

BOONE COUNTY BOARD OF COMMISSIONERS

MINUTES OF THE DECEMBER 18, 2023 MEETING

The Boone County Board of Commissioners met in regular session at 9:00 AM on Monday, December 18, 2023 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:

Donnie Lawson	Commissioner, President
Jeff Wolfe	Commissioner, Vice President
Tim Beyer	Commissioner
Bob Clutter	County Attorney
Kaylee Jessie	Executive Administrator

DETERMINATION OF QUORUM AND PLEDGE TO THE FLAG

Commissioner Lawson opened the meeting at 9:11 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 November 20, 2023 and December 4, 2023 Commissioners' Meetings as presented. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

IN THE MATTER OF MEMORANDUM FOR EXECUTIVE SESSION

Commissioner Beyer moved to approve the Memorandum for the December 12, 2023 Executive Session as presented. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

IN THE MATTER OF LEGAL ISSUES

Attorney Bob Clutter presented the following items:

- 1) Maintenance Bond in the amount of \$219,400 for Cardinal Pointe Section 4 for acceptance.
 - Erosion Control in the amount of \$19,700
 - Storm Drains and Rear Yard Swales in the amount of \$199,700

Commissioner Wolfe moved to accept the Maintenance Bond for Cardinal Pointe Section 4. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

- 2) Irrevocable Letter of Credit in the amount of \$400,000 for Prairie Chase Section 2 for acceptance.
 - Erosion Control in the amount of \$50,000
 - Storm Drains in the amount of \$350,000

Commissioner Wolfe moved to accept the Irrevocable Letter of Credit for Prairie Chase Section 2. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

IN THE MATTER OF ASPIRE PRESIDENT INTRODUCTION

Audrea Racine, a member of the Aspire Board and the hiring committee, introduced Antony Sheehan as the new Aspire President and CEO. Antony Sheehan is new to Aspire and the state of Indiana. He began his career as a clinical nurse specializing in mental health and addiction. Sheehan appreciates the warm welcome he and his family have received from the community and is very grateful for the opportunity to serve Boone County.

IN THE MATTER OF PHONE SYSTEM RFP RECOMMENDATION

Sean Horan, GUTS, presented a recommendation to award the phone system RFP to RingCentral after an extensive review of the thirteen (13) bid responses the county received. GUTS had previously narrowed it down to two vendors and presented their recommendation to the Technology Committee. The two vendors were invited to demonstrate their solutions. They believe the RingCentral solution is the best overall and least expensive solution.

Commissioner Wolfe confirmed that this was presented to the Technology Committee and would recommend moving forward with a motion. Commissioner Beyer moved to approve awarding RingCentral the phone system project. Motion seconded by Commissioner Lawson; motion passed unanimously 3-0.

IN THE MATTER OF JAVS PROPOSAL FOR CONNIE LAMAR ROOM

Sean Horan, GUTS, presented the Justice AV Solutions, Inc (JAVS) proposal for the Connie Lamar Room mics and speakers in an effort to improve the sound reinforcement in the room and to stop the constant camera switching. The total cost of the proposal is \$6,330.55 for the changes. Commissioner Wolfe commented that it is important to note that if the proposed Line Array speaker solution does not adequately address the issue, JAVS will credit Boone County for the amount of the equipment and materials used, per the agreement.

Commissioner Wolfe moved to approve the JAVS proposal for the Connie Lamar Room mics and speakers. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

IN THE MATTER OF CONTRACT AMENDMENT FOR THE COUNTY ASSESSMENT SERVICES

Sean Horan, GUTS, presented Amendment No. 7 to the contract for annual adjustments and other appraisal services requested by the Boone County Assessor to extend the service another two (2) years which will start January 1, 2024, and end on December 31, 2025.

This work will continue at the pricing schedule as described below:

Personal Property – Annually \$90,000.00	Billed Monthly – \$7,500.00
Other Annual Assessment – Annually \$553,000.00	Billed Monthly – \$46,083.33

The Boone County Council approved the rate increase during the Budget Workshops.

