

BOONE COUNTY BOARD OF COMMISSIONERS

MINUTES OF THE OCTOBER 4, 2021 MEETING

The Boone County Board of Commissioners met in regular session at 9:00 AM on Monday, October 4, 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 9:04 AM with a quorum of all three (3) Commissioners present and led the Pledge to the Flag in unison.

IN THE MATTER OF MINUTES

Commissioner Wolfe moved to approve the Minutes of September 20, 2021 Commissioners' Meeting as presented. Motion seconded by Commissioner Lawson; motion passed unanimously 3-0.

IN THE MATTER OF LEGAL ISSUES

No legal issues presented at today's meeting.

IN THE MATTER OF EMPLOYEE HANDBOOK UPDATES

Megan Smith, Human Resources Director, presented some policy updates in the employee handbook.

Modifications include:

- Employment Applications
- Outside Employment, as in a separate position for another department as a secondary part time job.
- Light Duty Policy
- PTO - Compensatory Time
- Separation from Employment

Commissioner Wolfe moved to approve the employee handbook updates. Motion seconded by Commissioner Lawson; motion passed unanimously 3-0.

IN THE MATTER OF HR HERO

Megan Smith, Human Resources Director, presented the HR Hero which is a comprehensive digital platform for HR teams of all sizes, delivering best in class tools, including the Employee Handbook Builder, State Law Chart Builder, Job Description Manager, and FLSA/Job Classification Audit Tool.

Commissioner Wolfe moved to approve the HR Hero subscription. Motion seconded by Commissioner Lawson; motion passed unanimously 3-0.

IN THE MATTER OF 16 DAYS OF ACTIVISM DISPLAY ON COURHOUSE LAWN

Judi Wilson, president of Zonta Club of Lebanon, presented the request to display orange pinwheels on the courthouse lawn during 16 Days of Activism (November 25th to December 10th). They would like to set up the display of November 24th and remove it on December 11th.

Commissioner Lawson moved to approve the 16 Days of Activism display on the courthouse lawn. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

IN THE MATTER OF TOSHIBA AGREEMENTS FOR THE HEALTH DEPARTMENT

Lisa Younts, Health Department Administrator, presented two Toshiba contracts for document scanning to digitize and index all the programs for the health department. This will be able to incorporate the scans into the already existing Docuware system. By doing this, it will help free up a lot of space and clear out filing cabinets within the department. Total cost of the project is \$57,438.61 and will be paid out of CARES Grant funds the Health Department has received.

Commissioner Wolfe moved to approve the Toshiba agreements for the health department. Motion seconded by Commissioner Lawson; motion passed unanimously.

IN THE MATTER OF CENTURYLINK LONG DISTANCE CONTRACT

Sean Horan, IT Support, presented the CenturyLink long distance contract for the remaining lines that we have in the County not on the phone system, such as the elevator phones. Our old contract for AT&T has expired and we no longer have enough numbers left to justify having them as the long distance carrier. They recommended switching over to CenturyLink.

Commissioner Lawson moved to approve CenturyLink long distance contract. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

IN THE MATTER OF HASCO CONTRACT

Mex Mendenhall, Capital Investments Director, presented the Hasco contract to mill and pave the north parking lot at the Boone County Highway Department

Commissioner Wolfe moved to approve the Hasco Contract. Motion seconded by Commissioner Lawson; motion passed unanimously 3-0.

IN THE MATTER OF COMFORT SYSTEMS QUOTE

Mex Mendenhall, Capital Investments Director, presented the Comfort Systems USA quote to replace both of the roof top HVAC units at the Highway Department.

Commissioner Wolfe moved to approve the Comfort Systems quote. Motion seconded by Commissioner Lawson; motion passed unanimously 3-0.

IN THE MATTER OF INTERLOCAL AGREEMENT WITH CLINTON COUNTY FOR BRIDGE 41 RIGHT OF WAY PURCHASING

Nick Parr, Highway Director, presented the interlocal cooperation agreement between Clinton County and Boone County related to the replacement of Bridge 41 over Sugar Creek. It is necessary for Boone County to acquire, manage, regulate the right-of-way, and conduct construction activities within the borders of Clinton County for the project. County Attorney Bob Clutter has been working with the Clinton County's attorney on the agreement. It is also being introduced to the Clinton County Commissioners at their meeting this morning.

