



# MONROE COUNTY COMMISSIONERS

Julie Thomas, President  
Lee Jones, Vice President  
Jody Madeira

Monroe County Courthouse, Room 323  
100 W Kirkwood Avenue  
Bloomington, Indiana 47404  
Office: 812-349-2550

## COMMISSIONERS' HYBRID MEETING AGENDA Thursday, December 18, 2025, at 10:00 am Nat U. Hill Meeting Room and Teams Connection

Commissioners Agendas & Packets website link  
[Monroe County: Commissioners Agendas & Packets](#)

Microsoft teams link to join the meeting  
[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZjcyMzk2ZGQtZWJMS00ZWQyLTk5NDMtYmQ1YmNhMDRiNGI1%40thread.v2/0?context=%7b%22Tid%22%3a%22249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjcyMzk2ZGQtZWJMS00ZWQyLTk5NDMtYmQ1YmNhMDRiNGI1%40thread.v2/0?context=%7b%22Tid%22%3a%22249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d)

- The public's video feed will be turned off by the Technical Services Department meeting administrator.
- The public will be able to listen and record.
- The public should raise their hand if they wish to speak during the public comment period.

\*\*\*\*\*

*"Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County, should contact the Monroe County Title VI Coordinator, Elizabeth Sensenstein, (812) 349-7314, [esensenstein@co.monroe.in.us](mailto:esensenstein@co.monroe.in.us), as soon as possible, but no later than forty-eight (48) hours before the scheduled event. Individuals requiring special language services should, if possible, contact the Monroe County Title IV Coordinator at least seventy-two (72) hours prior to the date on which the services will be needed. The meeting is open to the public."*

**1. CALL TO ORDER BY COMMISSIONER THOMAS**

---

**2. COMMISSIONERS' PUBLIC STATEMENT READ BY COMMISSIONER THOMAS**

---

**3. DEPARTMENT UPDATES**

---

**4. PUBLIC COMMENT- For items NOT on the agenda (limited to 3 minutes per speaker)**

---

**5. APPROVAL OF MINUTES**  
December 18, 2025

---

6

**6. APPROVAL OF CLAIMS DOCKET**  
Accounts Payable – December 18, 2025

---

**7. REPORTS**  
None

---

**8. NEW BUSINESS**

**A. INTEGRA REALTY RESOURCES AGREEMENT**

**19**

**Fund Name:** Reassessment  
**Fund Number:** 1224  
**Amount:** \$17,1700  
**Presenter:** Judy Sharp

The Department is seeking approval for three (3) proposals for valuation and consulting services by Integra Realty Resources for the appraisal of the following apartment complexes:

- Forest Green Apartments - 345 S. Curry Pike. Parcel number 53-09-01-100-013.000-016
- Monroe Square Apartments – 599 E Temperance St. Parcel number 53-04-10-400-021.000-013
- Highland Park Apartments – 4101 N Centennial Dr. Parcel number 53-04-13-400-014.000-011

These appraisals will serve as evidence in an Indiana Board of Tax Review (IBTR) state hearing on the 2024 pay 2025 and 2025 pay 2026 assessments. Appraisals will be completed by Integra Realty Recourses Appraiser David Hall, MAI, AICP. Initial proposed PH I cost per appraisal is \$5,900 with a total PH I cost of \$17,700.

**B. HARRELL-FISH (HFI) AGREEMENT TO REPLACE CONTROLLER IN CLERK’S OFFICE**

**38**

**Fund Name:** 2025 GO Bond  
**Fund Number:** 4820  
**Amount:** \$23,845  
**Presenter:** Richard Crider

This request is to accept the proposal submitted by HFI in the amount of \$23,845.00 to replace HVAC controlling devices in the Clerk's office and integrate the devices into the new supervisor software.

**C. WASTE MANAGEMENT DISTRICT GREEN BUSINESS NETWORK AGREEMENT RENEWAL**

**43**

**Fund Name:** County General  
**Fund Number:** 1000  
**Amount:** \$5,450  
**Presenter:** Richard Crider

This request is to accept the annual service contract renewal with the Green Business Network for recycle pickup at multiple county buildings in the amount of \$5,450.00. Contract details by building:

- Community Corrections - 405 W 7th St - \$900 - 1 x week.
- Courthouse - 100 W Kirkwood Ave - \$900 - 1 x week
- Curry Building - 214 W 7th St - \$900 - 1 x week
- Health Building - 119 W 7th St - \$475 - 2 x month
- Justice Building - 301 N College Ave - \$900 - 1 x week
- Showers North - 501 N Morton St - \$900 - 1 x week
- Youth Services Bureau - 615 S Adams St - \$475 - 2 x month

**D. RESOLUTION 2025-53; SURPLUS PROPERTY FOR MULTIPLE DEPARTMENTS**

**74**

**Presenter:** Richard Crider

This request is to approve surplus of items from multiple departments.

- Auditor’s Office – 21 office chairs that are damaged and/or past service life. Discarded as trash.

- Commissioner’s Office – 18 vehicles past service life. Recommending trade.
- Highway Department – Damaged aluminum street signs. Sold for scrap. Two damaged office chairs were discarded as trash.
- Parks Department – Broken kitchen stove. Sold for scrap.
- Probation Department – CC8, 2001 Ford Escape. Recommending trade.
- Prosecutors Office – Broken shelf. Sold for scrap.

**E. TOSHIBA COPIER FLEET AGREEMENT**

**86**

**Fund Name:** Cumulative Capital  
**Fund Number:** 1138  
**Amount:** \$208,547/5-year  
**Presenter:** Greg Crohn

The remaining Ricoh copiers in our fleet are beyond 10 yrs old and are going beyond supported service life within the next 4 months.

This request is to approve the agreement with Toshiba Business Solutions to replace thirty-four beyond service life Ricoh model copiers, with a total of thirty-four Toshiba E-Studio 331AC, 4525AC, and 5525AC series copiers. Terms of lease are for Sixty (60) months at \$3,475.79 p/month. Copy and print monthly charges are at \$.0038 per B/W print, \$.035 per color print. All copiers listed in the agreement fall under a \$1.00 buyout and will be owned by Monroe County Govt. at lease maturity. All pricing and terms meet State QPA contract parameters.

**F. STRENGTHENING PREVENTION GRANT AMENDMENT #2 FOR DISEASE INTERVENTION SPECIALIST**

**105**

**Fund Name:** STD Strengthening Prevention  
**Fund Number:** 8112  
**Amount:** -\$58,835  
**Presenter:** Lori Kelley

The Health Department received additional grant funding from the Indiana Department of Health to use for an additional Disease Intervention Specialist position.

The Health Department did not receive approval to move forward with hiring the grant funded position under the hiring freeze, therefore, the Indiana Department of Health has issued an amendment to decrease grant funding.

**G. KOENIG EQUIPMENT, INC SERVICE AGREEMENT**

**113**

**Fund Name(s):** County General and Parks Non-Reverting  
**Fund Number(s):** 1000, 1178, 1179, and 4113  
**Amount:** Not to exceed \$3,000  
**Presenter:** Kelli Witmer

Monroe County Parks & Recreation Board approved on 11-19-25 to hire Koenig Equipment to repair equipment. Term Date: 11-01-27

**H. ORDINANCE 2025-49; AMEND THE SUBSTANCE USE DISORDER AWARENESS COMMISSION**

**118**

**Presenter:** Molly Turner-King

The Monroe County Substance Use Disorder Awareness Commission (SUDAC) serves as an advisory committee to the Board of Commissioners that is tasked with planning and organizing educational community conversations including the Substance Use Awareness Summit and gathering community

information relating to substance abuse issues. Currently, SUDAC is made up of eleven (11) members. Due to quorum issues, it is being proposed that the size of SUDAC be reduced.

Ordinance 2025-49 proposes amendments to the composition of the membership for SUDAC to ensure that SUDAC can continue to assist Monroe County in addressing the myriad of community issues resulting from the opioid epidemic, including issues affecting public health, economic opportunities, and the quality of life of all Monroe County residents. The duties of SUDAC are also further clarified.

- I. ORDINANCE 2025-50; APPROVING THE CAPITAL IMPROVEMENT PLAN FOR THE ECONOMIC DEVELOPMENT INCOME TAX (EDIT) 122**  
**Fund Name:** EDIT  
**Fund Number:** 1112  
**Amount:** EDIT Cash Balance (\$22,501,043.70) and Estimated Revenues (\$24,692,724)  
**Presenter:** Jeff Cockerill

Due to the expiration of the current plan, which uses all the funds for a new Justice Facility, a new plan must be approved. Attached to this is the Ordinance, the draft plan, and the draft plan with Council recommendations.

- J. AMENDMENT TO ARPA AGREEMENT WITH THE CONVENTION CENTER MANAGEMENT CORPORATION 131**  
**Fund Name:** EDIT  
**Fund Number:** 1112  
**Amount:** EDIT Cash Balance (\$22,501,043.70) and Estimated Revenues (\$24,692,724)  
**Presenter:** Jeff Cockerill

The contract is changed in two ways. The Exhibit has been updated to include the actual projects and expenditures, which had changed slightly from the original agreement. In addition, the final payment date has been extended to June 1st due to delivery delays on some items.

- K. MILESTONE CHANGE ORDER #1 FOR MOORES CREEK ROAD STORMWATER PROJECT 136**  
**Fund Name:** Stormwater  
**Fund Number:** 1197  
**Amount:** - \$67,689.18  
**Presenter:** Lisa Ridge

The Department is requesting approval of Change Order #1 which is a decrease on the project construction cost. The decrease is due to cost savings on the project during construction in 2024/2025. The change order is needed to close out the project.

---

**9. APPOINTMENTS**

---

**10. ANNOUNCEMENTS**

---

**11. ADJOURNMENT**

\*To view 2025 meetings of the Board of Commissioners go to the County website/calendar, choose the day of the meeting you wish to view, click on that meeting, scroll down, and look for "Meeting Recording."

