

COMMISSIONERS' MEETING

March 23, 2020

The Bartholomew County Commissioners met in session on March 23, 2020, in the Commissioners' Chambers of the Governmental Office Building, 440 Third Street, Columbus, Indiana. Commissioners Carl Lienhoop, Rick Flohr and Larry Kleinhenz were present. Auditor Pia O'Connor and County Attorney J. Grant Tucker were present. Maintenance Director Rick Trimpe and IT Director Scott Mayes were also in attendance. Mark Webber, from the Republic, was the only other audience member present.

Commissioner Lienhoop called the meeting to order, gave the invocation and led the Pledge of Allegiance.

The first order of business was the approval of the March 12, 2020, Commissioners' Meeting Minutes. Commissioner Flohr made a motion to approve the minutes. Commissioner Kleinhenz seconded the motion which passed unanimously.

The next item was the approval of payroll. Commissioner Kleinhenz motioned to approve the payroll as presented. Commissioner Flohr seconded the motion that passed unanimously.

The next item on the agenda was the new permit reports. For the week of 3-9-2020 thru 3-13-2020 there were 16 permits issued at a cost of \$2,491.85 with an estimated construction value of \$1,658,126. For the week of 3-16-2020 thru 3-20-2020 there were 15 permits issued at a cost of \$1,115 with an estimated construction value of \$544,869.

The next item on the agenda was the County Highway Report by County Engineer Danny Hollander. Engineer Hollander had e-mailed his report which read as follows:

They ran the ditcher in German, Harrison and Columbus Townships, crack sealed in Sandcreek Township, patched roads with hot box and dura patcher, picked up trash and placed High Water signs due to flooding.

The next item on the agenda was the Consideration of Notice to Bidders for the annual spring bids for Highway as read by Commissioner Flohr:

Item #1 – hot mix bituminous paving materials

Item #2 – cold mix bituminous paving & patching materials

Item #3 – liquid asphalt

These will be advertised Thursday, March 26, 2020 and Thursday, April 2, 2020 and will be opened on Monday, April 13, 2020. Commissioner Flohr motioned to approve the Notice to Bidders as presented. Commissioner Kleinhenz seconded the motion which passed unanimously.

The next item on the agenda was the Consideration of a Letter of Understanding for an Unofficial Detour/Closure of SR 11 for small structure replacements from INDOT as read by Commissioner Kleinhenz. State Road 11 will be closed due to small structure replacements under contract #B-38614. The locations will be closed beginning July 19, 2020 thru August 5, 2020. The official detour will utilize SR 11, I-65 and SR 46. The unofficial detour will utilize County Road 850S, Base Road and County Road 950 S (aka Jackson Street in Jonesville). INDOT will set up and maintain the necessary traffic control for the official detour route or arrange with others to furnish the necessary items. Bartholomew County will be responsible for any signage regarding any weight restrictions on the unofficial detour. Commissioner Kleinhenz motioned to approve the Letter of Understanding from INDOT for the Detour/Closure of State Road 11 as presented. Commissioner Flohr seconded the motion which passed unanimously. Chairman Lienhoop stated this is an additional closure apart from the currently planned closures for the new overpass. It is about a mile and a half North of Jonesville. They will be replacing a culvert/small bridge.

The next item on the agenda was the Ratification of a grant application for the Juvenile Court as presented by Bobbie Shake. She was unable to attend. They have already applied for this. This is a Problem-Solving Court Grant application for the Bartholomew County Juvenile Court for their Family Recovery Court. It is for parents with a substance abuse disorder or a history of substance abuse, who may have open CHINS (Child In Need of Services) cases with the Department of Child Services. The amount being requested is \$8,876.98. Commissioner Kleinhenz motioned to Ratify the grant application as presented. Commissioner Flohr seconded the motion which passed unanimously.

The next item on the agenda was the Emergency Management Performance Grant Award Letter. This is the 2019 EMPG Award Letter for active shooter incidents for public safety communications training for dispatch in the amount of \$5,000. This has been

awarded but the Commissioners must accept this grant. Commissioner Lienhoop motioned to accept the grant for 2019 EMP Grant for \$5,000 as presented. Commissioner Flohr seconded the motion which passed unanimously.