Commissioner Lawson moved to approve Interlocal Agreement with Clinton County for Bridge 41 right-of-way purchasing. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

IN THE MATTER OF MEMORANDUM OF UNDERSTANDING BETWEEN HOLLIDAY FARMS LLP AND BOONE COUNTY

Nick Parr, Highway Director, presented the Memorandum of Understanding between Holliday Farms LLP and Boone County to establish the terms and conditions under which the Developer and the County can work together collaboratively to deliver mutual benefits to the general public. The Developer shall build all of the public infrastructure as shown in the Holliday Farms Section 7 Development Plans. All roadways within the Site Plan shall be designed in accordance with the Boone County Highway standards. The developer has agreed to maintain all street signage, decorative lighting, trails, sidewalks, streetscape infrastructure, stormwater infrastructure, landscaping, and Winter Maintenance. The County agreed to maintain the infrastructure for the public street pavements and curbs within the Site Plan – crack sealing, patching, milling, resurfacings, replacement of pavement markings and curb repairs.

Commissioner Lawson moved to approve Memorandum of Understanding between Holliday Farms LLP and Boone County. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

IN THE MATTER OF DISCUSSION ON THE COUNTY'S RESPONSE TO COVID

Carrie Douglas presented items on Patrick Elmore's behalf and presented handouts pertaining to COVID for the commissioners review. See **(Appendix #2)**.

IN THE MATTER OF OLD BUSINESS

The county has been in the process of breaking the contract with Confidio and switching to a different pharmacy benefit manager. Confidio came back stating the County owes an additional \$13,000 for terminating the contract early, in addition the loss of rebates for 2020 and 2021. Megan Smith and Bob Clutter stated that there is not an active contract in place. It is suggested to move forward with the termination, return the rebates, and pushback on the termination fee.

Commissioner Wolfe moved to approve moving forward with the termination and challenging the termination fee. Motion seconded by Commissioner Lawson; motion passed unanimously 3-0.

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

Megan Smith, Human Resources Director presented:

- 1) An update on the upcoming Open Enrollment for employees eligible for benefits.

Justin Sparks, County Coroner presented the following items:

- 1) September was a busy month for the Coroner’s Office with high profile investigations. He also commented on how efficiently he and his staff have been able to work and their partnership with other local law enforcement agencies.
- 2) Two new employees that have recently graduated and currently in the field training program.
- 3) Overflowed the capacity at Witham Hospital three times last month and needed to use the trailer. The day after the triple homicide that occurred in Boone County, the Boone County Health Department received a request to use the trailer at another location within District 5. This highlights the fact that the trailer is not guaranteed for Boone County. We must strategically plan on how to facilitate the need as the county continues to grow. Commissioner Santelli emphasized on the importance of moving forward with the proposed Justice Center Project to support the efficiencies of the Coroner’s Office, along with the other offices.
- 4) Thanked Gus Percy with The Lebanon Reporter on the article regarding Suicide Prevention. Justin will continue engage with the public and send messages out via media and social media.

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

- 1) Construction in right-of-way permit (#202110054) for TPI Utility Construction for underground linear construction to install sanitary sewer at Countrywood Subdivision. They have a \$60,000.00 bond. The Boone County Highway Department recommends approval.

Commissioner Lawson moved to approve the construction in right-of-way permit (#202110054) for TPI Utility Construction. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

- 2) Construction in right-of-way permit (#202110055) for Centerpoint Energy at CR 550 S and CR 700 E for an open road cut for three bores to install a gas main. They have a \$35,000.00 bond. The Boone County Highway Department recommends approval.

Commissioner Lawson moved to approve the construction in right-of-way permit (#202110055) for Centerpoint Energy. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

- 3) Construction in right-of-way permit (#202110056) for Centerpoint Energy at 5356 Serum Plan Road for a bore to tie into an existing gas main to provide service. They have a \$5,000.00 bond. The Boone County Highway Department recommends approval.

Commissioner Wolfe moved to approve the construction in right-of-way permit (#202110056) for Centerpoint Energy. Motion seconded by Commissioner Lawson; motion passed unanimously 3-0.

- 4) Construction in right-of-way permit (#202110057) for Boone County Soil & Water at various locations to install watershed signs in the right-of-ways. The Boone County Highway Department will be working with the Soil & Water on the placement of signs. They also recommend waiving the bond fee and approval of the permit.

Commissioner Wolfe moved to approve the construction in right-of-way permit (#202110057) for Boone County Soil & Water. Motion seconded by Commissioner Lawson; motion passed unanimously 3-0.