2024 Board of Commissioners Meetings; <https://www.youtube.com/playlist?list=PL-vZiXzX8Or2zhx9OSRUIU4CUzEkiGCM0>

2023 Board of Commissioners Meetings; <https://www.youtube.com/playlist?list=PL-vZiXzX8Or0DOYzJU1f-Ex4iSfwBpF1>

2022 Board of Commissioners Meetings; <https://www.youtube.com/playlist?list=PL-vZiXzX8Or1nakhPZTcztaORLvZXdVhE>



# MONROE COUNTY COMMISSIONERS

Julie Thomas, President  
Lee Jones, Vice President  
Jody Madeira

Monroe County Courthouse, Room 323  
100 W Kirkwood Avenue  
Bloomington, Indiana 47404  
Office: 812-349-2550

## COMMISSIONERS' HYBRID MEETING SUMMARY MINUTES

Thursday, December 11, 2025, at 10:00 am

Nat U. Hill Meeting Room and Teams Connection

Commissioners Agendas & Packets website link

[Monroe County: Commissioners Agendas & Packets](#)

Microsoft teams link to join the meeting

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjcyMzk2ZGQtZWJfMS00ZWQyLTk5NDMtYmQ1YmNhMDRiNGI1%40thread.v2/0?context=%7b%27Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d)

[join/19%3ameeting\\_ZjcyMzk2ZGQtZWJfMS00ZWQyLTk5NDMtYmQ1YmNhMDRiNGI1%40thread.v2/0?context=%7b%27Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjcyMzk2ZGQtZWJfMS00ZWQyLTk5NDMtYmQ1YmNhMDRiNGI1%40thread.v2/0?context=%7b%27Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d)

### Members

Julie Thomas, President, Present, In Person

Lee Jones, Not Present

Jody Madeira, Present, In Person

### Staff

Angie Purdie, Commissioners' Administrator, Present, In Person

Jeff Cockerill, Legal Counsel, Present, In Person

**1. CALL TO ORDER BY COMMISSIONER THOMAS** 10:05 am

---

**2. COMMISSIONERS' PUBLIC STATEMENT READ BY COMMISSIONER MADEIRA** 10:05 am

---

**3. DEPARTMENT UPDATES** 10:06 am

Health – Lori Kelley

Parks – Kelli Witmer & Steve Miller - Veterans Affairs

Surveyor – John Baeten

Commissioners – Julie Thomas

---

**4. PUBLIC COMMENT- For items NOT on the agenda (limited to 3 minutes per speaker)** 10:13 am

Jeremy Nottingham, Monroe County resident

Gabriel

Sidd Dass

Mo

Liam Pizano

Addy

Peter Iversen, Monroe County resident

Moby Jean Glaser  
Mallory Owen  
Jesse Kogge  
Denise Travers  
Jack Buinicki  
Ivan  
Katie Norris, Hotels for Homeless Director  
Matt Frost, occupant of Thomson property  
Diana Tross (virtual)  
Syd Holob  
John Kogge, Monroe County resident  
Maureen Langley, Monroe County resident  
Aoife Moss, Monroe County resident  
Tobi Raab, (virtual)  
Etzel  
Shelby Poterhoff  
Emma Hart  
Austin Clark  
Mossimo Pizano  
Basil  
Ashley  
Josh Tapp, Monroe County resident  
Lukas M (virtual)  
Thomas Pigott  
David Henry, Monroe County resident  
Geoffry Livingston

---

**5. APPROVAL OF MINUTES**  
December 4, 2025

11:40 am

Jones made a motion to approve. Maderia seconded.  
No public comment.  
Thomas called for a voice vote.  
Motion carried 3-0.

---

**6. APPROVAL OF CLAIMS DOCKET**  
Accounts Payable – December 11, 2025  
Payroll - December 12, 2025

11:40 am

Jones made a motion to approve. Maderia seconded.  
No public comment.  
Thomas called for a voice vote.  
Motion carried 3-0.

\*\*\*\*\*

*Thomas made a motion to re-open claims for accounts payable by removing \$1,800 for a contract with Seven Oaks that was not approved. Jones seconded.*  
*No public comment.*  
*Thomas called for a voice vote*  
*Motion carried 3-0.*

12:34 pm

---

**7. REPORTS** 11:41 am  
Weights and Measures – November 2025

---

Thomas called for a recess 11:42 am  
Thomas reconvened meeting 11:55 am

---

**8. NEW BUSINESS**

**A. AWARD NEXUS GROUP THE 2026-2030 CYCLICAL REASSESSMENT AND ANNUAL ADJUSTMENT CONTRACT** 11:58 am  
**Fund Name:** Reassessment  
**Fund Number:** 1224  
**Amount:** \$1,650,000  
**Presenter:** Jeff Cockerill

Bids for the 2026 - 2030 Cyclical Reassessment and Annual Adjustment contract were opened and read by Jeff Cockerill on November 20, 2025. One bid was received from Nexus Group Inc. in the amount of \$1,650,000.00.

The bids were taken under advisement by the Commissioners on behalf of Jeff Cockerill. The contract would be awarded at a later date pending review by both Judy Sharp, Assessor, and the Commissioners.

Upon review by the Assessor Nexus Group met all required items as advertised in the bid specs. At this time, the assessor recommends awarding the contract to Nexus Group Inc.

Jones made a motion to approve. Maderia seconded.  
No public comment.  
Thomas called for a voice vote.  
Motion carried 3-0.

**B. HEALTHNET "HIP" SERVICES AGREEMENT** 11:59 am  
**Fund Name:** Local Public Health Services  
**Fund Number:** 1161  
**Amount:** \$135,000  
**Presenter:** Lori Kelley

The Health Department is requesting approval to renew a service agreement with the HealthNet Homeless Initiative Program "HIP" for the period of January 1, 2026 - December 31, 2026. This agreement will allow a continuation of services focused on individuals in Monroe County who have been identified in need of healthcare, using evidence-based frameworks and health services. Additionally, this program meets the core service 'access and linkage to clinical care', as required by Health First Indiana.

Jones made a motion to approve. Maderia seconded.  
No public comment.

Thomas called for a voice vote.

Motion carried 3-0

**C. CENTERSTONE MOU FOR BLOOD PRESSURE MONITORS**

12:00 pm

**Presenter:** Lori Kelley

The Health Department is requesting approval of a Memorandum of Understanding (MOU) with Centerstone to address the core service 'chronic disease', as required by Health First Indiana. As part of the agreement, the Health Department will provide blood pressure monitors for patients in need at no cost, based on availability.

Jones made a motion to approve. Maderia seconded.

No public comment.

Thomas called for a voice vote.

Motion carried 3-0

**D. ORDINANCE 2025-48: AMENDING MONROE COUNTY CODE CHAPTER 310-4**

12:02 pm

**Presenter:** Lori Kelley

The Health Department is requesting approval to amend Monroe County Code Section 310-4. Due to common public request, the department is seeking approval to offer small size and both standard and small sleeve birth certificate options. The department is requesting approval of a fee change from \$16.00 to \$20.00 for standard and amended birth certificates due to increasing costs. Lastly, the department is requesting amendments that include public health clinic fees that would apply if an individual requested services using self-pay.

Jones made a motion to approve. Maderia seconded.

No public comment.

Thomas called for a voice vote.

Motion carried 3-0

**E. U.S. IMAGING DIGITAL SCANNING SERVICE AGREEMENT**

12:04 pm

**Fund Name:** Recorder's Perpetuation

**Fund Number:** 1189

**Amount:** \$112,471.76

**Presenter:** Amy Swain

This project is to protect and preserve the content of the physical records books located in the Recorder's Office that have yet to be digitized. There are approximately 300 books in the office with the bulk of our historical record books being stored in archives. Many of the books in the office have already been digitized, but not all. The scope of this project, in stages, covers the remaining books, protecting their content from fire/water damage and deterioration. Requirements and the contract itself have been reviewed by TSD as well. Due to the scope of this project, part will be paid from 2025 budget and part from 2026 budget, out of the Recorder's Perpetuation Fund. The fund's express purpose as stated in IC 36-2-7-10(g) is to be used for the preservation of records, and the improvement of record keeping system and equipment within the control of the county recorder. This project covers both goals and makes them more readily accessible to the public.

U.S. Imaging has digitized some of our records in the past, with good results, making them a trusted business partner, especially when dealing with handwritten documents, typewritten documents and margin stamps.

Jones made a motion to approve. Maderia seconded.  
No public comment.  
Thomas called for a voice vote.  
Motion carried 3-0.

**F. AXON ENTERPRISE, INC. AGREEMENT RENEWAL FOR BODY WORN CAMERAS**

12:06 pm

**Fund Name:** 2025 GO Bond  
**Fund Number:** TBD  
**Amount:** \$1,998,775.02 for 5-year term  
**Presenter:** Greg Crohn

The current agreement for body worn cameras, tasers and evidence storage supporting the Sheriff's Department and Jail is slated to expire in the second quarter of 2026. However, due to increased need to improve officer and public safety, the time for an upgrade arrived earlier than anticipated. This request is to approve the 5-year agreement provided by AXON totaling \$1,998,775.02. Axon has prorated this agreement, allowing us credit for the unused paid portion from our current agreement.

Jones made a motion to approve. Maderia seconded.  
No public comment.  
Thomas called for a voice vote.  
Motion carried 3-0.

**G. ORDINANCE 2025-47: INTERLOCAL AGREEMENT WITH TOWN OF ELLETTSVILLE REGARDING ANIMAL MANAGEMENT AND ANIMAL SHELTER SERVICES**

12:09 pm

**Fund Name:** County General  
**Fund Number:** 1000  
**Amount:** \$480,480  
**Presenter:** Jeff Cockerill

This agreement is in the same basic format as it has been for a number of years. The county's cost is based upon core animal control functions allocated based on the number of animals whose origins are in Monroe County. The County will continue to provide service in Ellettsville.

Jones made a motion to approve. Maderia seconded.  
No public comment.  
Thomas called for a voice vote.  
Motion carried 3-0.

**H. COLLECTIVE BARGAINING AGREEMENT WITH THE HIGHWAY COLLECTIVE BARGAINING UNIT**

12:11 pm

**Fund Name:** Various  
**Fund Number:** Multiple  
**Amount:** As budgeted  
**Presenter:** Jeff Cockerill

This agreement is for an agreement with the Highway Collective Bargaining Unit. It is a three-year agreement, which will run through 2028. The main changes involve call-out time list matters, both for full department call outs (such as for emergency events like snow) and for the rotational call out for when less than the full complement is necessary. Particularly, it

includes who is eligible for call outs (excludes those on bereavement and if personally ill) and consequences for not responding.

Jones made a motion to approve. Maderia seconded.

No public comment.

Thomas called for a voice vote.

Motion carried 3-0.

**I. WYLIES FLOOR COVERING INC. FOR FLOOR COVERING REPLACEMENT AT CONVENTION CENTER**

12:14 pm

**Fund Name:** ARPA

**Fund Number:** 8950

**Amount:** \$3,661

**Presenter:** Richard Crider

This request is to accept the proposal submitted by Wylie's Floor Covering, Inc. in the amount of \$3,661.00 to remove existing floor tile, apply leveling compound, then install, clean and seal new vinyl composition tile (VCT).

Jones made a motion to approve. Maderia seconded.

No public comment.

Thomas called for a voice vote.

Motion carried 3-0.

**J. BLEDSOE RIGGERT COOPER AND JAMES AMENDMENT #3 FOR LIMESTONE GREENWAY**

12:16 pm

**Presenter:** Kelli Witmer

This is the 3rd addendum to the BRCJ Agreement for conceptual-level design & cost opinion and preliminary engineering report of Monroe County bridge #83 for the Limestone Greenway Phase 2. The 3rd addendum extends the expiration date to 06-01-26.

Jones made a motion to approve. Maderia seconded.

No public comment.

Thomas called for a voice vote.

Motion carried 3-0.

