

**Boone County Board of Commissioners Minutes**  
**December 7, 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)

Board President Donald Lawson opened the meeting at 9:06 a.m. with the pledge of allegiance.

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**Approval of Minutes for November 16, 2020 Meeting, November 23, 2020 Special Meeting, and November 30, 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:**

1. County Attorney Bob Clutter presented an on-call agreement with Terry Culley, former Weights and Measures Inspector, as an independent contractor to provide training services for the new employee. The term is from January 1, 2021 to February 28, 2021 with a rate of \$30/hour.

Commissioner Wolfe made a motion to approve the on-call services agreement with Terry Culley.

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

*County Attorney Bob Clutter publicly announced that the county has received the CARES Act reimbursement and recognizes Rachel Hanson, Debbie Crum, and Kaylee Jessie for their efforts in submitting the application for funds. Rachel is also going to pursue additional monies that are available for public outreach and education.*

*Commissioner Lawson introduced the county's new Human Resources Director, Megan Smith.*

**In the Matter of Bid Opening for 2020 Copier, MPS, and Fax Server:**

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

1. COMPANY: Richo USA Inc  
DATE RECEIVED: November 20, 2020
2. COMPANY: Toshiba Business Solutions  
DATE RECEIVED: November 20, 2020
3. COMPANY: Van (9:23am)  
DATE RECEIVED: November 20, 2020
4. COMPANY: Impact Networking  
DATE RECEIVED: November 20, 2020

5. COMPANY: Integrity One Technologies  
DATE RECEIVED: November 19, 2020
6. COMPANY: Indiana Business Solutions  
DATE RECEIVED: November 20, 2020
7. COMPANY: Sharp USA  
DATE RECEIVED: November 20, 2020
8. COMPANY: Gordon Flesch Company  
DATE RECEIVED: November 19, 2020
9. COMPANY: Konica Minolta  
DATE RECEIVED: November 20, 2020

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

**In the Matter of Bid Opening for Annual Material Bids:**

***\*\* Bid opening began at 9:21 a.m. \*\****

1. COMPANY: Co-Alliance LLP  
CATEGORY: #4 – Gasoline and Diesel Fuel  
DATE RECEIVED: December 7, 2020 at 8:40 a.m.

**Bid was read aloud due to it being date sensitive.**

- Gasoline: \$1.79/gallon.
- Off-road diesel: \$1.91/gallon
- On-road diesel: \$1.91/gallon

2. COMPANY: Newton Oil  
CATEGORY: #4 – Gasoline and Diesel Fuel  
DATE RECEIVED: December 7, 2020 at 8:25 a.m.

**Bid was read aloud due to it being date sensitive.**

- Gasoline: No bid.
- Off-road diesel: \$1.84/gallon
- On-road diesel: \$1.835/gallon

3. COMPANY: Milestone Contractors LP  
CATEGORY: #1 Liquid Asphalt Emulsions and Other Asphalt Materials  
DATE RECEIVED: December 3, 2020 at 10:27 a.m.

4. COMPANY: Asphalt Materials, Inc.  
CATEGORY: #1 Liquid Asphalt Emulsions and Other Asphalt Materials  
DATE RECEIVED: December 4, 2020 at 11:14 a.m.

5. COMPANY: US Aggregates =  
CATEGORY: #2 - Stone, Gravel, Sand and Steel Slag Materials  
DATE RECEIVED: December 1, 2020 at 11:00 a.m.

6. COMPANY: Engineering Aggregates Corporation  
CATEGORY: #2 - Stone, Gravel, Sand and Steel Slag Materials  
DATE RECEIVED: December 2, 2020 at 9:53 a.m.
7. COMPANY: Martin Marietta  
CATEGORY: #2 - Stone, Gravel, Sand and Steel Slag Materials  
DATE RECEIVED: December 2, 2020 at 3:45 p.m.
8. COMPANY: Whitesville Mill Service Co  
CATEGORY: #2 - Stone, Gravel, Sand and Steel Slag Materials  
DATE RECEIVED: December 4, 2020 at 11:46 a.m.
9. COMPANY: Civilcon, Inc.  
CATEGORY: #3 - Pipe & Culvert Materials  
DATE RECEIVED: December 1, 2020 at 11:30 a.m.
10. COMPANY: Metal Culverts, Inc.  
CATEGORY: #3 - Pipe & Culvert Materials  
DATE RECEIVED: December 2, 2020 at 3:14 a.m.
11. COMPANY: St. Regis Culvert, Inc.  
CATEGORY: #3 - Pipe & Culvert Materials  
DATE RECEIVED: November 11, 2020

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

Commissioner Wolfe made a motion to authorize Commissioner Lawson to review and execute fuel bid.  
Commissioner Santelli seconded the motion. Motion carried 3-0.