Commissioner Beyer moved to approve Amendment No.7 to the GUTS Contract for the county assessment services. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

**IN THE MATTER OF INTEGRA REALTY RESOURCES
PROPOSAL FOR CONSULTING SERVICES**

Jennifer Lasley, County Assessor, presented the Integra Realty Resources (IRR) proposal for consulting services, inclusive of property research, transaction research (sales and leases) and a review and analysis of market and property information provided. The fee is \$195/per hour, not to exceed twenty (20) hours (\$3,900).

Commissioner Wolfe moved to approve the IRR proposal for consulting services. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

**IN THE MATTER OF ORDINANCE 2023-10 REPEALING AND REPLACING ORDINANCE 2017-13
BOONE COUNTY CODE SECTIONS RELATION TO CONSTRUCTION AND PERMITTING IN
COUNTY RIGHT-OF-WAY**

Nick Parr, Director of Highways, presented Ordinance 2023-10 repealing and replacing Ordinance 2017-13 Boone County code sections relation to construction and permitting in county right-of-way. Bob Clutter, County Attorney, read the ordinance aloud in pertinent parts pursuant to state law.

Commissioner Beyer recommended removing:

§ 150. 50 PERMIT FEES

“(D) The provisions of this chapter pertaining to the fee shall not apply to work done as part of a project owned by any city, town, municipal corporation, or any other county, or by any agency of the state, provided that these entities shall comply with all other applicable provisions of this chapter.”

Commissioner Beyer moved to approve the first reading of Ordinance 2023-10 with the modification of removing Section D listed under § 150. 50 PERMIT FEES. The second reading will be heard at the commissioners next public meeting on January 2, 2024. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

**IN THE MATTER OF RESOLUTION 2023-11 APPROVING AN ORDER OF THE WHITESTOWN
PLAN COMMISSION AND FORM OF TRI-PARTY AGREEMENT**

Bob Clutter, County Attorney, presented Resolution 2023-11 approving an order of the Whitestown Plan Commission and read it aloud in pertinent parts pursuant to state law. The Boone County Redevelopment Commission (RDC). On December 8, 2023 the Boone County Redevelopment Commission (RDC) adopted its Amending Declaratory Resolution with respect to the Original Areas and the Original Plans for the purpose of: (i) expanding the Original Areas and the Original Allocation Areas by adding the right-of-way connecting the Original Area 1 Allocation Area with the Original Area 2 Allocation Area; and (ii) amending the Original Area 1 Plan to include the pledge of tax increment collected in the Original Area 1 Allocation Area to the payment of debt service of the Area 2 Outstanding Bonds and the projects financed by the Area 2 Outstanding Bonds to the list of projects in the Original Area 1 Plan ("2023 Plan"). The Whitestown Plan Commission approved the Amending Declaratory Resolution and the 2023 Plan on December 11, 2023. Clutter also presented the proposed form of Tri-Party Agreement among the County, the Whitestown Town Council and Browning/Duke, LLC for ratification. Within seven (7) days of execution of the Agreement, Whitestown shall pay to the Boone

County RDC a final payment in the amount of One Million Dollars (\$1,000,000), as full accord and satisfaction for all past and/or future payments as may have been owed or in the future be owed by Whitestown under 2014 Interlocal Agreement.

Commissioner Wolfe moved to approve Resolution 2023-11 approving an order of the Whitestown Plan Commission and form of the Tri-Party Agreement. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

**IN THE MATTER OF RESOLUTION 2023-12
AUTHORIZING DISPOSAL OF SURPLUS PROPERTY**

Bob Clutter, County Attorney, presented Resolution 2023-12 in recognition of Deputy Jacob Pickett's ultimate sacrifice in protecting the citizens of Boone County, the Boone County Sheriff's Office and Commissioners desire to declare Deputy Pickett's service weapon surplus property and present it to his widow, Jennifer Pickett in accordance with state law. The Indiana State Police previously had possession of the service weapon for evidence, which is no longer needed and has been returned to the County.