**K. CASSADY ELECTRICAL SERVICE AGREEMENT**

12:17 pm

**Fund Name(s):** County General and Parks Non-Reverting

**Fund Number(s):** 1000, 1178, 1179, & 4113

**Amount:** Not to exceed \$30,000

**Presenter:** Kelli Witmer

Monroe County Parks & Recreation Board approved on 11-19-25 to hire Cassady Electrical Contractors to perform electrical services. Term Date: 12-31-27.

Jones made a motion to approve. Maderia seconded.

No public comment.

Thomas called for a voice vote.

Motion carried 3-0.

**L. HEFLIN INDUSTRIES, INC. SERVICE AGREEMENT**

12:18 pm

**Fund Name(s):** County General and Parks Non-Reverting

**Fund Number(s):** 1000, 1178, 1179

**Amount:** Not to exceed \$4,000

**Presenter:** Kelli Witmer

Monroe County Parks & Recreation Board approved on 11-19-25 to hire Heflin Industries to perform repairs to equipment. Term Date: 12-31-27.

Jones made a motion to approve. Maderia seconded.

No public comment.

Thomas called for a voice vote.

Motion carried 3-0.

**M. J&S LOCKSMITH SERVICE AGREEMENT**

12:19 pm

**Fund Name(s):** County General and Parks Non-Reverting

**Fund Number(s):** 1000, 1178, 1179

**Amount:** Not to exceed \$500

**Presenter:** Kelli Witmer

Monroe County Parks & Recreation Board approved on 11-19-25 to hire J & S Locksmith to perform repairs to equipment. Term Date: 11-01-27.

Jones made a motion to approve. Maderia seconded.

No public comment.

Thomas called for a voice vote.

Motion carried 3-0.

**N. LANDMARK AQUATIC SERVICE AGREEMENT**

12:20 pm

**Fund Name(s):** County General and Parks Non-Reverting

**Fund Number(s):** 1000, 1178, 1179

**Amount:** Not to exceed \$5,000

**Presenter:** Kelli Witmer

Monroe County Parks & Recreation Board approved on 11-19-25 to hire Landmark Aquatic to repair splash pad equipment. Term Date: 11-01-27.

Jones made a motion to approve. Maderia seconded.

No public comment.

Thomas called for a voice vote.

Motion carried 3-0.

**O. MONROE TUFF JON SERVICE AGREEMENT**

12:22 pm

**Fund Name(s):** County General and Parks Non-Reverting

**Fund Number(s):** 1000, 1178, 1179, & 4113

**Amount:** Not to exceed \$16,000

**Presenter:** Kelli Witmer

Monroe County Parks & Recreation Board approved on 11-19-25 to hire Monroe Tuff Jon to perform port-a-toilet pumping, stocking, winterizing, & cleaning. \$25 per toilet per trip fee. Term Date: 12-31-27.

Jones made a motion to approve. Maderia seconded.  
No public comment.  
Thomas called for a voice vote.  
Motion carried 3-0.

**P. RICHARD'S SMALL ENGINE, INC. SERVICE AGREEMENT**  
**Fund Name(s):** County General and Parks Non-Reverting  
**Fund Number(s):** 1000, 1178, 1179  
**Amount:** Not to exceed \$3,000  
**Presenter:** Kelli Witmer

12:22 pm

Monroe County Parks & Recreation Board approved on 11-19-25 to hire Richard's Small Engine to repair equipment. Term Date: 11-01-27.

Jones made a motion to approve. Maderia seconded.  
No public comment.  
Thomas called for a voice vote.  
Motion carried 3-0.

**Q. LOCHMUELLER GROUP AMENDMENT #1 FOR FAIRFAX ROAD SAFETY GRANT PROJECT**  
**Fund Name:** Local Road and Street  
**Fund Number:** 1169  
**Amount:** Not to exceed \$9,500  
**Presenter:** Lisa Ridge

12:24 pm

This amendment is for core samples in different locations along Fairfax Road. We believe by incurring this cost upfront on the project for the additional core samples it will save money on the project when it comes to design. It can result in less areas that might need full depth patching in the areas of the high friction asphalt that will be laid.

Jones made a motion to approve. Maderia seconded.  
No public comment.  
Thomas called for a voice vote.  
Motion carried 3-0.

**R. ORDINANCE 2025-44: AMENDMENTS TO THE COUNTY DEVELOPMENT ORDINANCE (CDO) FIXING SCRIVENERS ERRORS AND ALIGN WITH STATE CODE PROVISIONS**  
**Presenter:** Jackie N. Jelen

12:25 pm

The Plan Commission reviewed several amendments to the CDO regarding changes required by state code, and scrivener error fixes throughout. The Plan Commission forwarded.

Jones made a motion to approve. Maderia seconded.  
Thomas called for comment in favor of amendments  
None.  
Thomas called for comment in opposition of amendments  
None.  
No public comment.  
Thomas called for a voice vote.  
Motion carried 3-0.

---

**10. APPOINTMENTS**

12:29 pm

Jones made a motion to appoint the following. Madeira seconded.

**Alcoholic Beverage Board**

M. Davis O’Guinn – 1-year term, ending 12.31.26

**ADA Internal Group**

E. Sensenstein – 1-year term, ending 12.31.26

**Board of Aviation**

Patrick Murphy – 4-year term, ending 12.31.2029

**BZA**

Guy Loftman - 4-year term, ending 1.1.30

**BZA and Plan Commission**

Margaret Clements – 4-year team, ending 1.1.30

**Central Dispatch Policy Board**

Chief Deputy Jeffrey Combs – 3-year term, ending 1.1.29

**Child Protection Team**

Angie Purdie – 1-year term, ending 1.1.27

**Convention and Visitors Commission**

Michael Campbell – 2-year term, ending 12.31.27

**Drainage Board**

Robert J. Autio – 4-year term, ending 12.31.29

**Economic Development**

Greg Travis – 2-year term, ending 2.1.27

**Human Rights Commission**

Stephen Coover – 2-year term, ending 1.31.29

**Parks Access to Recreational Endowment**

Kelli Witmer – 4-term, ending 1.1.30

**Resiliency Commission**

Maggie Sullivan – 2-year term, ending 12.31.27

Thomas called for a voice vote.

Motion carried 3-0.

---

**11. ANNOUNCEMENTS**

12:36 pm

**Bloomington Foundation** is managing the **Rural Repair** program. Contact your township trustee and they will assist you with the application process.

Residents can sign up for the **Monroe County Alert Notification System** for all weather and health related emergencies and updates. To sign up visit <https://www.in.gov/counties/monroe/> .

Free COVID-19 testing is available at the Monroe County Health Department, 119 W. 7<sup>th</sup> Street as well as the Monroe County Public Health Clinic located at 333 E. Miller Drive.

Accepting applications for all boards and commissions. Go to <https://www.in.gov/counties/monroe/> for more information or to fill out an application.

The Commissioners have virtual office hours via Teams each month for anyone wanting to speak with a commissioner. Please go to the calendar at <https://www.in.gov/counties/monroe/> for dates and times.

Monroe County Commissioners’ Blood Drive will be held at [Ivy Tech, 200 Daniels Way, room C130 A & B, Bloomington, IN](#), on the following dates:

- Wednesday, December 10, 2025, 10 am – 3 pm
- Thursday, December 11, 2025, 1 pm – 6 pm
- Wednesday, January 7, 1 pm – 6pm
- Thursday, January 8, 10 am – 3pm
- Wednesday, February 11, 1 pm – 6 pm
- Thursday, February 12, 10 am – 3 pm

To make an appointment go to [www.redcross.org](http://www.redcross.org)

TOWNSHIP TRUSTEE	Phone	email
Bean Blossom- Ronald Hutson	812.935.7174	<a href="mailto:beanblossomtrustee19@gmail.com">beanblossomtrustee19@gmail.com</a>
Benton - Michelle Bright	812.339.6593	<a href="mailto:trustee@bentontownship53.in.gov">trustee@bentontownship53.in.gov</a>
Bloomington – Efrat Rosser	812.336.4976	<a href="mailto:bloomingtontownship.in.gov">bloomingtontownship.in.gov</a>
Clear Creek - Thelma Jefferies	812.824.7225	<a href="mailto:thelma@bluemarble.net">thelma@bluemarble.net</a>
Indian Creek - Chris Reynolds	812.824.4981	<a href="mailto:indiancreektownship@gmail.com">indiancreektownship@gmail.com</a>
Perry - Dan Combs	812.336.3713	<a href="mailto:trustee@perrytownship.info">trustee@perrytownship.info</a>
Polk –Scott Smith	812.837.9446	<a href="mailto:polktownshiptrustee@gmail.com">polktownshiptrustee@gmail.com</a>
Richland - Marty Stephens	812.876.2000	<a href="mailto:rttfrontdesk@bluemarble.net">rttfrontdesk@bluemarble.net</a>
Salt Creek - Joan Hall	812.837.9140	<a href="mailto:jcareyhall@gmail.com">jcareyhall@gmail.com</a>
Van Buren - Rita Barrow	812.825.4490	<a href="mailto:rbarrow@vanburentownship.org">rbarrow@vanburentownship.org</a>
Washington – Mary VanDeventer	812.325.1708	<a href="mailto:mvandeventertrustee@gmail.com">mvandeventertrustee@gmail.com</a>

---

**12. ADJOURNMENT**

12:36 pm

---

The summary minutes of December 11, 2025, Board of Commissioners' meeting were approved on December 18, 2025.

**MONROE COUNTY COMMISSIONERS**

***"Aye"***

***"Nay"***

\_\_\_\_\_  
Julie Thomas, President

\_\_\_\_\_  
Julie Thomas, President

\_\_\_\_\_  
Lee Jones, Vice President

\_\_\_\_\_  
Lee Jones, Vice President

\_\_\_\_\_  
Jody Madeira, Member

\_\_\_\_\_  
Jody Madeira, Member

**ATTEST:**

\_\_\_\_\_  
Brienne Gregory, Auditor  
Monroe County, Indiana

\_\_\_\_\_  
Date



**MONROE COUNTY BOARD OF COMMISSIONERS'  
WORK SESSION SUMMARY  
Thursday, December 11, 2025  
Nat U. Hill Meeting Room - 3<sup>rd</sup> Floor**

**Members**

Julie Thomas, President, Present, In Person  
Lee Jones, Vice President, Present, In Person  
Jody Madeira, Present, In Person

**Staff**

Angie Purdie, Commissioners' Administrator, Present, In Person  
Jeff Cockerill, Legal Counsel, Present, In Person

**1. Syringe Service Renewal – Lori Kelley and Nick Voyles**

**Fund Name:** Health

**Fund Number:** 1159

**Amount:** \$ 20,000

The Health Department is requesting approval to renew the Monroe County Syringe Service Program for a period of 2026 through 2027, with the understanding that operations remain contingent on renewal or continuation of Indiana's authorizing statute (IC 16-41-7.5-14) prior to July 1, 2026.