**In the Matter of Resolution 2020-35 Renewing the State of Emergency:**

Tom Ryan, County Preparedness Coordinator, provided some COVID-19 updates happening nationally, statewide, and locally. The Boone County Health Department is actively working with EMA to find a site for Optum to come back to Boone County for testing. Positive case numbers continue to rise. There are two vaccines identified that are currently going through the approval process for release to the public.

1. Pfizer-BioNTech COVID-19 vaccine (2 shots, 21 days apart)
2. Moderna COVID-19 vaccine (2 shots, 28 days apart)

The vaccine plan for Boone County has been submitted and accepted by the state. The Boone County Health Department recommends continuing the State of Emergency.

Dr. Herschel Servies also commented on the rise of positive cases within Boone County, ICU beds available at Witham Hospital, testing only symptomatic individuals, and immunization for healthcare workers – including Clinton County and Montgomery County.

County Attorney Bob Clutter presented Resolution 2020-35 Renewing the State of Emergency and read it aloud in pertinent parts pursuant to Indiana State Law.

Commissioner Santelli made a motion to approve Resolution 2020-35 Renewing the State of Emergency. Commissioner Wolfe seconded the motion. Motion carried 3-0.

**In the Matter of Memorandum of Understanding between the County and City of Lebanon:**

County Attorney Bob Clutter presented the memorandum of understanding ("MOU") between Boone County and the City of Lebanon regarding the reconstruction of County Road 250 North (also known as Anderson Lane) between Witt Road and Indiana State Road 39. Kevin Krulik, City Engineer, is present at today's meeting and commented that the MOU presented is based on the recommendation from the Indiana Department of Transportation ("INDOT") for a federal aid project. This project is similar to the one the commissioners previously were in support of last year.

Commissioner Wolfe made a motion to approve the memorandum of understanding and letter of support to INDOT for the CR 250 N reconstruction project. Commissioner Santelli seconded the motion. Motion carried 3-0.

**In the Matter of Capital Contract for New Transit Vehicles:**

Anita Bowen, Executive Director for Boone County Senior Services, requested the Commissioners signature with attest by the County Auditor for the Indiana Department of Transportation ("INDOT") Section 5339 Capital Assistance Grant contract for the purchase of three new vehicles that were approved earlier this year.

Commissioner Santelli made a motion to approve the INDOT capital contract for the new transit vehicles. Commissioner Wolfe seconded the motion. Motion carried 3-0.

**In the matter of Service Agreement for Drug and Alcohol Testing Services:**

Nick Parr, Director of Highway Department, presented the service agreement for drug and alcohol testing services with ITI. Federal Motor Carrier Safety Administration requires the county to do a random drug and alcohol screening on employees that are commercial driver license holders. The change in vendor for these services is due to ongoing issues with recordkeeping and invoicing with the current vendor.

Commissioner Wolfe made a motion to approve the service agreement with ITI subject to their approval of the County Attorney's minor revisions. Commissioner Santelli seconded the motion. Motion carried 3-0.

**In the matter of Revised Employee Handbook:**

Dennis Dunlap, Dunlap HR Consulting, sent the commissioners the revised employee handbook with an effective date of January 1, 2021 via email for their review prior to today's meeting. He briefly went over the changes that were highlighted – personal time off ("PTO") policy, travel policy, and areas where the handbook referenced "Auditor's office" to "Human Resources Director".

Commissioner Santelli made a motion to approve the revised employee handbook. Commissioner Wolfe seconded the motion. Motion carried 3-0.

**In the matter of Resolution 2020-36 Authorizing Disposal of Surplus Property for the Boone County Sheriff's Office:** Mike Nielsen, County Sheriff, commented that Sheriff's office is cleaning out the barn at the jail and requesting items that are decommissioned and no longer are of value be declared surplus. County Attorney Bob Clutter presented Resolution 2020-36 Authorizing Disposal of Surplus Property for the Boone County Sheriff's Office and read it aloud in pertinent parts pursuant to Indiana State Law.

Commissioner Wolfe made a motion to approve Resolution 2020-36 Authorizing Disposal of Surplus Property for the Boone County Sheriff's Office. Commissioner Santelli seconded the motion. Motion carried 3-0.

**In the matter of Annual Meeting Notice for Commissioners 2021 Meetings:**

Pursuant to I.C. 5-14-1.5-5 (c), the Boone County Board of Commissioners will conduct regular public meetings on the first and third Monday of each month, beginning at 9:00 a.m. (local time). If those dates are a recognized holiday or the County offices are closed due to an emergency, the Commissioners will conduct their public meeting on the next business day.

The public meetings will occur at the following location:

**CONNIE LAMAR MEETING ROOM 105  
116 W. WASHINGTON ST.  
LEBANON, INDIANA 46052  
(765) 483-4492**

Notice to be published in the newspaper.