Commissioner Wolfe moved to approve Resolution 2023-12 authorizing disposal of surplus property. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

IN THE MATTER OF APPOINTMENTS FOR 2024

BOARD APPOINTMENTS	TERM	TERM BEGINS	TERM EXPIRES	
AREA PLAN BOARD				
John Merson	4 Year	1/1/2024	12/31/2027	Commissioner Beyer moved to re-appoint John Merson. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.
ALCOHOLIC BEVERAGE BOARD				
	1 Year	1/1/2024	12/31/2024	Tabled
BOARD OF ZONING APPEALS				
John Merson	4 Year	1/1/2024	12/31/2027	Commissioner Wolfe moved to re-appoint John Merson. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.
BOONE COUNTY EDC				
Jeff Wolfe	3 Year	1/1/2024	12/31/2026	Commissioner Beyer moved to re-appoint Commissioner Wolfe. Motion seconded by

				Commissioner Lawson; motion passed unanimously 3-0.
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BOONE COUNTY HEALTH BOARD				
	4 Year	1/1/2024	12/31/2027	Tabled
	4 Year	1/1/2024	12/31/2027	Tabled
	4 Year	1/1/2024	12/31/2027	Tabled

CENTRAL INDIANA REGIONAL TRANSPORTATION				
"CIRTA"				
	1 Year	1/1/2024	12/31/2024	Tabled

CVB				
Donnie Lawson - Commissioners Representative	1 Year	1/1/2024	12/31/2024	Commissioner Wolfe moved to re-appoint Commissioner Lawson. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

EMA AND LEPC BOARD				
Donnie Lawson	1 Year	1/1/2024	12/31/2024	Commissioner Beyer moved to re-appoint Commissioner Lawson. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

PTA/BOA				
	1 Year	1/1/2024	12/31/2024	Tabled
Huck Lewis	1 Year	1/1/2024	12/31/2024	Commissioner Wolfe moved to re-appoint Huck Lewis and Bart Archer. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.
Bart Archer	1 Year	1/1/2024	12/31/2024	

REDEVELOPMENT COMMISSION				
Tom Lingafelter	1 Year	1/1/2024	12/31/2024	Commissioner Beyer moved to re-appoint Tom Lingafelter, Mark Ransom and Judi Hendrix. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.
Mark Ransom	1 Year	1/1/2024	12/31/2024	
Judi Hendrix	1 Year	1/1/2024	12/31/2024	

REGION 5 DEPT OF PLANNING COM					
Sheriff Tony Harris	1 Year	1/1/2024	12/31/2024	Commissioner Wolfe moved to appoint Sheriff Harris. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.	
SOLID WASTE DISTRICT BOARD					
Matthew Gentry	1 Year	1/1/2024	12/31/2024	Commissioner Beyer moved to re-appoint Matt Gentry. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.	
STAFF APPOINTMENTS		TERM	TERM BEGINS	TERM EXPIRES	Commissioner Wolfe moved to approve re-appointments for staff. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.
BOONE COUNTY EMPLOYEE SAFETY OFFICER					
Max Mendenhall	1 Year	1/1/2024	12/31/2024		
CAPITAL INVESTMENTS DIRECTOR					
Max Mendenhall	1 Year	1/1/2024	12/31/2024		
COUNTY ATTORNEY					
Bob Clutter	1 Year	1/1/2024	12/31/2024		
EMERGENCY MANAGEMENT AGENCY					
Mike Martin	1 Year	1/1/2024	12/31/2024		
ENGINEER					
Michael Goralski	1 Year	1/1/2024	12/31/2024		
HIGHWAY DIRECTOR					
Nick Parr	1 Year	1/1/2024	12/31/2024		
HUMAN RESOURCES DIRECTOR					
Megan Smith	1 Year	1/1/2024	12/31/2024		

EXECUTIVE PROJECT MANAGER				
Mike Nielsen	1 Year	1/1/2024	12/31/2024	
VETERAN SERVICE OFFICER				
Mike Spidel	1 Year	1/1/2024	12/31/2024	
WEIGHTS AND MEASURES				
Michael Cunningham	1 Year	1/1/2024	12/31/2024	

IN THE MATTER OF TRUERX TRUEADVOCATE PROGRAM CHANGES

Megan Smith, Human Resources Director, presented the updated Benefit Plan Design for the TrueRX TrueAdvocate Program which reflects the changes for deductible and advocacy option three for 2024. The increase in the embedded deductible under the family plan per the IRS guidelines.

Commissioner Beyer moved to approve the updated Benefit Plan Design for the TrueRX TrueAdvocate Program. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

IN THE MATTER OF MONDAY.COM RENEWAL

Mike Nielsen, Project Manager, presented the Monday.com renewal agreement for the project management software. The fee is \$5,280 for the enterprise plan.

