

BOONE COUNTY BOARD OF COMMISSIONERS

MINUTES OF THE FEBRUARY 15, 2021 MEETING

The Boone County Board of Commissioners met in regular session at 9:00 AM on Monday, February 15, 2021 in the Connie Lamar Meeting Room located on the main floor of the Boone County Annex Building at 116 W. Washington Street, Room 105, Lebanon, IN 46052 with the following personnel in attendance:

Tom Santelli	Commissioner, President
Jeff Wolfe	Commissioner, Vice President
Donald Lawson	Commissioner
Bob Clutter	County Attorney
Kaylee Jessie	Administrative Assistant

DETERMINATION OF QUORUM AND PLEDGE TO THE FLAG

Commissioner Santelli opened the meeting at 9:31 AM with a quorum of all three (3) Commissioners present. The Pledge to the Flag took place during the Drainage Board Meeting this morning.

IN THE MATTER OF MINUTES

Commissioner Lawson made a motion to the Minutes of December 21, 2020 and December 28, 2020 Commissioners' Meeting as presented. Motion seconded by Commissioner Wolfe; motion passed unanimously.

IN THE MATTER OF LEGAL ISSUES

Attorney Bob Clutter presented the following items:

- 1) Indiana Department of Transportation (INDOT) 5339 Motor Vehicle(s) Purchase Agreement for Boone County Senior Services, Inc.'s (BCSSI) three new vehicles – two low floor minivans and a small transit vehicle. These were previously approved with their INDOT Grant last year. The grant total purchase amount for the three vehicles is \$142,510.00.

Commissioner Wolfe moved to approve the INDOT Motor Vehicle(s) Purchase Agreement. Motion seconded by Commissioner Lawson; motion passed unanimously.

- 2) Quote from Security Pros for the sally port camera enhancement project at the Boone County Jail in the amount of \$4,426.20.

Commissioner Lawson moved to approve the quote from Security Pros. Motion seconded by Commissioner Wolfe; motion passed unanimously.

IN THE MATTER OF GUTS AGREEMENT FOR PRINT, MAIL AND LOCKBOX SERVICES FOR THE TREASURER'S OFFICE

County Attorney Bob Clutter presented the Government Utilities Technology Service Inc (GUTS) Business Consultant Agreement for Print, Mail, and Lockbox management services on behalf of the Boone County Treasurer's Office. The contract rate is \$7,500 per billing year. GUTS has been provided various services to the

County since April 2004 in connection with the County's tax and billing efforts for property taxes. The term of this agreement will begin January 1, 2021 and will end on December 31, 2022.

Commissioner Wolfe moved to approve the GUTS Business Consultant Agreement for Print, Mail, and Lockbox services. Motion seconded by Commissioner Lawson; motion passed unanimously.

IN THE MATTER OF CONTRACT RECOMMENDATION FOR COPIER, MPS, AND FAX SERVER

Sean Horan, IT Support, made the recommendation to award Toshiba for the Copier, MPS, and Fax Server Request for Proposal (RFP). A total of nine (9) responses were received for the RFP. Toshiba was the lowest bidder. Based on the County's current contract and usage, it is anticipated that the County could save roughly \$30,000 per year during the term of the contract. IT Support is also wanting to implement the print management tool and do away with some of the additional laser printers, which could be an additional cost saving. IT Support and Commissioners Assistant Kaylee Jessie went to a few in-person demos. Overall, based on the cost and useability perspective, Toshiba is a great choice for the County. County Attorney Bob Clutter recommended awarding Toshiba the Copier, MPS, and Fax Server Project and execute the Leases upon legal review.

Commissioner Lawson moved to approve awarding the Copier, MPS, and Fax Server Project to Toshiba and execute the Leases upon legal review. Motion seconded by Commissioner Wolfe; motion passed unanimously.

IN THE MATTER OF CORONER'S REPORT

County Coroner Justin Sparks presented the Coroner's Office January 2021 Month End Report highlighting the following: Number of Investigations, Meeting of Significance, Human Resource Actions, and Financial Report.

IN THE MATTER OF WILLOUGHBY INDUSTRIES, INC QUOTE FOR JAIL SHOWER MATERIALS

Max Mendenhall, Director of Capital Investment, presented the Willoughby Industries, Inc. Quote in the amount of \$22,120.00 for the jail shower materials.

Commissioner Wolfe moved to approve Willoughby Industries, Inc. Quote. Motion seconded by Commissioner Lawson; motion passed unanimously.

IN THE MATTER OF COMMERCIAL AIR INC. QUOTE TO REMOVE AND INSTALL SHOWERS AT THE JAIL

Max Mendenhall, Director of Capital Investment, presented the Commercial Air Inc. Quote to remove and install four (4) showers at the jail. The cost is \$7,722.00 per shower.

Commissioner Wolfe moved to approve the Commercial Air Inc. Quote. Motion seconded by Commissioner Lawson; motion passed unanimously.

