency Supplemental Funding Program application. County Attorney Bob Clutter presented the Indiana Criminal Justice Grant Agreement in the amount of \$151,452.92 for eligible costs.

Commissioner Wolfe made a motion to approve the Indiana Criminal Justice Grant Agreement. Commissioner Santelli seconded the motion. Motion carried 3-0.

In the Matter of Discussion on Dormant Funds:

Debbie Crum, County Auditor, has been working closely with the State Board of Accounts ("SBoA") Auditor and is seeking guidance from the County Commissioners and County Council on making some funds as dormant funds because they are no longer being used. The funds presented at today's meeting are from the 4000 series.

- Fund 4937 – Litter Enforcement with \$475
- Fund 4925 – Outpatient & Alcohol Prevention Program with \$5,043.55
- Fund 4964 – Child Restraint Grant with \$2.99

There are additional funds that will be presented to the County Council at their next meeting. Totaling the funds presented today with the ones to be presented to the County Council there will be roughly \$35,000 to go into County General Fund. Commissioner Wolfe asked County Attorney Bob Clutter to draft a Resolution / Ordinance to make the proposed funds dormant. No further action taken at this time.

In the Matter of Employee Handbook Change:

Dennis Dunlap, Dunlap HR Consulting, presented the Space Heater Policy to be implemented into the Employee Handbook to prohibit the use of portable space heaters in all County buildings. Commissioner Wolfe commented that this was a direct recommendation received from the Fire Marshall upon review of the building inspections. There were some space heaters plugged into extension cords, which the Fire Marshall deems as a danger and hazard. Tammey King, a county employee, commented that space heaters are used within the Superior Court II offices. She understands the issues that were presented by the Fire Marshall but also wants to make the County Commissioners aware of her work environment so that maybe they could find another resolution to prevent her workspace from being so cold. Tammey would invite anyone to come to sit in her office for a short period of time to feel the draft. She wears winter clothes and a sweater, even in the summertime, in attempts to keep warm while currently using a space heater that is plugged directly into an outlet. It was suggested maybe hanging curtains or plastic around the windows. Diondra Barnard commented that she also works in Superior Court II on the criminal side, and her workspace is shielded by the Judge's office and courtroom from the outside windows but also experiences colder temperatures in the office. She wears a winter coat usually all day. The space heaters she uses are plugged into the wall. She also asked if fans were also a concern in addition to the space heaters? Nick Parr, Director of Highway, commented that he was involved in some of the meetings as a result of the Fire Marshall's inspection report. Though space heaters were being plugged directly into a wall outlet it was causing extension cords being used for other permanent appliances and/or devices. The Commissioners commented that they will meet with facilities staff to do a walkthrough of all the buildings.

Commissioner Santelli made a motion to table the employee handbook change.
Commissioner Wolfe 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 – Nick Parr
- e. Facility Maintenance – Max Mendenhall

Nick Parr, Director of Highway Department, presented the following items:

1. Construction in right of way permit (#202010046) for Boone REMC at 223 W Henry Road for bores under roadway to install a new service to the barn. There is a blanket bond on file. The Boone County Highway Department recommends approval.

Commissioner Wolfe made a motion to approve the construction in right of way permit (#202010046) for Boone REMC. Commissioner Santelli seconded the motion. Motion carried 3-0.

2. Construction in right of way permit (#202010047) for TCS Communications at 6290 W 96th Street to 865 Overpass on Ford Road for underground linear construction to install communications lines Verizon Services. The Boone County Highway Department recommends a bond in the amount of \$10,000 and approval.

Commissioner Santelli made a motion to approve the construction in right of way permit (#202010047) for TCS Communications. Commissioner Wolfe seconded the motion. Motion carried 3-0

3. Construction in right of way permit (#202010048) for BSM Groups for QC Communications at 825 W 690 N for underground linear construction of duct placement. There is a \$10,000 blanket bond on file. The Boone County Highway Department recommends approval.

Commissioner Wolfe made a motion to approve the construction in right of way permit (#202010048) for BSM Groups. Commissioner Santelli seconded the motion. Motion carried 3-0

4. Construction in right of way permit (#202010049) for Citizens Energy at 6497 Westminister Drive for underground linear construction for an emergency water main repair. There is a \$10,000 blanket bond on file. The Boone County Highway Department recommends approval.

Commissioner Santelli made a motion to approve the construction in right of way permit (#202010049) for Citizens Energy. Commissioner Wolfe seconded the motion. Motion carried 3-0

5. INDOT Local Public Agency Certification Application as Nick Parr to be the employee in responsible charge (ERC) for the Boone County Highway Department. This application is necessary for the county to remain a certified LPA.