- 5) Road closure permit (#202130010) for Centerpoint Energy at CR 550 S and CR 700 E from October 19, 2021 – October 27, 2021. The Boone County Highway Department recommends approval.

Commissioner Wolfe moved to approve the road closure permit (#202130010) for Centerpoint Energy. Motion seconded by Commissioner Lawson; motion passed unanimously 3-0.

- 6) Road closure permit (#202130010) for Zionsville Development at CR 800 E between CR 500 S and CR 550 S from October 11, 2021 – October 16, 2021. The Boone County Highway Department recommends approval.

Commissioner Lawson moved to approve the road closure permit (#202130010) for Zionsville Development. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

- 7) Indiana Department of Transportation (INDOT) report of contract final inspection B-39599 and recommendation for acceptance for Bridge 202. All contract work was completed by September 17, 2020 and USI completed the final inspection on September 3, 2021.

Commissioner Wolfe moved to approve the INDOT report of contract final inspection B-39599 for Bridge 202. Motion seconded by Commissioner Lawson; motion passed unanimously 3-0.

- 8) Jobsite Supply credit application to purchase multiple items that would be of great service to the highway department at reasonable prices. Jobsite Supply is in a close vicinity where employees are able to try items on before the purchase is made.

Commissioner Lawson moved to approve the Jobsite Supply credit application. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

- 9) Other highway department items for information:

- There is a call for projects that opens in November for federal funding applications
 - Countywide sign replacement application for HSIP funding
 - Bridge replacement project options

Dr. Herschell Servies, County Health Office presented:

1. COVID updates – Boone County is seeing a decrease in the number of positive cases. There were roughly 260 new positive cases two weeks ago and are now down to 120 new positive cases this week. The Boone County Health Department has opened a testing site at Witham Hospital opened on Mondays, Wednesdays, and Thursdays from 8am – 12pm and 2pm - 6pm. The health department also offers a free COVID vaccination clinic with all three vaccines available at their office located in the Boone County Annex Building, Monday – Friday. No appointment is required. That also includes the booster for those eligible. Lisa Younts also commented on the two vaccination clinics held in Jamestown recently. The department would like to offer pop-up clinics in other towns too. She has also reached out to the superintendents about potentially hosting a pop-up clinic at the schools.

Michael Nielsen, County Sheriff:

- 1) Recognized and publicly thanked the County's maintenance staff, specifically Glen, Shannon and Dave for keeping the Boone County Jail/Office in great working order!

Commissioner Santelli announced:

- 1) Charter Communications will be presenting at the next Commissioners Meeting, October 18th.

IN THE MATTER OF PUBLIC COMMENT

Ron Marel requested the commissioners to consider a better solution for road maintenance, specifically grading the roads more frequently. He recommended contracting it out if at all possible due to the highway department being short staffed. Nick Parr, Highway Director, commented that the concern of grading gravel roads more during the summer months is that it creates a lot more dust. The department also has to be cautious of the dust controls that is paid for by local residents, especially for health related matters. This year has been a rather dry summer making it dustier. The department being short staffed and the lack of funding to convert gravel roads to paved is an ongoing issue for the county.

Diana Freeman commented that there is an administrative issue she wanted to report to the commissioners. Not all of the meeting minutes are available on the County's website. She contacted the commissioners' assistant and quickly received copies of the meeting minutes that were requested. However, they should also be available on the site. Sean Horan, IT Support, responded that he will look into it and make sure they are available.

IN THE MATTER OF DOCUMENT SIGNING

- 1) Rental agreement of FBCB at the Boone County Fairgrounds for the Town Hall Meeting scheduled for Thursday, October 28th.

Commissioner Lawson moved to approve rental agreement with the Boone County Fairgrounds. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

- 2) Affidavit for payment for Baker Tilly Municipal Advisors, LLC in the amount of \$2,254.28.

Commissioner Lawson moved to approve affidavit for payment for Baker Tilly Municipal Advisors, LLC. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

3) Claims Dockets – regular, prepaids, payroll, and insurance.

Commissioner Wolfe moved to approve Budgetary Claims presented from the Auditor's Office. Motion seconded by Commissioner Lawson; motion passed unanimously 3-0.

IN THE MATTER OF MAIL

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

- Victim's Form for the County from the Prosecutor's Office (Cause # 06D02-2106-F3-001175)
 - Notice on the National Opioids Settlements from the Indiana Attorney General's Office
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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, October 4, 2021. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.