The Monroe County Syringe Service Program began in 2015 in response to a hepatitis C public health emergency declaration. While cases had been trending downward, Monroe County experienced an increase of nearly 32 percent in acute and chronic rates between 2023 and 2024. Additionally, Monroe County has seen an increase in newly reported HIV cases over the past two years, emphasizing the importance of comprehensive prevention strategies and programs to reduce transmission risk.

Authorization to continue the Monroe County Syringe Service Program will provide evidence-based services that reduce disease transmission, prevent overdose deaths, and connect individuals to treatment, healthcare, and supportive services.

Thomas made a motion to approve. Jones seconded.

No public comment.

Thomas called for a voice vote.

Motion carried 3-0.

**2. Remaining 2025 Sophia Travis Community Service Grant Agreements – Molly Turner-King**

**Fund Name(s):** County General and Donations

**Fund Number(s):** 1000 and 4116

**Amount:** \$10,050 (1000) and \$3,000 (4116)

On October 28, 2025, the Monroe County Council approved the distribution of \$174,000 of appropriations for the Sophia Travis Community Service Grants program. These funds will be awarded to 43 non-profit organizations throughout Monroe County for projects that relate to one (1) of the eight (8) categories for which Sophia Travis Community Service Grants can be awarded which include 1) Food, Nutrition, Security, Shelter and Health; 2) Transportation Assistance; 3) Climate Change; 4) Emergency Shortages; 5) First Responders; 6) Veterans' Assistance; 7) Excellence in Government and/or 8) Youth Enrichment.

The Council is requesting that the Board of Commissioners approve and sign the remaining 2025 Agreements which include one for Girls Inc. of Monroe County, Grace Center, Inc. and Harrodsburg Heritage Days Inc. The Agreements contain funding from the Sophia Travis funds as well as funding from the Council donation fund.

Attached is Resolution 2025- 45A along with corresponding exhibit that lists the approved agency awards. Additionally, each contract is attached.

Jones made a motion to approve. Thomas seconded.

No public comment.

Thomas called for a voice vote.

Motion carried 3-0.

**3. Approving Surveyor Official Bond**

Thomas made a motion to approve. Jones seconded.

No public comment

Thomas called for a voice vote.

Motion carried 3-0.

**4. Community Conversation regarding the Thomson Property 1 pm – 2:30 pm**

Commissioners met with members of the public regarding the homeless encampment on the Thomson property. After a lengthy discussion, the following was decided:

- Commissioners stated they would take no action on the Thomson property indefinitely.
- Commissioners will create a policy that includes 30-day notice to allow individuals to find an alternate safe space.
- Commissioners spoke of the need to work with the Mayor, City Council, County Council, to develop long- term solution(s).



# Monroe County Board of Commissioners Agenda Request Form

Date to be heard  Formal  Work session  Department

Title to appear on Agenda:  Vendor #

### Executive Summary:

Seeking approval for three separate Proposals for Valuation and Consulting Services by Integra Realty Resources for the appraisal of the following apartment complexes in Monroe County:  
Forest Green Apartments located at: 345 S Curry Pike / Parcel number 53-09-01-100-013.000-016  
Assessment year 2025  
Monroe Square Apartments located at: 599 E Temperance St / Parcel number 53-04-10-400-021.000-013  
Assessment Year 2025  
Highland Park Apartments located at: 4101 N Centennial Dr / Parcel number 53-04-13-400-014.000-011  
Assessment Year 2024  
These appraisals will serve as evidence in an IBTR state appeal hearing on the 2024 or 2025 assessments.  
Appraisals will be completed by Integra Realty Resources - Appraiser: David Hall, MAI, AICP  
Initial proposed Phase I cost per appraisal is \$5,900.00. With a total Phase I cost of \$17,700

Fund Name(s):	Fund Number(s):	Amount(s)
<input type="text" value="Reassessment"/>	<input type="text" value="1224-34350-000-0000"/>	<input type="text" value="\$17,1700"/>

Presenter:

### Speaker(s) for Zoom purposes:

Name(s)	Phone Number(s)
<input type="text"/>	<input type="text"/>

*(the speaker phone numbers will be removed from the document prior to posting)*

Attorney who reviewed:

Integra Realty Resources  
Indianapolis

4981 North Franklin Road  
Indianapolis, IN 46226

T 317-546-4720  
F 317-546-1407  
info@irr.com  
www.irr.com



## Proposal for Valuation and Consulting Services

December 2, 2025

Via Email: [jsharp@co.monroe.in.us](mailto:jsharp@co.monroe.in.us)

Client: Monroe County Assessor, c/o Ms. Judy Sharp  
100 W. Kirkwood Avenue, Room 104  
Bloomington, IN 47404

### With Reference to the Following Described Property:

Apartment Property (Monroe Square)  
599 E. Temperance Street  
Ellettsville, IN 47429

(SEE ADDENDUM)

Dear Judy:

This letter includes our proposal to prepare an appraisal of the apartment property referenced above and in the addendum to this letter, to assist in the appeals process for the property's ad valorem assessments as of January 1, 2025.

The Ethics Rule of USPAP requires us to disclose to you any prior services we have performed regarding the property within a three-year period immediately preceding the acceptance of this assignment, either as an appraiser or in any other capacity. Thus, we affirm that we have not performed any services that require disclosure.

**INTEGRA REALTY RESOURCES - INDIANAPOLIS PROPOSES TO PROVIDE THE FOLLOWING SCOPE OF VALUATION AND CONSULTING SERVICES:**

**PHASE I – ANALYSES, VALUATIONS, AND ORAL REPORT**

The first phase of this assignment would include the following scope of work:

- Interior and exterior appraisal inspection of the property;
- Analysis of relevant locational, physical, legal, and economic characteristics (inclusive of any historic operating income and expense information that may be available);
- Market research and analysis;
- Valuations of the property to develop opinions of retrospective market value-in-use, utilizing the following methodologies as applicable:
  - Cost Approach
  - Sales Comparison Approach
  - Income Capitalization Approach

Upon completion of this work, we would report the assignment results and value conclusions in an oral report (e.g. in person or over the phone), in accordance with applicable provisions of the Uniform Standards of Professional Appraisal Practice (USPAP).

**Phase I Fees:**

Valuation(s) and oral report:	\$5,900
-------------------------------	---------

**PHASE II – WRITTEN APPRAISAL REPORT**

If authorized by the client, a written appraisal report will be completed. The report will be prepared in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP), the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute, and applicable state appraisal regulations.

The oral and written reports will be kept confidential except that they will be subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives. Furthermore, both parties agree the appraisal of real estate requires market data to perform competent analysis; therefore, the appraisers are released to utilize subject data in the Integra Realty Resources/Appraisal Institute database.

**Phase II Fees:**

Appraisal Report: \$4,300

**REQUESTS FOR ACCESS AND INFORMATION**

Timely responses to our requests for access and property information are essential. Upon engagement by the client and commencement of the assignment process, requests will be sent to the client and/or the client's representatives. It is assumed that an appraisal inspection will be permitted and that information responsive to our requests will be received by the deadline identified below. If access is not permitted and/or information responsive to our requests is not received, we reserve the right to extend the delivery dates accordingly.

**TIMELINES FOR ENGAGEMENT AND AUTHORIZATION**

The fees and delivery dates presented in this proposal assume authorization and signature by the client within 30 days following the date of this proposal. If the client desires to proceed with this proposal after 30 days, the fees and/or completion dates may be revised, subject to the review and approval of the client.

Additionally, the fees and delivery dates for Phase II written reports assume the work will be authorized by the client within (1) year of the date of this proposal. If written reports are desired after (1) year, the fees and/or completion dates may be revised, subject to the review and approval of the client.

**DATES AND DEADLINES**

For the proposed scope of work, assignment dates and deadlines include the following:

- Deadline for Inspection and Receipt of Requested Information: March 1, 2026
- Delivery for Phase I (Oral Report): April 1, 2026
- Delivery for Phase II (Written Report): May 30, 2026
- Exchange with Taxpayer's Representatives: TBD
- IBTR Hearing (Week): TBD

**PAYMENT AND ADDITIONAL SERVICES**

After inspecting the property, if it is found that the scope of the assignment is significantly different from what was anticipated, we will notify you immediately to discuss modification of the fee(s) or the scope of the assignment. If an agreement cannot be made in regard to the modification of the fee(s) or the scope of the assignment, a fee reflecting the time spent on the inspection will be charged, and the agreement to perform the professional service will be mutually terminated.

The fee(s) will be due upon completion of each assignment phase. Unless arrangements are made otherwise, a late charge of 18% per annum will be charged on any balance not paid within thirty (30) days of delivery of the assignment. Integra Realty Resources - Indianapolis will provide one PDF electronic and two bound copies of each written report (if desired); additional bound copies will be available at the actual cost of reproduction.

Additional services, including testimony or attendance at any court or administrative proceedings relative to this assignment, as well as any other services or work performed in preparation for (or support of) such proceedings, will be billed at \$395 per hour for David Hall, MAI, AICP, and \$450 per hour for Michael C. Lady, MAI, SRA, ASA, CCIM, FRICS. Attendance at depositions will be billed at \$450 per hour for David Hall, MAI, AICP, and for Michael C. Lady, MAI, SRA, ASA, CCIM, FRICS.

**AUTHORIZATION**

If this proposal is acceptable to you, please authorize us to proceed by signing in the space provided below. Please return one copy to us and retain one copy for your files. Thank you for considering us for this assignment, and we look forward to working with you.

Sincerely,

**INTEGRA REALTY RESOURCES – INDIANAPOLIS**



David Hall, MAI, AICP  
Managing Director  
Indiana Certified General Appraiser  
Indiana Certificate #CG40901214



Michael C. Lady, MAI, SRA, ASA, CCIM, FRICS  
Senior Managing Director  
Indiana Certified General Appraiser  
Indiana Certificate #CG69100223

**( SIGNATURE LINES FOLLOW THIS PAGE )**

**AGREED & ACCEPTED:**

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature


County Commissioner

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County Commissioner

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County Commissioner

BY:  \_\_\_\_\_ Date: 12-10-2025  
Signature

Judith A. Sharp, County Assessor

**ADDENDUM**

**Property:** Apartment Property (Monroe Square)

**Parcel:** 53-04-10-400-021.000-013

**Owner:** Parr Real Estate Holdings, LLC



Integra Realty Resources  
Indianapolis

4981 North Franklin Road  
Indianapolis, IN 46226

T 317-546-4720  
F 317-546-1407  
info@irr.com  
www.irr.com



## Proposal for Valuation and Consulting Services

December 2, 2025

**Via Email:** [jsharp@co.monroe.in.us](mailto:jsharp@co.monroe.in.us)

**Client:** Monroe County Assessor, c/o Ms. Judy Sharp  
100 W. Kirkwood Avenue, Room 104  
Bloomington, IN 47404

**With Reference to the Following Described Property:**

Multifamily Property (Highland Park Apartments)  
4101 N. Centennial Drive  
Bloomington, IN 47404

(SEE ADDENDUM)

Dear Judy:

This letter includes our proposal to prepare an appraisal of the multifamily property referenced above and in the addendum to this letter, to assist in the appeals process for the property's ad valorem assessments as of January 1, 2024.