Commissioner Wolfe made a motion to approve INDOT Local Public Agency Certification Application as Nick Parr to be the employee in responsible charge (ERC) for the Boone County Highway Department. Commissioner Santelli seconded the motion. Motion carried 3-0

6. INDOT 2020 Community Crossings Application for Call #2 Various Projects for Bridge #311. The local funds for this project will be paid through cumulative bridge and other local funding sources. Total amount of the funds requested is \$498,400 – 50% of the cost for construction.

Commissioner Wolfe made a motion to approve INDOT 2020 Community Crossings Application for Call #2 Various Projects for Bridge #311. Commissioner Santelli seconded the motion. Motion carried 3-0.

7. Task Order with Butler Fairman & Suefert for Asset Management and 10 Year Preservation and Funding scenarios. The work to be completed will be on a lump sum basis for a not to exceed amount of \$29,900.

Commissioner Wolfe made a motion to approve the task order with Butler Fairman & Suefert. Commissioner Santelli seconded the motion. Motion carried 3-0

8. Memorandum of Understanding (“MOU”) stating the City of Lebanon has a project to construct a bridge along Witt Road over the Small Reynolds Ditch and Boone County’s bridge asset management plan will be amended to accept maintenance for the aforementioned bridge upon completion. Nick would recommend approval of the MOU subject to legal council’s review. Kevin Krulik, City of Lebanon Engineer, was preset at today’s meeting and made a few comments. The City looks forward to continuing a relationship with the county and working together. There has been a lot of growth near Witt Road area – over 300 lots planned in the next 5 years. They would like to widen the bridge and brought up to a better standard to accommodate the growth. The City of Lebanon will bear all responsibility financially for design, construction, and inspection – including the first inspection for the MBIS Program. This is anticipated to be a 2021 project, beginning in the spring and completing before the end of the year. The City of Lebanon plans to submit this project to Community Crossings.

Commissioner Santelli made a motion to approve the Memorandum of Understanding with the City of Lebanon for the bridge construction along Witt Road over the Small Reynolds Ditch subject to legal counsel review. Commissioner Wolfe seconded the motion. Motion carried 3-0

9. A truck and plow lease agreement with Huntington County. Summer of 2020 a fire destroyed most of Huntington County Highway Department's trucks. Commissioner Wolfe commented that Huntington County Commissioner Wall expresses their greatest appreciation to Boone County for reaching out and making this a possibility.

Commissioner Wolfe made a motion to approve the truck and plow lease agreement with Huntington County. Commissioner Santelli seconded the motion. Motion carried 3-0

10. Professional services contract with A&F Engineering Co LLC for engineering services as needed – four way stop analysis, traffic counts, etc. County Attorney Bob Clutter had a few minor revisions to the document that were accepted by A&F Engineering.

Commissioner Santelli made a motion to approve the professional services contract with A&F Engineering Co LLC. Commissioner Wolfe seconded the motion. Motion carried 3-0

11. Bridge plans for INDOT Bridge #154 with a title sheet that requires Commissioners signatures.

12. Lineal Contracting received a permit approval at a previous meeting – the sections that were permitted did not include sections through Whitestown. They were instructed to work with Whitestown on permitting that portion. Lineal Contracting has bored through sections within county jurisdiction that they did not receive approval for and were advised that they bored through gravesites. The Boone County Highway Department has attempted to contact Lineal Contracting but has not been very successful to date. Commissioner Santelli would like for a letter be sent to them notifying them that they are in violation of the County's Ordinance and can be penalized.

13. Commissioner Wolfe made a motion to approve authorize the Director of Capital Investments to execute contracts / purchase agreements up to \$10,000 and presenting them to the board at a future meeting. Commissioner Santelli seconded the motion. Motion carried 3-0.

Other Elected Officials:

Debbie Ottinger, County Treasurer, informed the commissioners that the Boone County Tax Sale will be held in the Connie Lamar Room this coming Wednesday at 10am. There will be safety precautions taken and social distancing.

In the Matter of Public Comments:

There was none at this time.

In the Matter of Document Signing:

1. Key request form for Judge Lori Schein.

Commissioner Wolfe made a motion to approve the key request form for Judge Lori Schein.

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

In the Matter of Claims presented in today's meeting

See (Appendix #2)

Commissioner Wolfe made a motion to approve claims as submitted.

Commissioner Santelli 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 Santelli made a motion to adjourn at 10:11 am.
Commissioner Wolfe seconded the motion. Motion carried 3-0.