Commissioner Wolfe moved to approve Monday.com renewal agreement. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

IN THE MATTER OF CENTRAL PAVING INC. AGREEMENT FOR CHEMICALLY MODIFIED ASPHALT FOR PROJECT 2024-01

Nick Parr, Director of Highways, presented the Centra Paving Agreement for making CMA (Pug) mix that is used during our annual road program. CMA is used to overlay existing rural county roads where a chip seal is no longer a suitable treatment. CMA is also used for converting gravel roads to paved surfaces. The not to exceed of the agreement is \$40,000. This work will be completed in the spring like in years past.

Commissioner Wolfe moved to approve the Centra Paving Agreement for making CMA (Pug) mix. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

IN THE MATTER OF C-TECH CORP INC AGREEMENT FOR PROJECTS 2023-10, GUARDRAIL PLACEMENT IN VARIOUS TOWNSHIPS

Nick Parr, Director of Highways, presented the C-Tech Corp Inc. Agreement for Project, 2023-10, guardrail placement where it is needed but does not currently exist on CR 600 W south of CR 200 S, CR 500 N east of CR 600 E, and CR 850 N west of CR 950 E. The county received three (3) quotes for this work and C-Tech was the lowest and has met the requirements listed in the request for quotes. The total not to exceed of the agreement is \$128,577.

Commissioner Beyer moved to approve the C-Tech Corp Inc. Agreement for Project, 2023-10, guardrail placement. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

IN THE MATTER OF INDOT/LPA CONTRACT DES NO. 2101727 FOR BRIDGE REPLACEMENT

Nick Parr, Director of Highways, presented the Indiana Department of Transportation (INDOT) – Local Public Agency (LPA) Project Coordination Contract Des No. 2101727 for Bridge 61 replacement on CR N 1000 E in Boone County, approximately .5 miles north of SR 32. This is for the right-of-way services of the project. Federal-aid Funds made available to the LPA by INDOT will be used to 80% of the eligible project costs. The maximum amount of federal funds allocated to the project is \$16,000. The document was e-signed by Commissioner Lawson on December 11, 2023.

Commissioner Beyer moved to ratify the INDOT-LPA Project Coordination Contract Des No. 2101727. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

IN THE MATTER OF INDOT SECTION 5339 GRANT AGREEMENT

Bob Clutter, County Attorney, presented the Indiana Department of Transportation (INDOT) Section 5339 Grant Agreement on behalf of the Boone County Senior Services, Inc. for the public transportation services program. The agreement was signed by Commissioner Lawson on December 14, 2023

Federal 5339 Funds - \$147,047.00 Local Funds - \$36,764.00 Total Project Revenue - \$183,811.00

Commissioner Wolfe moved to ratify the INDOT Section 5339 Grant Agreement. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

IN THE MATTER OF SECOND AMENDMENT TO INTERLOCAL COOPERATION AGREEMENT

Bob Clutter, County Attorney, presented the second amendment to the Interlocal Cooperation Agreement with the Town of Zionsville for street and road maintenance and improvements. The Town Council of Zionsville adopted Ordinance 2023-18 on October 2, 2023 to reclassify certain territories from the Rural Service District into the Town Service District:

Area One: Devonshire – approximately 69 acre(s)

Area Two: Holliday Farms – approximately 597 acre(s)

Area Three: Chelsea Park – approximately 35 acre(s)

Commissioner Wolfe moved to approve the second amendment to the Interlocal Cooperation Agreement with the Town of Zionsville. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

IN THE MATTER OF OLD BUSINESS

BOONE COUNTY JUSTICE CENTER PROJECT UPDATES

Michael Nielsen, Project Manager, presented the following updates for the Boone County Justice Center project:

Safety	• 183 days without a recordable incident. • Daily and weekly safety meetings continue. • Ordered industrial heated mats to the temporary ramp for slippage prevention as well. • Hagerman inspecting Scaffolding/Ramp daily. • Roads are always kept open for traffic flow. • A new drive all around facility to be completed this week. Help with traffic safety.
Issues	• NO current issues.
Milestones accomplished since last update	• The paving will continue to be completed on the new drive and parking area on the Northwest side of the project. • Roofing installation on Unit B started last week. • Unit B interior metal stud walls begin this week. • All mechanical installation continuing in building B and A. • C demo continues and is opening all walls to demo. • Project wide safety luncheon last Thursday was a great success. • Building C walls poured.
Schedule milestones to be accomplished	• Building E masons continue to work on interior walls. • Building E pre-cast will be after Christmas. • The deep structure installation is waiting on engineering. The depth is almost 28 feet so it will need dewatering as well. • Two other storm structures to be installed.