The next item on the agenda was the Consideration of an Amendment to the Agreement with Midwest Presort for the County Assessor's Office Form 11's mailings. The original agreement of February 17, 2020 was for \$16,546.70. Assessor Whipple would like to increase this by \$991.45 for a total of \$17,537.62. This increase is to allow them to include an additional flyer with the mailings. This flyer is to inform the people that the building is currently closed to the public as well as how they can contact the Assessor's Office. Commissioner Kleinhenz motioned to approve the increase of \$991.45. Commissioner Flohr seconded the motion which passed unanimously.

The next item on the agenda was the opening of bids for 8 Sheriff's Department 2020 or newer vehicles. The bids were as follows:

Three (3) 2020 or newer 4 door midsize sedan or small SUV:

Fletcher Chrysler, Dodge, Jeep Ram (Franklin, IN)

2020 Jeep Cherokee Latitude at \$23,570 each / \$70,710 total

John Jones PPV (Salem, IN)

2020 Dodge Chargers SXT at \$23,602 each / \$70,806 total

Five (5) 2020 or newer Crew Cab Ram Trucks:

Fletcher Chrysler, Dodge, Jeep, Ram (Franklin, IN)

2020 RAM trucks as requested at \$27,610 each / \$138,050 total

John Jones PPV (Salem, IN)

2020 RAM trucks as requested at \$27,620 each / \$138,100 total

Commissioner Lienhoop motioned to take the bids under advisement. Commissioner Flohr seconded the motion which passed unanimously.

The next item on the agenda was the Ratification of Data Board items that had been approved via an Electronic Data Board Meeting as presented by IT Director Scott Mayes.

These normally would have happened closer to the first of the year, but the sewer issue in their office caused a delay. These items were as follows:

- **Software Solutions** – annual software maintenance (Auditor – Financials & Payroll) for **\$20,949.60** – budgeted in the 2020 IT budget
- **Franklin Information Systems** – annual software maintenance (Code Enforcement records management system) for **\$4,338.20** – budgeted in the 2020 IT budget
- **Government Utilities Technology** – annual software maintenance (Auditor/Treasurer – tax records management software) for **\$29,767.00** – budgeted in the 2020 IT budget.
- **Cisco SMARTNet** – annual hardware maintenance (IT – Public Safety Firewall) for **\$4,620.00** – budgeted in the 2020 IT budget
- **Microsoft** – annual software license fee (IT – all of the County) for **\$129,534.86** – budgeted in the 2020 IT budget – no increase between 2019 and 2020. This is the third of three payments for our 3 year agreement. There will be a new agreement next year but it should be very similar.
- **SeamlessDocs** – annual Warrant System subscription (Courts – electronic warrant system) for **\$2,359.50** – budgeted in the 2020 IT budget
- **VMWare** – annual infrastructure support and maintenance (IT – all of the County VMWare servers and VDI software systems) for **\$24,075.14** – budgeted in the 2020 IT budget
- **Infodynamics** – annual software maintenance (Prosecutor) for **\$3,098.00** – budgeted in the 2020 Prosecutor’s budget

All of the requested maintenance payments have either had no increase or are within expected/budgeted increases. Director Mayes is requesting that these annual maintenance agreements be approved for 2020 as well as the following years, not to exceed 10% increases annually. Commissioner Kleinhenz would rather the amount be 3% to 5% allowance. Auditor O’Connor would recommend 5%. Commissioner Flohr would be okay with the 10% as he knows that Director Mayes will get it as low as he can. Commissioner

Kleinhenz motioned to Ratify the annual maintenance agreements as presented for 2020 and to allow Director Mayes to approve future agreements with a not exceed increase of 10%. Commissioner Flohr seconded the motion which passed unanimously.

The next item on the agenda was the Consideration of a Resolution Establishing a Bartholomew County Purchasing Policy. Auditor O'Connor spoke regarding this Resolution. This will increase the threshold on purchases that will be brought before the Commissioners for approval, thus decreasing the requests brought through the Commissioner's Office. This will save the departments from having to attend this meeting as well as making the departments more efficient.

A Resolution establishing a Bartholomew County Purchasing Policy for office and departments that frequently purchase equipment, materials, supplies and other items in order to perform the functions of their office or department. This will increase the threshold for Commissioners' Approval from \$1,000 to \$2,500. For purchased of \$500 up to \$2,500, the office must obtain a minimum of three (3) quotes from businesses known to sell the items, encouraging local vendors whenever possible. Whenever submitting a claim for payment of purchase to the Auditor's Office, include all three (3) quotes received along with the invoice. Purchases over \$2,500 must be approved by the Commissioners in a public meeting. When purchasing anything over \$2,500, obtain three (3) written quotes or proposals from businesses known to sell the items, encouraging local vendors whenever possible. Submit all the paperwork to the Commissioners' Office no later than 12:00 p.m. on the Wednesday prior to the Commissioners' Monday public meeting. Top submit for payment to the Auditor's Office, include the vendor's invoice, a copy of the Commissioners' Award Letter and a copy of the Commissioners' Meeting Minutes which can be found on the Bartholomew County Website.