The Ethics Rule of USPAP requires us to disclose to you any prior services we have performed regarding the property within a three-year period immediately preceding the acceptance of this assignment, either as an appraiser or in any other capacity. Thus, we affirm that we have not performed any services that require disclosure.

**INTEGRA REALTY RESOURCES - INDIANAPOLIS PROPOSES TO PROVIDE THE FOLLOWING SCOPE OF VALUATION AND CONSULTING SERVICES:**

**PHASE I – ANALYSES, VALUATIONS, AND ORAL REPORT**

The first phase of this assignment would include the following scope of work:

- Interior and exterior appraisal inspection of the property;
- Analysis of relevant locational, physical, legal, and economic characteristics (inclusive of any historic operating income and expense information that may be available);
- Market research and analysis;
- Valuations of the property to develop opinions of retrospective market value-in-use, utilizing the following methodologies as applicable:
  - Cost Approach
  - Sales Comparison Approach
  - Income Capitalization Approach

Upon completion of this work, we would report the assignment results and value conclusions in an oral report (e.g. in person or over the phone), in accordance with applicable provisions of the Uniform Standards of Professional Appraisal Practice (USPAP).

**Phase I Fees:**

Valuation(s) and oral report:	\$5,900
-------------------------------	---------

**PHASE II – WRITTEN APPRAISAL REPORT**

If authorized by the client, a written appraisal report will be completed. The report will be prepared in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP), the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute, and applicable state appraisal regulations.

The oral and written reports will be kept confidential except that they will be subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives. Furthermore, both parties agree the appraisal of real estate requires market data to perform competent analysis; therefore, the appraisers are released to utilize subject data in the Integra Realty Resources/Appraisal Institute database.

**Phase II Fees:**

Appraisal Report: \$3,900

**REQUESTS FOR ACCESS AND INFORMATION**

Timely responses to our requests for access and property information are essential. Upon engagement by the client and commencement of the assignment process, requests will be sent to the client and/or the client’s representatives. It is assumed that an appraisal inspection will be permitted and that information responsive to our requests will be received by the deadline identified below. If access is not permitted and/or information responsive to our requests is not received, we reserve the right to extend the delivery dates accordingly.

**TIMELINES FOR ENGAGEMENT AND AUTHORIZATION**

The fees and delivery dates presented in this proposal assume authorization and signature by the client within 30 days following the date of this proposal. If the client desires to proceed with this proposal after 30 days, the fees and/or completion dates may be revised, subject to the review and approval of the client.

Additionally, the fees and delivery dates for Phase II written reports assume the work will be authorized by the client within (1) year of the date of this proposal. If written reports are desired after (1) year, the fees and/or completion dates may be revised, subject to the review and approval of the client.

**DATES AND DEADLINES**

For the proposed scope of work, assignment dates and deadlines include the following:

- Delivery for Phase I (Oral Report): February 15, 2026
- Deadline for Inspection and Receipt of Requested Information: March 1, 2026
- Delivery for Phase II (Written Report): April 30, 2026
- Exchange with Taxpayer’s Representatives: TBD
- IBTR Hearing (Week): TBD

**PAYMENT AND ADDITIONAL SERVICES**

After inspecting the property, if it is found that the scope of the assignment is significantly different from what was anticipated, we will notify you immediately to discuss modification of the fee(s) or the scope of the assignment. If an agreement cannot be made in regard to the modification of the fee(s) or the scope of the assignment, a fee reflecting the time spent on the inspection will be charged, and the agreement to perform the professional service will be mutually terminated.

The fee(s) will be due upon completion of each assignment phase. Unless arrangements are made otherwise, a late charge of 18% per annum will be charged on any balance not paid within thirty (30) days of delivery of the assignment. Integra Realty Resources - Indianapolis will provide one PDF electronic and two bound copies of each written report (if desired); additional bound copies will be available at the actual cost of reproduction.

Additional services, including testimony or attendance at any court or administrative proceedings relative to this assignment, as well as any other services or work performed in preparation for (or support of) such proceedings, will be billed at \$395 per hour for David Hall, MAI, AICP, and \$450 per hour for Michael C. Lady, MAI, SRA, ASA, CCIM, FRICS. Attendance at depositions will be billed at \$450 per hour for David Hall, MAI, AICP, and for Michael C. Lady, MAI, SRA, ASA, CCIM, FRICS.

**AUTHORIZATION**

If this proposal is acceptable to you, please authorize us to proceed by signing in the space provided below. Please return one copy to us and retain one copy for your files. Thank you for considering us for this assignment, and we look forward to working with you.

Sincerely,

**INTEGRA REALTY RESOURCES – INDIANAPOLIS**



David Hall, MAI, AICP  
Managing Director  
Indiana Certified General Appraiser  
Indiana Certificate #CG40901214



Michael C. Lady, MAI, SRA, ASA, CCIM, FRICS  
Senior Managing Director  
Indiana Certified General Appraiser  
Indiana Certificate #CG69100223

( SIGNATURE LINES FOLLOW THIS PAGE )

**AGREED & ACCEPTED:**

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County Commissioner

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County Commissioner

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County Commissioner

BY:  \_\_\_\_\_ Date: 12-10-2025  
Signature

Judith A. Sharp, County Assessor

Monroe County Assessor  
December 2, 2025  
Page 6

**ADDENDUM**

**Property:** Multifamily Property (Highland Park Apartments)

**Parcel:** 53-04-13-400-014.000-011

Integra Realty Resources  
Indianapolis

4981 North Franklin Road  
Indianapolis, IN 46226

T 317-546-4720  
F 317-546-1407  
info@irr.com  
www.irr.com



## Proposal for Valuation and Consulting Services

December 2, 2025

**Via Email:** [jsharp@co.monroe.in.us](mailto:jsharp@co.monroe.in.us)

**Client:** Monroe County Assessor, c/o Ms. Judy Sharp  
100 W. Kirkwood Avenue, Room 104  
Bloomington, IN 47404

**With Reference to the Following Described Property:**

Apartment Property (Forest Green)  
345 S. Curry Pike  
Bloomington, IN 47403

(SEE ADDENDUM)

Dear Judy:

This letter includes our proposal to prepare an appraisal of the apartment property referenced above and in the addendum to this letter, to assist in the appeals process for the property's ad valorem assessments as of January 1, 2025.

The Ethics Rule of USPAP requires us to disclose to you any prior services we have performed regarding the property within a three-year period immediately preceding the acceptance of this assignment, either as an appraiser or in any other capacity. Thus, we affirm that we have not performed any services that require disclosure.

**INTEGRA REALTY RESOURCES - INDIANAPOLIS PROPOSES TO PROVIDE THE FOLLOWING SCOPE OF VALUATION AND CONSULTING SERVICES:**

**PHASE I – ANALYSES, VALUATIONS, AND ORAL REPORT**

The first phase of this assignment would include the following scope of work:

- Interior and exterior appraisal inspection of the property;
- Analysis of relevant locational, physical, legal, and economic characteristics (inclusive of any historic operating income and expense information that may be available);
- Market research and analysis;
- Valuations of the property to develop opinions of retrospective market value-in-use, utilizing the following methodologies as applicable:
  - Cost Approach
  - Sales Comparison Approach
  - Income Capitalization Approach

Upon completion of this work, we would report the assignment results and value conclusions in an oral report (e.g. in person or over the phone), in accordance with applicable provisions of the Uniform Standards of Professional Appraisal Practice (USPAP).

**Phase I Fees:**

Valuation(s) and oral report:	\$5,900
-------------------------------	---------

**PHASE II – WRITTEN APPRAISAL REPORT**

If authorized by the client, a written appraisal report will be completed. The report will be prepared in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP), the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute, and applicable state appraisal regulations.

The oral and written reports will be kept confidential except that they will be subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives. Furthermore, both parties agree the appraisal of real estate requires market data to perform competent analysis; therefore, the appraisers are released to utilize subject data in the Integra Realty Resources/Appraisal Institute database.

**Phase II Fees:**

Appraisal Report: \$4,300

**REQUESTS FOR ACCESS AND INFORMATION**

Timely responses to our requests for access and property information are essential. Upon engagement by the client and commencement of the assignment process, requests will be sent to the client and/or the client’s representatives. It is assumed that an appraisal inspection will be permitted and that information responsive to our requests will be received by the deadline identified below. If access is not permitted and/or information responsive to our requests is not received, we reserve the right to extend the delivery dates accordingly.

**TIMELINES FOR ENGAGEMENT AND AUTHORIZATION**

The fees and delivery dates presented in this proposal assume authorization and signature by the client within 30 days following the date of this proposal. If the client desires to proceed with this proposal after 30 days, the fees and/or completion dates may be revised, subject to the review and approval of the client.

Additionally, the fees and delivery dates for Phase II written reports assume the work will be authorized by the client within (1) year of the date of this proposal. If written reports are desired after (1) year, the fees and/or completion dates may be revised, subject to the review and approval of the client.

**DATES AND DEADLINES**

For the proposed scope of work, assignment dates and deadlines include the following:

- Deadline for Inspection and Receipt of Requested Information: March 1, 2026
- Delivery for Phase I (Oral Report): April 1, 2026
- Delivery for Phase II (Written Report): May 30, 2026
- Exchange with Taxpayer’s Representatives: TBD
- IBTR Hearing (Week): TBD

**PAYMENT AND ADDITIONAL SERVICES**

After inspecting the property, if it is found that the scope of the assignment is significantly different from what was anticipated, we will notify you immediately to discuss modification of the fee(s) or the scope of the assignment. If an agreement cannot be made in regard to the modification of the fee(s) or the scope of the assignment, a fee reflecting the time spent on the inspection will be charged, and the agreement to perform the professional service will be mutually terminated.

The fee(s) will be due upon completion of each assignment phase. Unless arrangements are made otherwise, a late charge of 18% per annum will be charged on any balance not paid within thirty (30) days of delivery of the assignment. Integra Realty Resources - Indianapolis will provide one PDF electronic and two bound copies of each written report (if desired); additional bound copies will be available at the actual cost of reproduction.

Additional services, including testimony or attendance at any court or administrative proceedings relative to this assignment, as well as any other services or work performed in preparation for (or support of) such proceedings, will be billed at \$395 per hour for David Hall, MAI, AICP, and \$450 per hour for Michael C. Lady, MAI, SRA, ASA, CCIM, FRICS. Attendance at depositions will be billed at \$450 per hour for David Hall, MAI, AICP, and for Michael C. Lady, MAI, SRA, ASA, CCIM, FRICS.

**AUTHORIZATION**

If this proposal is acceptable to you, please authorize us to proceed by signing in the space provided below. Please return one copy to us and retain one copy for your files. Thank you for considering us for this assignment, and we look forward to working with you.