TIMECLOCK PLUS PROJECT UPDATES

Michael Nielsen, Project Manager, presented the following updates for TimeClock Plus (TCP):

- TCP was successfully integrated into the test system with CYMA. The Auditors Office has a few questions, but we are currently working through the process and procedures at this point.
- Meeting with Auditor Crum, HR, Guts, and Project Manager went very well.
- Documentation via letter sent out to all department heads this week from all involved.
- Changes to take affect the first quarter of next year. Will bring on all departments individually.

K2M 20 YEAR NEEDS ASSESSMENT PROJECT UPDATES

Michael Nielsen, Project Manager, presented the following updates for K2M 20 Year Needs Assessment Project:

- Working through data, drawings, and spreadsheets for the project.
- We will be meeting with K2M to finalize any changes to the plan document.
- Commissions in January and to Council in February. Still working through these details.

EMPLOYEE HANDBOOK POLICY UPDATES

Megan Smith, Human Resources Director, presented the following policy updates:

VEHICLE POLICY

Current:

7-3 USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. Elected Official and Department Heads are responsible for budgeting for equipment and vehicle maintenance. This should include preventative maintenance, parts replacement and vehicle appearance. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees are expected to notify the supervisor if any equipment, machinery, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including discharge.

The use of tools, equipment, etc., for personal or other non-county purposes without prior approval by a department supervisor or the County Commissioners is strictly prohibited and can result in disciplinary action, including discharge.

7-21 PERSONAL USE OF COUNTY VEHICLES

Employees assigned or using County-owned or County -leased vehicles (except for Merit Board employees) will be subject to the following regulations.

Vehicles assignments will be reviewed on an annual basis by the Board of Commissioners and the appropriate Department Head or Elected Official as part of the budget process. All vehicle assignments will be reported to the County Auditor for Income purposes.

Vehicles titled to, or insured by or through, or leased by the County, and privately-owned vehicles operated on the County's behalf, will be subject to the regulations of the Board of Commissioners. Employees operating vehicles on the County's behalf are also subject to the regulations of the County. "Operated on the County's behalf" means operated by County employees in the course of their County employment.

Employees who use privately owned vehicles will be reimbursed the IRS reimbursement rate for mileage, provided adequate proof on insurance is filed by the employee with the Board of Commissioners.

Any employee driving a County owned or leased vehicle or any other vehicle for County business will be subject to having his or her license and driving record checked for accidents, violations, suspension, revocation, assignment points, and any other job-related information deemed necessary by the County.

Each driver must have a current, valid Indiana's driver's license that covers the type of vehicles to be operated.

All applicants applying for a position in which driving is a duty must have a valid Indiana driver's license that covers the type of vehicle to be operated. A copy of the license must be presented to the Department Head or Elected Official the time of hire.

The use of County owned or leased vehicles for personal reasons outside the County is prohibited without prior approval of the Department Head or Elected Official.

Proposed:

7-3 USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. Elected Officials and Department Heads are responsible for budgeting for equipment and vehicle maintenance. This should include preventative maintenance, parts replacement and vehicle appearance. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. Employees are expected to notify the supervisor if any equipment, machinery, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job. The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including discharge. The use of County owned tools, equipment, vehicles, etc., for personal or other non-county purposes without prior approval by a department supervisor or the County Commissioners is strictly prohibited and can result in disciplinary action, including discharge. All vehicles that are owned, leased or titled to Boone County shall be subject to the following policies.

7-3.1 Inspections

All County owned vehicles are subject to inspection and/or search at any time by the Department Head, Elected Official, or Director of Capital Investments at the direction of the Commissioners without notice and without cause. No employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

7-3.2 Security and Unattended Vehicles

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).

