

**PERRY COUNTY BOARD OF COMMISSIONERS**  
**SPECIAL MEETING MINUTES**  
**July 19, 2024**

The Perry County Board of Commissioners met at 9:00 a.m., as was duly advertised. Commissioners: President Randy Cole (RC), Rebecca Thorn (RT) and Randy Kleaving (RK) were in attendance. Auditor Kristinia Hammack and Sheriff Alan Malone were also present. There was no *Attorney* or *News Representative* in attendance.

This Special Meeting was held outside on the back West side of the Courthouse for a pre-construction review for the Courthouse addition.

Attached are notes from Kenneth Simpson, Engineer Associates, Project Engineer/Designer:

**ENGINEER ASSOCIATES, Inc.**

**Since 1990**

645 Main Street, Suite 201  
Tell City, Indiana 47586

Kenneth Leo Simpson, P.E.  
P.E. License in Indiana and Kentucky  
mail:[klsimpsonpe@comcast.net](mailto:klsimpsonpe@comcast.net)

(812) 547-1100  
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July 19, 2024

Memo To: Meeting Attendees

**Re: Pre-Construction Meeting**  
**Perry County Courthouse Addition and Parking**  
**Tell City, Indiana**

A meeting was held, on Friday, July 19, 2024, 9:00 A.M., in the back parking lot of the Courthouse regarding the proposed addition to the Perry County Courthouse.

In attendance were:

Mendy Lassaline, Perry County Assessor  
Kris Hammack, Perry County Auditor  
Kelli Wilgus, Auditor's Office  
Leisa Ecker, Auditor's Office  
Alan Malone, Perry County Sheriff  
Randy Kleaving, Perry County Commissioner  
Rebecca Thorn, Perry County Commissioner  
Randy Cole, Perry County Commissioner  
Greg Arnold, Arnold and Associates, General Contractor  
Kenneth Simpson, Engineer Associates, Project Engineer/Designer

Items discussed included:

1. A Tax-Exempt letter will be sent to Greg Arnold by Kelli Wilgus
2. A copy of the bids will be sent to the Auditor's Office by Ken Simpson
3. There are several items that need to be sent to the Engineer Ken Simpson, by Greg Arnold, including:
  - a. Payment Bond
  - b. Performance Bond
  - c. Workman's Comp. certificates as noted in the Special Provisions
  - d. Contractor's Comprehensive General Liability and Owner's Protective Liability insurance, as noted in the Special Provisions
  - e. These above items will be forwarded to Kris Hammack
4. Schedule. As noted in the specifications, 150 days will be allowed for the completion of the project.
5. The Notice to Proceed will be dated Monday, July 22, 2024 and will be sent to Greg Arnold.
6. The curbs, sidewalk and stone for the parking lot will be placed as a part of this contract. The asphalt will be bid later under separate contract.
7. The brick and concrete block were discussed. The idea is to match the existing as closely as possible. Samples were presented. A Glen Gery brick, Aberdeen, and Graphite 3325 concrete block were selected.
8. The Contractor is to leave an area in the back parking area open to the rear door of the Courthouse. There may be several days when they are working when access will not be available to enter through this door. Once the existing concrete is removed, they will place a walk-able surface so that the Courthouse employees may use this rear door.
9. Utilities were discussed. Most utilities are already in the building.
10. It was noted that the existing curbs at the West end of the front parking lot will be removed under this contract.
11. There two light poles, not shown on the drawings, that will need to be removed. Future lighting for the proposed parking lot will be provided by Wall Packs placed on the West side of the existing and proposed buildings.
12. Discussions concerning the existing underground 24" pipe and the two accompanying manholes were made.

13. Erosion Control was discussed. If dirt gets on the pavement, the Contractor is to remove that dirt by sweeping, not with water.
14. The Port O Let is to be placed in the rear parking lot area. A location will be selected based on the Contractor's needs as approved by the Commissioners.
15. The dumpster and concrete washout area will be placed in the rear parking area. A location will be selected based on the Contractor's needs as approved by the Commissioners.
16. Signs will be placed indicating the Construction Entry.
17. It was noted that on a technical basis per State requirements, this building addition is actually a separate building from the existing Courthouse and therefore will not have to be fire sprinkled as is the existing Courthouse. There will be a fire wall placed between the existing and the proposed buildings. The existing 8" concrete block wall will serve as a fire wall.
18. The entire wall that separates the existing from the proposed structure is a considered a fire wall. The existing concrete block wall and the attached brick will remain. Above that wall a fire rated separation wall will be placed with 2 layers of type X fire rated drywall on each side of that separation wall.
19. Wood studs or metal studs may be used in the construction of the walls of the Prosecutor's office. All walls will be sound proofed with insulation.
20. Finishes are shown on the drawings. However, the Contractor is to submit drawings/specifications for approval.
21. The final product for the finishes is to match the existing Courthouse as closely as possible.
22. Building foundations were briefly discussed.
23. Exterior lighting was discussed. There will be 8 new wall packs. Four on the entire West side (including the existing building) to illuminate the new parking lot, 2 to illuminate the South side of the proposed building and existing parking, and 2 to illuminate the East side of the proposed building so as to provide light for the walk-way between the buildings.
24. Regarding plumbing, there will be a sanitary line 'run' into the existing Records area. It will come into the Records room about 2' or so. A vertical pipe will be placed for future use.

The meeting adjourned at 9:40 a.m. on July 19, 2024.

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Randy Cole  
President

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Rebecca Thorn  
Vice-President

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Randy Kleaving

*Minutes reviewed by:*  
*Kristinia L. Hammack, Auditor*

*Minutes prepared by:*  
*Leisa M. Ecker, Deputy Auditor*