Sincerely,

**INTEGRA REALTY RESOURCES – INDIANAPOLIS**



David Hall, MAI, AICP  
Managing Director  
Indiana Certified General Appraiser  
Indiana Certificate #CG40901214



Michael C. Lady, MAI, SRA, ASA, CCIM, FRICS  
Senior Managing Director  
Indiana Certified General Appraiser  
Indiana Certificate #CG69100223

**( SIGNATURE LINES FOLLOW THIS PAGE )**

**AGREED & ACCEPTED:**

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County Commissioner

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County Commissioner

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County Commissioner

BY:  Date: 12-10-2025  
Signature

Judith A. Sharp, County Assessor

**ADDENDUM**

**Property:** Apartment Property (Forest Green)

**Parcel:** 53-09-01-100-013.000-016

**Owner:** Parr Real Estate Holdings, LLC





# Monroe County Board of Commissioners Agenda Request Form

Date to be heard  Formal  Work session  Department

Title to appear on Agenda:  Vendor #

### Executive Summary:

This request is to accept the proposal submitted by HFI in the amount of \$23,845.00 to replace HVAC controlling devices in the Clerk's office and integrate the devices into the new supervisor software.

Fund Name(s):	Fund Number(s):	Amount(s)
<input type="text" value="2025 GO BOND"/>	<input type="text" value="4820"/>	<input type="text" value="\$23,845.00"/>

Presenter:

### Speaker(s) for Zoom purposes:

Name(s)	Phone Number(s)
<input type="text" value="Richard Crider"/>	<input type="text" value="812-803-6331"/>

*(the speaker phone numbers will be removed from the document prior to posting)*

Attorney who reviewed:



Monroe County Justice Building  
301 N College Avenue  
Bloomington, IN 47404  
Attn.: Richard Crider & David Gardner  
Re: Clerks Office Controller Replacement

Thursday, October 9, 2025

Harrell-Fish, Inc. proposes to...

**Inclusions-**

- Remove all controllers and field devices on twelve (12) VAV boxes
- Provide engineering for three (3) fan powered VAV boxes
- Provide graphics for three (3) fan powered VAV boxes
- Preload nine (9) controllers for VAV boxes
- Furnish and install twelve (12) VAV controllers with duct sensor and wall modules
- Furnish and install nine (9) hot water valve controllers
- Furnish and install three (3) relays for fan status control
- Perform testing and verify operation of all controllers
- Integrate into new Honeywell Supervisor Software
  - If these devices are not on the same network as the new supervisor software integration will not be possible for graphic adjustment until phase 4 of control upgrades. VAV boxes will still be adjustable but will require the supervisor to be upgraded to get full graphic control.
- Shipping and handling
- Labor

**Exclusions-**

- Overtime / Shift work
- Sales tax
- Work outside above scope
- Any unforeseen or emergency repairs
- Moving of furniture. Prior to two (2) day site shutdown, facilities must move desks and ceiling tiles out of way for easy access to VAV boxes
- Any additional actuators for three (3) fan powered VAV boxes

**Total Project Investment – \$23,845.00**

Thank you for the opportunity to submit this proposal.  
Please do not hesitate to contact me or our office if you have any further questions.

Sincerely,  
HARRELL-FISH, INC.  
Jacob Hupp  
[jhupp@harrell-fish.com](mailto:jhupp@harrell-fish.com)  
812.369.3733

\_\_\_\_\_  
Client Acceptance                      Date

***This proposal is subject to the accompanying HFI Standard Terms and Conditions***  
2010 Fountain Drive, P.O. Box 1998, Bloomington, IN 47402  
812-339-2579    [www.harrell-fish.com](http://www.harrell-fish.com)





### HFI Standard Terms and Conditions

1. This proposal shall be considered withdrawn if not accepted within thirty (30) days.
2. HFI shall provide only trained and qualified technicians employed and/or subcontracted and supervised by us.
3. **All labor is to be performed during HFI's regular working hours, unless noted in this proposal.**
4. Until final payment is made, HFI will retain the title to all materials and equipment it installs.
5. Unless stated otherwise in this proposal, payment is due in full upon completion of work. Any account not fully paid with thirty (30) days of completion or due date shall bear interest at the rate of 2% per month.
6. **In the event Client's account is referred to attorneys for collection, Client shall pay reasonable attorney fees, court costs and other collection costs.**
7. Client shall carry fire, extended coverage and all other necessary insurance for its premises.
8. Client hereby assumes the risk of loss or damage to the equipment installed by HFI from any cause whatsoever after the equipment is installed.
9. Every attempt will be made to complete the work on the date(s) specified, but because HFI may have no control over equipment availability and delivery, all completion dates are estimates only.
10. HFI shall not be liable for damage, injury, illness, loss or delays resulting from asbestos, fire, explosion, flooding, the elements, labor troubles, mold or mold-related substances, or any other cause beyond our control.
11. HFI shall not be liable for injuries to persons or damage to property except those directly caused by negligent acts of omissions or **HFI's employees. This term shall be subject to paragraph 15 below.**
12. HFI shall not be responsible for any damages incurred due to inability of the building structure to properly support the installed equipment, or for expense incurred in removing, replacing or refinishing part of the building structure necessary for the performance of any service or installation, unless otherwise noted in this proposal.
13. HFI shall not be liable for any present or futures taxes, charges or other government fees, or any items of equipment, labor or special tests required or recommended by insurance companies, equipment vendors or governmental authorities.
14. HFI nor its employees or agents are experts in the identification of hazardous substances or materials. Therefore, Client agrees that HFI shall not be liable for the identification, detection, abatement, encapsulation, storage, removal or transportation of mold, mold-like substances, or any regulated or hazardous substances. Regulated or hazardous substances may include, but are not limited to asbestos, certain refrigerants and refrigerant oils. If any such substances or materials are encountered during the course of work, HFI may stop work until all such substances or materials have been removed and/or any hazard or liability is eliminated. HFI shall be granted an extension of time to complete performance equal to the delay, and HFI reserves the right to be compensated for any loss due to a delay.
15. Client agrees that, notwithstanding any other term or condition, HFI shall not be liable for any property damage or loss (whether direct or indirect), personal injury or illness, or death caused by the presence of mold or similar substances in, around, or emanating from any of the materials or equipment supplied, installed, serviced, or required by HFI.
16. This agreement contains the entire understanding between HFI and the Client; any modifications, amendments or changes must be in writing and signed by both parties.
17. Client is hereby notified of the existence of certain lien rights pursuant to Indiana Code 32-28-3-1 **et. seq. Client's signature shall constitute acknowledgement and receipt of this notice of HFI's lien rights.**
18. HFI shall provide a one (1) year limited labor warranty on new equipment installations.
19. The manufacturer provides a limited warranty on the equipment for you. Such warranty is typically a one (1) year limited parts warranty on new equipment installations and five (5) years on compressors.
20. Regular, recommended maintenance must be provided by a qualified provider and documented in writing or all warranties are void.
21. For residential work, and unless otherwise negotiated, payment terms are approved check or cash with 50% of contract amount due upon contract signing so we can order the equipment. The remaining 50% of contract amount is due upon job completion. Our installer will collect your final payment before he leaves the job site. All payments by credit card are subject to a 3% fee.
22. For non-residential work, and unless otherwise negotiated, payment is due upon receipt of invoice. Payments are approved check or cash. All payments by credit card are subject to a 3% fee.
23. Any alteration or deviation from the attached written specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above this agreement.
24. HFI does not provide tax advice. It is the responsibility of the customer to verify all tax credits, deductions and energy rebates.

2010 Fountain Drive, P.O. Box 1998, Bloomington, IN 47402

812-339-2579 [www.harrell-fish.com](http://www.harrell-fish.com)



## ADDENDUM TO Harrell-Fish Incorporated AGREEMENT

1. **Worker's Compensation.** Harrell-Fish Incorporated ("Contractor") shall purchase and maintain a policy of Worker's Compensation Insurance as required by the laws of the State of Indiana and furnish a certificate of such insurance to the Board before commencement of work on the Project. Failure to provide this certificate may be regarded by the Board as material breach of this Agreement and may result in its cancellation without further cause.
2. **Liability Insurance.** Contractor should purchase and maintain comprehensive general liability insurance in amounts of at least 1 million per occurrence, and 2 million dollars aggregate, and furnish proof of such insurance to the Board before commencement of work on the Project. Failure to provide this certificate may be regarded by the Board as a material breach of this Agreement and may result in its cancellation without further cause.
3. **Indemnity.** Contractor assumes all risks and responsibilities for accident, injuries or damages to person or property related to performance of the Project and agrees to indemnify and save harmless the Board from all claims, costs or suits of whatever nature, including attorneys' fees, related to performance of the Project, except such claims, costs or suits arising out of the fault of the Board or its employees.
4. **Non-discrimination.** In the performance of work under this contract, it is agreed that Contractor, any of its subcontractors, or any person acting on their behalf shall not, in any manner, discriminate against or intimidate any employee or job applicant with respect to his, hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his race, religion, color, sex, disability, national origin or ancestry – or discriminate by reason of such factors, against any citizen of the State of Indiana who is qualified and available to perform the work.

It is further agreed that a penalty may be deducted from the contract in the sum of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated in violation of this provision. If a second or subsequent violation occurs, this contract may be terminated, and all monies due or to become due hereunder may be forfeited. It is further agreed that a breach of this covenant may be considered a material breach of the contract.

5. **Compliance with Law.** Contractor shall, at its own expense, obtain all licenses and permits which may be necessary to complete the Project. Contractor shall comply with all applicable laws and regulations and indemnify and save harmless the Board for any fines or expenses of any nature which it might incur from Contractor's noncompliance, including laws and regulations enforced by the State Fire Marshal, State Building Commissioner, Department of Fire Prevention and Building Safety, State Department of Health, O.S.H.A., state and local building codes and the Americans with Disabilities Act. Contractor will comply with IC 22-5-1.7-3. Specifically including the following:
  - Contractor to enroll in and verify the work eligibility status of all newly hired employees of the contractor through the E-Verify program.
  - Contractor is not required to verify the work eligibility status of all newly hired employees of the contractor through the E-Verify program if the E-Verify program no longer exists.
  - Contractor must sign an affidavit affirming that Contractor does not knowingly employ an unauthorized alien.

6. **Independent Contractor.** It is understood and agreed that Contractor executes this Agreement as an independent contractor and shall not be considered an employee or agent of the Board for any purpose. Contractor shall have exclusive control over the means, methods and details of fulfilling its obligations under this Agreement. Contractor shall pay all taxes, withholdings and contributions required by Social Security (FICA) laws, Indiana and federal income tax laws, and Indiana unemployment insurance laws.
7. **Captions.** The captions of the Agreement are for convenience only, and do not in any way limit or amplify its terms.
8. **Governing Law.** This agreement shall be governed in accordance with the laws of the State of Indiana.

**IN WITNESS WHEREOF,** Contractor and Board have executed this Addendum as dated below in two counterparts, each of which shall be deemed an original.