7-3.3 Vehicle Location System

All County vehicles will be equipped with a system designed to track the vehicle's location. Employees shall not make any unauthorized modifications to the system. If the employee finds that the system is not functioning properly at any time, he/she should report the issue to their Department Head or Elected Official.

System data may be accessed by the Department Head, Elected Official or the Director of Capital Investments at the direction of the Commissioners at any time.

All data captured by the system shall be retained in accordance with the established records retention schedule.

7-3.4 Keys

Employees approved to operate vehicles should be issued a copy of the key as part of their initial equipment distribution. Employees who are assigned a specific vehicle should be issued keys for that vehicle. Employees shall not duplicate keys without the permission of the Commissioners. The loss of a key shall be promptly reported to the Department Head or Elected Official.

7-3.5 Authorized Passengers

Employees operating office vehicles shall not permit persons other than County personnel to operate the vehicle.

7-3.6 Parking

Employees driving office vehicles should obey all parking regulations at all times. Office vehicles should be parked in assigned parking spaces. Employees shall not park privately owned vehicles in parking spaces assigned to office vehicles.

7-3.7 Accessories and/or Modifications

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the Commissioners.

7-3.8 Take-home Vehicles

Assignment of take-home vehicles shall be based on the location of the employee's residence; the nature of the employee's duties, job description and essential functions; and the employee's employment or appointment status. Residence in Boone County is a prime consideration for assignment of a take-home vehicle. Employees who reside outside Boone County may be required to secure the vehicle at a designated location or the County at the discretion of the Commissioners.

Criteria for use of take-home vehicles include the following:

- (a) Fuel costs for vehicles used for non-work-related purposes out of Boone County and within the State of Indiana are the responsibility of the employee.
- (b) Permission to travel outside the State of Indiana must be approved by the Commissioners.
- (c) Vehicles are to be secured at the employee's residence or the appropriate office facility, at the discretion of the County, when an employee will be away (e.g., on vacation) for periods exceeding one week.
 - 1. If the vehicle remains at the residence of the employee, the County shall have access to the vehicle.
 - 2. If the employee is unable to provide access to the vehicle, it shall be parked in a County parking lot.
- (d) The employee is responsible for the care and maintenance of the vehicle.

Employees operating office vehicles for any reason other than in the discharge of their official duties shall pay the appropriate toll charge or utilize the appropriate toll way transponder.

When operating any office vehicle while off-duty, employees may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the County.

Vehicles assignments will be reviewed on an annual basis by the Board of Commissioners and the appropriate Department Head or Elected Official as part of the budget process. All vehicle assignments will be reported to the County Auditor for income purposes.

Employees who use privately owned vehicles will be reimbursed the IRS reimbursement rate for mileage, provided adequate proof on insurance is filed by the employee with the Board of Commissioners.

Any employee driving a County owned vehicle will be subject to having his or her license and driving record checked for accidents, violations, suspension, revocation, assignment points, and any other job-related information deemed necessary by the County.

All current County employees and applicants applying for a position in which driving is a duty must have a driver's license legally recognized in Indiana that covers the type of vehicle to be operated. A copy of the license must be presented to the Department Head or Elected Official the time of hire and a copy must be submitted to the Commissioner's Office for insurance purposes.

The use of County owned vehicles for personal reasons outside of Boone County and the adjoining counties is prohibited without prior approval of the Department Head or Elected Official. The use of County owned vehicles for travel out of the State of Indiana is prohibited without the prior approval of the President of the Board of Commissioners.

PTO POLICY

Current:

Upon voluntary termination full time employees are eligible to receive reimbursement of fifty (50) percent of their PTO balance as of their last day worked.

Proposed:

In the event that a full-time employee resigns employment and provides at least two weeks' notice of the resignation, the employee will be paid out fifty percent (50%) of the accrued PTO balance as of their last day worked. PTO shall not be effectively paid out by allowing an employee to use all accrued PTO consecutively prior to resignation of employment.