Commissioner Santelli made a motion to approve the annual meeting notice for Commissioners Meetings. Commissioner Wolfe seconded the motion. Motion carried 3-0.

**In the matter of Witham Board of Trustee Appointment:**

Raymond Ingram, Witham President/CEO, mailed a letter to the commissioners recommending the reappointment of John Brand to the Board of Trustees for another four year term – 01/01/2021 to 12/31/2024.

Commissioner Wolfe made a motion to approve the reappointment of John Brand to the Board of Trustees for another four year term. 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
- d. Highway Department – Nick Parr
- e. Facility Maintenance – Max Mendenhall

***Max Mendenhall, Director of Capital Investments, presented the following items:***

1. Closeout documents for the Boone County Courthouse south entry ADA ramp project. Commissioner Santelli made a motion to approve the closeout documents for the south entry ADA ramp project. Commissioner Wolfe seconded the motion. Motion carried 3-0.
2. Request the approval and execution of the Purchase Order for two new 2022 Peterbilt trucks. The total purchase price for the two trucks is \$213,257. Commissioner Wolfe made a motion to approve the Purchase Order for two new 2022 Peterbilt trucks. Commissioner Santelli seconded the motion. Motion carried 3-0.

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

1. Construction in right of way permit (#202010062) for Boone REMC at west of CR 1200 E on CR 300 N to bore under road from pole to another pole out of right of way. 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 (#202010062) for Boone REMC. Commissioner Santelli seconded the motion. Motion carried 3-0.
2. Construction in right of way permit (#202010063) for Boone REMC at 7150 E CR 550 S to bore under road to install service for new house. 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 (#202010063) for Boone REMC. Commissioner Santelli seconded the motion. Motion carried 3-0.
3. Construction in right of way permit (#202010065) for TDS Telecom at 4273 S CR 800 E for tap pit/underground linear construction maintenance on hand hole. No bond required. The Boone County Highway Department recommends approval. Commissioner Wolfe made a motion to approve the construction in right of way permit (#202010065) for TDS Telecom. Commissioner Santelli seconded the motion. Motion carried 3-0.
4. Construction in right of way permit (#202010066) for TDS Telecom at CR 100 N and CR 1000 E for tap pit/underground linear construction to provide line extension. Bond in the amount of \$15,000. The Boone County Highway Department recommends approval. Commissioner Wolfe made a motion to approve the construction in right of way permit (#202010066) for TDS Telecom. Commissioner Santelli seconded the motion. Motion carried 3-0.
5. Change Order #1 with Midwest Paving LLC for Project 2020-02 asphalt resurfacing in various townships. The original contract price was \$1,099,173.34, and the change order has decreased the contract price by \$46,249.72, bringing the new contract amount to \$1,052,923.62. This project is complete, making this the final closeout change order. Commissioner Santelli made a motion to approve Change Order #1 with Midwest Paving LLC for Project 2020-02. Commissioner Wolfe seconded the motion. Motion carried 3-0.
6. The request to award Project 2020-07 for replacement of small structure JE-017 on CR 900 W, just south of CR 100 S, to Milestone Contractors and execute the agreement in the amount of \$177,180.

Commissioner Wolfe made a motion to approve awarding Project 2020-07 to Milestone Contractors and execution of the agreement. Commissioner Santelli seconded the motion. Motion carried 3-0.

7. A quote was received from Civilcon for the replacement culvert for WO-002 on CR 300 S, between CR 780 and CR 800 E, in the amount of \$26,225.76.

Commissioner Wolfe made a motion to approve the Civilcon quote for the replacement culvert for WO-002. Commissioner Santelli seconded the motion. Motion carried 3-0

#### **Other Elected Officials:**

1. Commissioner Wolfe wanted to discuss cancelling the events scheduled at the Boone County Fairgrounds through January 2021. Tom Ryan commented that events at the State Fairgrounds cancelled their events through February.

Commissioner Wolfe made a motion to approve the cancellation of events scheduled at the Boone County Fairgrounds through January 2021. The Commissioners will notify event coordinators of the cancellation on behalf of the fair board. Commissioner Santelli seconded the motion. Motion carried 3-0

2. Ken Hedge, County Surveyor, publicly thanked the Boone County Highway Department for working with the Surveyor's office on two tile crossings on different county roads.
3. Commissioner Santelli wanted to recognize the Boone County Sheriff's Office, Probation Office, and Community Corrections for their work and partnership with Aspire and InWell to provide mental health services.

#### **In the Matter of Document Signing:**

1. An affidavit for payment to USI Consultants in the amount of \$2,989.49 for construction inspection of Bridge# 202.

Commissioner Santelli made a motion to approve the affidavit for payment to USI Consultants. 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.

*The commissioners announced a special meeting scheduled for next Monday, December 14, 2020 at 9 am to revisit the State of Emergency.*

With no further business, Commissioner Santelli made a motion to adjourn at 10:23 am.

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