Harrell-Fish Incorporated.  
 “Contractor”

Board of Commissioners of Monroe County  
 “Board”

\_\_\_\_\_

\_\_\_\_\_

by

Date \_\_\_\_\_

ATTEST: \_\_\_\_\_, 2025

\_\_\_\_\_

Brianne Gregory, Auditor



# Monroe County Board of Commissioners Agenda Request Form

Date to be heard  Formal  Work session  Department

Title to appear on Agenda:  Vendor #

### Executive Summary:

This request is accept the annual service contract renewal with the Green Business Network for recycle pickup at multiple county buildings in the amount of \$5,450.00. Contract details by building:

- Community Corrections - 405 W 7th St - \$900 - 1 x week.
- Courthouse - 100 W Kirkwood Ave - \$900 - 1 x week
- Curry Building - 214 W 7th St - \$900 - 1 x waek
- Health Building - 119 W 7th St - \$475 - 2 x month
- Justice Building - 301 N College Ave - \$900 - 1 x week
- Showers North - 501 N Morton St - \$900 - 1 x week
- Youth Services Bureau - 615 S Adams St - \$475 - 2 x month

Fund Name(s):	Fund Number(s):	Amount(s)
<input type="text" value="County General"/>	<input type="text" value="1000 Service Contracts"/>	<input type="text" value="\$5,450.00"/>

Presenter:

### Speaker(s) for Zoom purposes:

Name(s)	Phone Number(s)
<input type="text" value="Richard Crider"/>	<input type="text" value="812-803-6331"/>

*(the speaker phone numbers will be removed from the document prior to posting)*

Attorney who reviewed:



**Monroe County Commissioners**  
100 W Kirkwood Avenue  
Room 323  
Bloomington, IN 47404

**Green Business Network Customers,**

Thank you for allowing us to be a part of your green efforts this year. We appreciate your help in reducing the waste stream!

With 2026 approaching, we have begun the annual renewal process for service. Included with this letter you will find a service contract. Please return the completed contract via email to [kstrand@mcswind.org](mailto:kstrand@mcswind.org) or by mail to 3400 S. Walnut St. Bloomington, IN 47401. Invoices will be sent out as soon as the signed contract is received. If you wish to make any changes or have any questions, please contact me personally.

If payment is not received by January 31<sup>st</sup>, 2026, your pickup service will be suspended. If you have any questions or concerns about payment, please contact our Accounting Department at (812) 349-2951.

Again, thanks for your participation in our program and please reach out to me with any questions or concerns!

Thank you,

**Kayla Strand**  
Waste Reduction Specialist  
(812) 668-2241  
[kstrand@mcswind.org](mailto:kstrand@mcswind.org)

*2026 Letter of Agreement*  
**Waste Reduction District of Monroe County Green Business Network Membership**

---

**From:** The Waste Reduction District of Monroe County  
 3400 South Walnut Street  
 Bloomington, IN 47401  
 Contact: Kayla Strand  
 Email: kstrand@mcswmd.org

Must be filled out completely.

**Business Name:** Monroe County Commissioners-Community Corrections Account

**Pickup Address:** 405 W 7<sup>th</sup> St, Bloomington, IN 47404

**Pickup Contact:**

**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Billing Contact:**

**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Membership Terms & Conditions, Service Commitments & Definitions:**

1. The Customer and the Waste Reduction District of Monroe County (WRDMC) agree on the following fee and corresponding pickup frequency per site for a period of twelve (12) months:
  - \$1,700.00 annually for two (2) pickups per week
  - \$900.00 annually for one (1) pickup per week
  - \$475.00 annually for two (2) pickups per month, not to exceed one (1) pickup per week
  - \$250.00 annually for one (1) pickup per month

\*Pickup schedule to be determined with Kayla Strand, Waste Reduction Specialist.
2. The term of this agreement commences January 1, 2026 and ends December 31, 2026.
3. The Customer shall pay this fee in full within 30 days of the commencement of this agreement.



4. Membership fees are not refundable for any reason and membership may or may not be renewed at the beginning of each agreement term. Upon termination of this agreement for any reason by the Customer or the WRDMC, membership fees, container costs and any other cost incurred by the customer through participation in this program will not be reimbursed or refunded.
5. Upon termination for any reason by the Customer or by WRDMC, WRDMC reserves the right to back-fill the pickup schedule of the Customer. Pickup schedules for new or returning members are determined by availability of service. All new and returning members may be placed on a waiting list until service is available.
6. WRDMC will provide the Customer with approved containers to hold the recyclable material pending pickup. WRDMC will provide the Customer with up to: six (6) sixty-four (64) gallon totes; four (4) ninety-six (96) gallon totes; a combination of sixty-four (64) and ninety-six (96) gallon totes not to exceed three hundred and eighty-four (384) total gallons; or Three (3) plastic Gaylord containers, at no cost to the Customer prior to the initial pickup. The Customer may be required to purchase and provide additional containers approved by WRDMC to hold excess recyclable material. WRDMC will also provide, at no cost to the customer, containers of the same specifications and in equal quantity to facilitate clean container rotation. Shape and style of container may vary depending on availability. All containers are subject to rotation and use by WRDMC in providing service to other members. Upon termination of this agreement by the Customer or by WRDMC, WRDMC will retain ownership of any containers provided to the Customer by WRDMC. WRDMC is in no way responsible for any damage to containers through regular use and rotation. WRDMC is not responsible for lost or stolen containers. Lost or damaged containers will be replaced at customer's expense.
7. WRDMC reserves the right to refuse collection of any containers due to contamination, or that are deemed to be hazardous to health or safety for any reason. Contamination includes both cross contamination from one material category to another (unsorted materials), as well as contamination by non-recyclables such as trash, food products, insects or animals, organic material, and Hazardous Waste material. Only materials approved as a part of the program may be placed in the containers. WRDMC reserves the right to not collect any materials that are not accessible, are not properly sorted, or are not recyclable under the terms of this agreement. For additional information on recyclable materials, sorting, program limitations, terms and conditions, and best recycling practices, contact WRDMC.
8. All materials must be in the approved containers and must be sorted properly. Only ONE (1) type of recyclable material is permitted in each container. Materials may optionally be contained in paper bags (limit 2 per container) within the approved containers. WRDMC will not sort materials and will not pickup unsorted or mixed materials. Containers that are filled beyond standard capacity, obstructed from movement due to locked doors or gates, vehicles, trash or other obstacles may not be picked up. Containers must be sorted and accessible at the scheduled pickup time.
9. WRDMC is not responsible for 3<sup>rd</sup> party contamination, illegal dumping, or unauthorized use of recycling containers. For this reason, WRDMC recommends keeping containers in areas not publicly accessible if possible. WRDMC also recommends the use of signage and regular training for all participating individuals on how to properly clean and sort recyclables. For further information and

recommendations on how to implement your business's recycling program, please contact our Waste Reduction Specialist, Kayla Strand at 812-668-2241 or [kstrand@mcswmd.org](mailto:kstrand@mcswmd.org).

10. In an effort to keep the program labor costs as low as possible, WRDMC staff will not be able to retrieve the approved containers from multiple locations at/within the service address. The containers must be easily accessible near loading docks or exit doors.
11. Cardboard boxes **MUST** be broken down to maximize space. Special care should be taken to remove plastic, foam, or other packing materials from within boxes. Failure to break down cardboard boxes may result in the load being rejected.
12. Paper products and glass products must always be placed into Toter containers and never into Gaylord tubs. Gaylord tubs filled with these materials become too heavy and pose a safety hazard and risk of injury.
13. All food and beverage containers (plastics, glass, steel cans and aluminum) must be empty, rinsed clean, and have their lids removed.
14. If the volume of materials increases and/or exceeds our pickup capabilities, you may be asked to amend your agreement by increasing the frequency of pickup. Any increase in frequency will be commensurate with the established fees. If the volume of materials is consistently too great to be feasible or too low to sustain the program, WRDMC may terminate the agreement & cease service.
15. In the event that we cannot physically get to your business due to road work or closure, sidewalk work or closure, parking lot work or closure, alley work or closure, delivery trucks or other obstructions, staff shortage, equipment maintenance or other unforeseen issue, WRDMC will contact the customer to schedule a new pickup.
16. In the event that a scheduled pickup falls on a WRDMC observed holiday or on a day that we are closed due to adverse weather or other emergency, we will make a reasonable effort to provide service the same week. If this is not possible, service will resume with the next regularly scheduled pickup.
17. Pickup schedules are tentative, subject to staff and equipment availability, and are not guaranteed. Reasonable efforts will be made to stay on schedule. WRDMC reserves the right to make changes to schedules without prior notice in case of emergency, in order to ensure quality service to other customers or for any other reason. WRDMC will make a reasonable effort to notify customers prior to making such changes.

18. Call-in pickup may be available for service outside of the regular pickup schedule and will be rendered as time, staff and equipment permits. This must be scheduled with advance notice. Green Business Network members may schedule additional pickups at a rate equal to the per pickup charge calculated based on the annual membership fee as follows:
- 1) \$1,700.00 annual membership fee = \$16.35 per additional pickup
  - 2) \$900.00 annual membership fee = \$17.31 per additional pickup
  - 3) \$475.00 annual membership fee = \$19.79 per additional pickup
  - 4) \$250.00 annual membership fee = \$20.83 per additional pickup
- Customers will be asked to complete a call-in form and an invoice will be generated. Additional charges may be applied based on the quantity of material and size of truck required.
19. The WRDMC may provide the Customer environmental services agreed upon by request. These environmental services may include waste assessments, workshops, educational materials, guidance, pollution prevention services, and other resources requested. These services are complimentary to members of the Green Business Network and availability is subject to WRDMC resources.
20. Each party agrees to address any problems, concerns, complaints, or contamination issues that may occur with this program in a timely manner. WRDMC reserves the right to discontinue service with 30-day written notice due to payment issues, recyclable material compliance issues or for any other reason at the sole discretion of WRDMC.

Signed,

\_\_\_\_\_  
*(Company)*

\_\_\_\_\_  
*(Print Name)*

\_\_\_\_\_  
*(Authorized Signature)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Date)*

WRDMC  
*(Company)*

Kayla Strand  
*(Print Name)*

\_\_\_\_\_  
*(Authorized Signature)*

Waste Reduction Specialist  
*(Title)*

\_\_\_\_\_  
*(Date)*

*2026 Letter of Agreement*  
**Waste Reduction District of Monroe County Green Business Network Membership**

---

**From:** The Waste Reduction District of Monroe County  
 3400 South Walnut Street  
 Bloomington, IN 47401  
 Contact: Kayla Strand  
 Email: kstrand@mcswmd.org

Must be filled out completely.