Auditor Crum asked what if the department head is unaware of the employee's intent to quit after they have already utilized their remaining PTO? Smith responded that the purpose of this change is to prevent employees who have resigned and are effectively paid out for months with 100% if their PTO – where the department head is aware of the resignation – which does not comply with the existing policy as written. The county would not be able to stop an employee from resigning after using their PTO. Auditor Crum stated that she would encourage her staff to use their PTO prior to resigning since they have earned it. Smith stated that the reason the county currently does not pay out one hundred percent (100%) of the PTO, unless you're an employee with twenty-five (25) years of service or retiring from the County, is because the County allows employees to keep up to twelve (12) weeks of PTO on the books – for a 35 hour work week employee that is 420 hours. This allows employees to cover an FMLA event if they were to ever have one. If an employee had 420 hours on the books when they resign, this would be a substantial payout. Most budgets would not be able to support this payout without having to wait twelve weeks to fill the vacated position. Additionally, the biggest issue with continuing to payout PTO after an employee has resigned, specifically for multiple months, is that employee is still on our books and potentially still on our insurance plan. If the employee had a major medical event, the County could be on the hook for those expenses as a self-funded insured plan. The County Commissioners would have to work with the County Council on increasing the budgets if they were to amend the percentage of the PTO payout and/or consider reducing the number of hours carried over each year. Clerk Lisa Bruder and Vickie Foster requested the Commissioners to consider a 100% PTO payout. Commissioner Lawson encouraged having those conversations with the County Council as they would have to support funding the department's budget for the PTO payouts. Auditor Crum requested leaving it up to the discretion of the department head on who receives 100% of the PTO. Commissioner Lawson responded that what applies to one,

applies to all, it must be the same across the board. Commissioner Wolfe echoed that if they are going to make a significant change to the percentage of the PTO payout, this will need to be discussed with the County Council during the next budget workshops. Additionally, if the total number of rollover PTO hours was going to be reduced, there should be an advance notice given to the employees similar to the PTO conversion rollout.

OT Policy

Current:

An emergency call-out will be considered overtime. An emergency call-out will carry a minimum of 2 hours per call.

Proposed Change:

5-7 ON CALL

The Department Head or Elected Official may require essential employees to be on call on a weekly basis. The designated employee will be required to carry a County cell phone and respond to any emergency within 30 minutes of receiving the call. The employee who is on call for the week will receive a stipend of \$200. An emergency call-out will carry a minimum of 2 hours per call.

Commissioner Wolfe moved to approve employee handbook policy updates as presented. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

IN THE MATTER OF STAFF REPORTS

- APC – Stephen Elkins
- Capital Investments / Facilities – 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 Highways presented the following item(s):

- 1) Construction in right-of-way permit (#202310160) for Verita / Charter Communications at W 216th Street and CR 1200 E, Sheridan for underground construction. The Boone County Highway Department recommends approval with a \$45,000 Bond.

Commissioner Wolfe moved to approve the construction in right-of-way permit (#202310160) for Verita / Charter Communications. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

- 2) Construction in right-of-way permit (#202310161) for Verita / Charter Communications at E State Road 32 and CR 1175 W, Shannondale to provide new service. The Boone County Highway Department recommends approval with a \$10,000 Bond.

Commissioner Beyer moved to approve the construction in right-of-way permit (#202310161) for Verita / Charter Communications. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

- 3) Construction in right-of-way permit (#202310162) for Matt Viehe/Bruce Cunningham 1070' north of CR 750 N on CR 800 E to replace a field tile under the roadway. The Boone County Highway Department recommends approval with no bond fee.

Commissioner Wolfe moved to approve the construction in right-of-way permit (#202310162) for Matt Viehe/Bruce Cunningham. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

- 4) Construction in right-of-way permit (#202310164) for Justin Mohler at CR 900 N between CR 175 W and CR 200 W to replace a field tile under the roadway. The Boone County Highway Department recommends approval with no bond fee.

Commissioner Beyer moved to approve the construction in right-of-way permit (#202310164) for Justin Mohler. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

- 5) Construction in right-of-way permit (#202310165) for Miller Pipeline at 9364 Pleasant View Lane to provide to gas service. The Boone County Highway Department recommends approval with a \$15,000 Bond.

Commissioner Beyer moved to approve the construction in right-of-way permit (#202310165) for Miller Pipeline. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

- 6) Construction in right-of-way permit (#202310166) for Matt Viehe/Neal Clark 700' north of State Road 47 on CR 450 E to replace field tile under the roadway. The Boone County Highway Department recommends approval with no bond fee.