Commissioner Flohr motioned to amend the purchasing policy as presented. Commissioner Kleinhenz seconded the motion which passed unanimously. Auditor O'Connor stated that this will help several departments, especially the two represented here today, Maintenance and IT. Commissioner Kleinhenz stated for the record that even though the amount is being increased, he hopes the departments will still use due diligence of comparing prices for the best value to the County.

The next item on the agenda was the Treasurer's Monthly Report for February 2020. Commissioner Kleinhenz motioned to approve the report as presented. Commissioner Flohr seconded the motion which passed unanimously.

The next item was under Miscellaneous and was the Ratification of an Expenditure for rough-in-plumbing of the new restrooms as done by Circle R. This is for \$14,161 for a partial payment. Commissioner Lienhoop motioned to Ratify this payment. Commissioner Kleinhenz seconded them motion which passed unanimously.

The next item under Miscellaneous was an amendment to the County Holiday Schedule. Commissioner Flohr explained that due to the move of the Primary Elections from May 5, 2020 to June 2, 2020, the 2020 Holiday Schedule needed to reflect this change. Commissioner Flohr motioned to approve the amendment to the 2020 County Holiday Schedule. Commissioner Kleinhenz seconded the motion which passed unanimously.

Mark Webber, from the Republic, asked if there would be anything more regarding restrictions and the COVID-19 virus. It was stated that the Governor will be speaking at noon. Chairman Lienhoop stated that locally, the Health Department was closing Barber Shops, Hair Salons and nail salons. Effective tomorrow morning, the Governmental Office Building will be checking the temperatures of every employee. Anyone with a temperature outside of the "healthy" range will be quarantined in the building until their department head can be notified that they need to work from home. GOB employees will only be allowed in and out of the building through the back doors. The front doors will still be available as an emergency exit only. This is in an effort to protect the employees. Chairman Lienhoop stated that the Coronavirus Task Force that is made up of himself, Mayor Lienhoop and CRH will do a podcast today at 5:00. Mr. Webber stated they are being asked every day why the infected person's work place cannot be disclosed to the public. That is not a question the Commissioners can answer. It may be a HIPPA rule or such, but the Hospital would be the place to start with this question. Chairman Lienhoop stated that CRH is not aware if there are other testing venues within the County. The Coalition Group is made up of the Commissioners, the Mayor, CRH and the County Health Officer Doctor Brian Niedbalski. Commissioner Kleinhenz is pleased with the way the community has responded to the situation. He feels we have tightened up the County

offices and he believes the employees are thankful for that. They have made provisions for employees to be able to work from home if they are not feeling well. Auditor O'Connor stated that the State Board of Accounts is starting our Audit. Typically, they would be in the building but they are now using e-mails and such so they are not on-site. Chairman Lienhoop stated that the biggest frustration of the Task Force is that people are not taking seriously the "social distancing". IT Director Mayes stated that there is a large amount of information that his team is putting out on the website including the podcasts of the Task Force. There will be a universal sign that the Health Department and CRH will come up with for every business and citizen to use. They will get this sign on the website as soon as they have it. Chairman Lienhoop stated that it is hard to determine what is essential and non-essential. Groceries and pharmacies are essential, yet Kohl's and TJ Maxx have closed as they do not carry food or medications. Target has both and is still open. Lowe's has a lot of customers due to their spring flowers being in, which is not essential, but they carry plumbing and electrical that could be essential in an emergency. The same with tire repair. We just all need to be cognizant of the "social distancing" and do our part to maintain it as best we can.

The next regular session of the Board of Commissioners will be held on Monday, **March 23, 2020** at 10:00 a.m. in the GOB Commissioners' Chambers. There being no other business, the meeting was adjourned.

BARTHOLOMEW COUNTY
COMMISSIONERS

CARL H. LIENHOOP, CHAIRMAN

LARRY S. KLEINHENZ, MEMBER

RICHARD A. FLOHR, MEMBER

ATTEST:

PIA O'CONNOR