IN THE MATTER ANNUAL HIGHWAY REPORT

Nick Parr, Director of Highway Department, presented the annual highway report for 2020. The PowerPoint presentation highlighted their accomplishments, certifications within the department, contracted work, number of permits, paved road conditions, gravel road passer ratings, number of work orders, work order trends, safety, 2021 Summer Road Program, planned contracted work, the Highway Department's vision & mission, bond structure projects, bond road conversion projects, and road conversion applications. **(Appendix #2)** Commissioner Wolfe commented that it is really important to note that when the Highway Department is looking at the road preservation dollars, they use a completely data-driven approach when deciding which roads are being treated at any given time, and the same goes for the road conversion projects.

IN THE MATTER OF OLD BUSINESS

There was none at this time.

IN THE MATTER OF STAFF REPORTS

- APC – Rachel Cardis
- Coroner's Office – Justin Sparks
- Facilities / Capital Investments – Max Mendenhall
- Health Department – Lisa Younts / Abby Messenger
- Highway Department – Nick Parr
- Human Resources – Megan Smith
- IT Support – GUTS
- Other Elected Officials

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

- 1) Construction in right of way permit (#202110007) for Rob Wood at CR 550 S / CR 600 W for an open road cut (gravel) of forty feet for some drainage work. This also includes a road closure permit (#202130002) for about 2-4 hours, weather permitting. The Boone County Highway Department recommends approval on the permits. No bond required.

Commissioner Lawson moved to approve both permits (#202110007 and #202130002) for Rob Wood. Motion seconded by Commissioner Wolfe; motion passed unanimously.

- 2) Construction in right of way permits for Vectren / CenterPoint Energy at:
 - (#202110008) 2750 S 975 E tying into an existing Main/Tap Pit. Bond in the amount of \$5,000.
 - (#202110001) CR 375 N west of State Road 36 for 1,860 feet of underground linear construction with one tap pit. Bond in the amount of \$15,000. *(Previously tabled.)*

Nick commented on the letter received from Vectren agreeing to pay the permit and penalty fees for the Mechanicsburg project. They have not agreed to pay the penalty fees from other violations during previous years. Commissioner Wolfe commented that the other violations were not addressed directly during the meeting they recently had with Vectren. His concern is that not approving these permits will put a hold on projects that will affect our constituents. Commissioner Lawson agreed, but would also like to address the outstanding penalty fees. Commissioner Santelli also commented that he is in full support for collecting the penalty fees. County Attorney Bob Clutter and Nick Parr will compose a letter to Vectren.

Commissioner Wolfe moved to approve the construction in right of way permits (202110008 and #202110001) for CenterPoint Energy / Vectren. Motion seconded by Commissioner Lawson; motion passed unanimously.

- 3) Construction in right of way permit (#202110009) for Citizens Energy at 1100 E south of State Road 32 to install a new gas main south of State Road 32 for 3400 feet. Bond in the amount of \$30,000. The Boone County Highway Department recommends approval. Commissioner Lawson moved to approve the construction in right of way permit (#202110009) for Citizens Energy. Motion seconded by Commissioner Wolfe; motion passed unanimously.

Mike Martin, Emergency Management Agency (EMA) Director presented the following items:

- 1) Boone County Emergency Management Agency has declared the County at the lowest level of local travel advisory (yellow). Commissioner Wolfe suggested since he resides within Lebanon that he meets with EMA in the event the County is declared under a Warning travel advisory (red). EMA and the Clerk's Office have begun preparing the paperwork to have it available if needed for a snow emergency. Commissioner Lawson moved to approve authorizing Commissioner Wolfe to meet with EMA in the event the County is declared under a Warning travel advisory (red). Motion seconded by Commissioner Wolfe; motion passed unanimously.

Thomas Ryan, County Preparedness Coordinator presented the following items:

- 1) Gave a brief update on the COVID-19 cases within Boone County – 20 new cases reported. The county remains in Orange Status per the State's metrics. We will be seeing Yellow Status soon, we hope, if the number of cases continue to decline like they have been. The clinic will be closed tomorrow due to weather - appointments will be rescheduled for next week.

IN THE MATTER OF DOCUMENT SIGNING

- 1) Key request form for Donna Ross, Megan Bush, Shane Daugherty, Courtney Wright, Steffanie Scott, Caysee Purdue, Andrea Christopher, Annie Green, Cecilia Korth, Vanessa Beltran, and Kacie Schenck. Commissioner Lawson moved to approve the key requests presented. Motion seconded by Commissioner Wolfe; motion passed unanimously.
- 2) An affidavit for payment to Butler Fairman & Seufert (BF&S) in the amount of \$540.00 for the general services for the courthouse south walk entrance inspection. (Invoice No. 91150) Commissioner Wolfe moved to approve the affidavit for payment to Butler Fairman & Seufert. Motion seconded by Commissioner Lawson; motion passed unanimously.
- 3) Claims Dockets – regular, prepaids, payroll, and insurance. Commissioner Lawson moved to approve the Budgetary Claims presented from the Auditor's Office. Motion seconded by Commissioner Wolfe; motion passed unanimously.

IN THE MATTER OF MAIL

See **(Appendix #3)** for a list of mail opened by the Commissioners on this date.

IN THE MATTER OF ADJOURNMENT

With no further business, Commissioner Lawson moved to adjourn the Boone County Commissioners' Meeting at 10:41 AM on Monday, February 15, 2021. Motion seconded by Commissioner Wolfe; motion passed unanimously.