Commissioner Wolfe moved to approve the construction in right-of-way permit (#202310166) for Matt Viehe/Neal Clark. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

- 7) Construction in right-of-way permit (#202310167) for Boone REMC at various locations to replace overhead lines. The Boone County Highway Department recommends approval with a \$15,000 Bond. Commissioner Beyer moved to approve the Construction in right-of-way permit (#202310167) for Boone REMC. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

- 8) Construction in right-of-way permits for Toth/Charter Communications for fiber builds:

#202310168 – OH16E (Southwest Central)

#202310169 – OH15E Southeast (Whitestown)

#202310170 – OH14E East Central (Whitestown)

#202310171 – OH10E Southeast Central (Lebanon)

There is a blanket bond on file. The Boone County Highway Department recommends approval with conditions – reimburse the inspection fees and attend the preconference meeting.

Commissioner Wolfe moved to approve the construction in right-of-way permits for Toth/Charter with conditions. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

- 9) Construction in right-of-way bond for C&J Well Drilling Inc for work within Boone County right-of-way at various locations.

Commissioner Beyer moved to approve the bond for C&J Well Drilling Inc. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

- 10) Road closure permit (#202330028) for Allen Plumbing for a detour route run on CR 800 S (96th St).

Date of closure to be determined. The Boone County Highway Department recommends approval.

Commissioner Wolfe moved to approve the road closure permit (#202330028) for Allen Plumbing. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

11) Road closure permit (#202330029) for Matt Viehe 1070' north of CR 750 N on CR 800 E for a two-hour closure. The date of the closure is to be determined. The Boone County Highway Department recommends approval.

Commissioner Beyer moved to approve the road closure permit (#202330029) for Matt Viehe. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

12) Road closure permit (#202330030) for Justin Mohler at CR 900 N between CR 175 W and CR 200 W for a two-hour closure on 12/19/2023. The Boone County Highway Department recommends approval.

Commissioner Beyer moved to approve Road closure permit (#202330030) for Justin Mohler. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

13) Road closure permit (#202330031) for Matt Viehe 700' north of SR 47 on CR 450 E for a two-hour closure. The date of the closure is to be determined. The Boone County Highway Department recommends approval.

Commissioner Beyer moved to approve Road closure permit (#202330031) for Matt Viehe. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

14) Road closure permits for Charter at various locations:

#202330032 – OH16E (Southwest Central)

#202330033 – OH15E Southeast (Whitestown Area)

#202330034 – OH14E East Central (Whitestown Area)

#202330035 – OH10E Southeast Central (Lebanon Area)

The date of the closure is to be determined. The Boone County Highway Department recommends approval.

Commissioner Wolfe moved to approve the road closure permits for Charter. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

15) Lilly Project updates:

- CR 300 N at US 52 traffic signal is anticipated to go live 12/19/2023.
- Pulverizing and paving is anticipated to begin along CR 150 W from CR 375 N to CR 300 N on 12/18/2023. There will be lane restrictions, but the road is to remain open to traffic during this work. Empty trucks leaving the road resurfacing project and Lilly site will be using 375 N during the pulverizing and paving.

IN THE MATTER OF PUBLIC COMMENT

Dave Meyer wanted to discuss more the on paper ballot issue. He presented a flow chart of the Public Trust = The Constitution (See Appendix #2) and the precinct map (See Appendix #3).

IN THE MATTER OF DOCUMENT SIGNING

1) Veridus Group Letters of Recommendation:

#042 – OD Security North America Proposal for Body Scanner and Software License \$305,500

#043 – Norix Group, Inc Proposal for Furnish Mattresses \$47,430.37

#044 – Stryker Medical Proposal for Medical Hospital Bed \$91,131.91

Commissioner Beyer moved to ratify the Veridus Group Letters of Recommendation as presented. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

2) Claims Dockets – regular, prepaids, payroll, and insurance.
Commissioner Beyer moved to approve Budgetary Claims presented from the Auditor’s Office. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

IN THE MATTER OF MAIL

See **(Appendix #4)** for a list of mail opened by the Commissioners on this date.

IN THE MATTER OF ADJOURNMENT

With no further business, Commissioner Beyer moved to adjourn the Boone County Commissioners’ Meeting at 10:44 AM on Monday, December 18, 2023. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.