**Business Name:** Monroe County Commissioners-Courthouse Account

**Pickup Address:** 100 W Kirkwood Ave, Bloomington, IN 47404

**Pickup Contact:**  
**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Billing Contact:**  
**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Membership Terms & Conditions, Service Commitments & Definitions:**

1. The Customer and the Waste Reduction District of Monroe County (WRDMC) agree on the following fee and corresponding pickup frequency per site for a period of twelve (12) months:
  - \$1,700.00 annually for two (2) pickups per week
  - \$900.00 annually for one (1) pickup per week
  - \$475.00 annually for two (2) pickups per month, not to exceed one (1) pickup per week
  - \$250.00 annually for one (1) pickup per month

\*Pickup schedule to be determined with Kayla Strand, Waste Reduction Specialist.
2. The term of this agreement commences January 1, 2026 and ends December 31, 2026.
3. The Customer shall pay this fee in full within 30 days of the commencement of this agreement.

4. Membership fees are not refundable for any reason and membership may or may not be renewed at the beginning of each agreement term. Upon termination of this agreement for any reason by the Customer or the WRDMC, membership fees, container costs and any other cost incurred by the customer through participation in this program will not be reimbursed or refunded.
5. Upon termination for any reason by the Customer or by WRDMC, WRDMC reserves the right to back-fill the pickup schedule of the Customer. Pickup schedules for new or returning members are determined by availability of service. All new and returning members may be placed on a waiting list until service is available.
6. WRDMC will provide the Customer with approved containers to hold the recyclable material pending pickup. WRDMC will provide the Customer with up to: six (6) sixty-four (64) gallon totes; four (4) ninety-six (96) gallon totes; a combination of sixty-four (64) and ninety-six (96) gallon totes not to exceed three hundred and eighty-four (384) total gallons; or Three (3) plastic Gaylord containers, at no cost to the Customer prior to the initial pickup. The Customer may be required to purchase and provide additional containers approved by WRDMC to hold excess recyclable material. WRDMC will also provide, at no cost to the customer, containers of the same specifications and in equal quantity to facilitate clean container rotation. Shape and style of container may vary depending on availability. All containers are subject to rotation and use by WRDMC in providing service to other members. Upon termination of this agreement by the Customer or by WRDMC, WRDMC will retain ownership of any containers provided to the Customer by WRDMC. WRDMC is in no way responsible for any damage to containers through regular use and rotation. WRDMC is not responsible for lost or stolen containers. Lost or damaged containers will be replaced at customer's expense.
7. WRDMC reserves the right to refuse collection of any containers due to contamination, or that are deemed to be hazardous to health or safety for any reason. Contamination includes both cross contamination from one material category to another (unsorted materials), as well as contamination by non-recyclables such as trash, food products, insects or animals, organic material, and Hazardous Waste material. Only materials approved as a part of the program may be placed in the containers. WRDMC reserves the right to not collect any materials that are not accessible, are not properly sorted, or are not recyclable under the terms of this agreement. For additional information on recyclable materials, sorting, program limitations, terms and conditions, and best recycling practices, contact WRDMC.
8. All materials must be in the approved containers and must be sorted properly. Only ONE (1) type of recyclable material is permitted in each container. Materials may optionally be contained in paper bags (limit 2 per container) within the approved containers. WRDMC will not sort materials and will not pickup unsorted or mixed materials. Containers that are filled beyond standard capacity, obstructed from movement due to locked doors or gates, vehicles, trash or other obstacles may not be picked up. Containers must be sorted and accessible at the scheduled pickup time.
9. WRDMC is not responsible for 3<sup>rd</sup> party contamination, illegal dumping, or unauthorized use of recycling containers. For this reason, WRDMC recommends keeping containers in areas not publicly accessible if possible. WRDMC also recommends the use of signage and regular training for all participating individuals on how to properly clean and sort recyclables. For further information and

recommendations on how to implement your business's recycling program, please contact our Waste Reduction Specialist, Kayla Strand at 812-668-2241 or [kstrand@mcswmd.org](mailto:kstrand@mcswmd.org).

10. In an effort to keep the program labor costs as low as possible, WRDMC staff will not be able to retrieve the approved containers from multiple locations at/within the service address. The containers must be easily accessible near loading docks or exit doors.
11. Cardboard boxes **MUST** be broken down to maximize space. Special care should be taken to remove plastic, foam, or other packing materials from within boxes. Failure to break down cardboard boxes may result in the load being rejected.
12. Paper products and glass products must always be placed into Toter containers and never into Gaylord tubs. Gaylord tubs filled with these materials become too heavy and pose a safety hazard and risk of injury.
13. All food and beverage containers (plastics, glass, steel cans and aluminum) must be empty, rinsed clean, and have their lids removed.
14. If the volume of materials increases and/or exceeds our pickup capabilities, you may be asked to amend your agreement by increasing the frequency of pickup. Any increase in frequency will be commensurate with the established fees. If the volume of materials is consistently too great to be feasible or too low to sustain the program, WRDMC may terminate the agreement & cease service.
15. In the event that we cannot physically get to your business due to road work or closure, sidewalk work or closure, parking lot work or closure, alley work or closure, delivery trucks or other obstructions, staff shortage, equipment maintenance or other unforeseen issue, WRDMC will contact the customer to schedule a new pickup.
16. In the event that a scheduled pickup falls on a WRDMC observed holiday or on a day that we are closed due to adverse weather or other emergency, we will make a reasonable effort to provide service the same week. If this is not possible, service will resume with the next regularly scheduled pickup.
17. Pickup schedules are tentative, subject to staff and equipment availability, and are not guaranteed. Reasonable efforts will be made to stay on schedule. WRDMC reserves the right to make changes to schedules without prior notice in case of emergency, in order to ensure quality service to other customers or for any other reason. WRDMC will make a reasonable effort to notify customers prior to making such changes.

18. Call-in pickup may be available for service outside of the regular pickup schedule and will be rendered as time, staff and equipment permits. This must be scheduled with advance notice. Green Business Network members may schedule additional pickups at a rate equal to the per pickup charge calculated based on the annual membership fee as follows:
- 1) \$1,700.00 annual membership fee = \$16.35 per additional pickup
  - 2) \$900.00 annual membership fee = \$17.31 per additional pickup
  - 3) \$475.00 annual membership fee = \$19.79 per additional pickup
  - 4) \$250.00 annual membership fee = \$20.83 per additional pickup
- Customers will be asked to complete a call-in form and an invoice will be generated. Additional charges may be applied based on the quantity of material and size of truck required.
19. The WRDMC may provide the Customer environmental services agreed upon by request. These environmental services may include waste assessments, workshops, educational materials, guidance, pollution prevention services, and other resources requested. These services are complimentary to members of the Green Business Network and availability is subject to WRDMC resources.
20. Each party agrees to address any problems, concerns, complaints, or contamination issues that may occur with this program in a timely manner. WRDMC reserves the right to discontinue service with 30-day written notice due to payment issues, recyclable material compliance issues or for any other reason at the sole discretion of WRDMC.

Signed,

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

WRDMC  
(Company)

Kayla Strand  
(Print Name)

\_\_\_\_\_  
(Authorized Signature)

Waste Reduction Specialist  
(Title)

\_\_\_\_\_  
(Date)

*2026 Letter of Agreement*  
**Waste Reduction District of Monroe County Green Business Network Membership**

---

**From: The Waste Reduction District of Monroe County**  
 3400 South Walnut Street  
 Bloomington, IN 47401  
 Contact: Kayla Strand  
 Email: kstrand@mcswmd.org

Must be filled out completely.

**Business Name:** Monroe County Commissioners-Curry Building Account

**Pickup Address:** 214 W 7<sup>th</sup> St, Suite 110, Bloomington, IN 47404

**Pickup Contact:**

**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Billing Contact:**

**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Membership Terms & Conditions, Service Commitments & Definitions:**

1. The Customer and the Waste Reduction District of Monroe County (WRDMC) agree on the following fee and corresponding pickup frequency per site for a period of twelve (12) months:
  - \$1,700.00 annually for two (2) pickups per week
  - \$900.00 annually for one (1) pickup per week
  - \$475.00 annually for two (2) pickups per month, not to exceed one (1) pickup per week
  - \$250.00 annually for one (1) pickup per month

\*Pickup schedule to be determined with Kayla Strand, Waste Reduction Specialist.
2. The term of this agreement commences January 1, 2026 and ends December 31, 2026.
3. The Customer shall pay this fee in full within 30 days of the commencement of this agreement.

4. Membership fees are not refundable for any reason and membership may or may not be renewed at the beginning of each agreement term. Upon termination of this agreement for any reason by the Customer or the WRDMC, membership fees, container costs and any other cost incurred by the customer through participation in this program will not be reimbursed or refunded.
5. Upon termination for any reason by the Customer or by WRDMC, WRDMC reserves the right to back-fill the pickup schedule of the Customer. Pickup schedules for new or returning members are determined by availability of service. All new and returning members may be placed on a waiting list until service is available.
6. WRDMC will provide the Customer with approved containers to hold the recyclable material pending pickup. WRDMC will provide the Customer with up to: six (6) sixty-four (64) gallon totes; four (4) ninety-six (96) gallon totes; a combination of sixty-four (64) and ninety-six (96) gallon totes not to exceed three hundred and eighty-four (384) total gallons; or Three (3) plastic Gaylord containers, at no cost to the Customer prior to the initial pickup. The Customer may be required to purchase and provide additional containers approved by WRDMC to hold excess recyclable material. WRDMC will also provide, at no cost to the customer, containers of the same specifications and in equal quantity to facilitate clean container rotation. Shape and style of container may vary depending on availability. All containers are subject to rotation and use by WRDMC in providing service to other members. Upon termination of this agreement by the Customer or by WRDMC, WRDMC will retain ownership of any containers provided to the Customer by WRDMC. WRDMC is in no way responsible for any damage to containers through regular use and rotation. WRDMC is not responsible for lost or stolen containers. Lost or damaged containers will be replaced at customer's expense.
7. WRDMC reserves the right to refuse collection of any containers due to contamination, or that are deemed to be hazardous to health or safety for any reason. Contamination includes both cross contamination from one material category to another (unsorted materials), as well as contamination by non-recyclables such as trash, food products, insects or animals, organic material, and Hazardous Waste material. Only materials approved as a part of the program may be placed in the containers. WRDMC reserves the right to not collect any materials that are not accessible, are not properly sorted, or are not recyclable under the terms of this agreement. For additional information on recyclable materials, sorting, program limitations, terms and conditions, and best recycling practices, contact WRDMC.
8. All materials must be in the approved containers and must be sorted properly. Only ONE (1) type of recyclable material is permitted in each container. Materials may optionally be contained in paper bags (limit 2 per container) within the approved containers. WRDMC will not sort materials and will not pickup unsorted or mixed materials. Containers that are filled beyond standard capacity, obstructed from movement due to locked doors or gates, vehicles, trash or other obstacles may not be picked up. Containers must be sorted and accessible at the scheduled pickup time.
9. WRDMC is not responsible for 3<sup>rd</sup> party contamination, illegal dumping, or unauthorized use of recycling containers. For this reason, WRDMC recommends keeping containers in areas not publicly accessible if possible. WRDMC also recommends the use of signage and regular training for all participating individuals on how to properly clean and sort recyclables. For further information and

recommendations on how to implement your business's recycling program, please contact our Waste Reduction Specialist, Kayla Strand at 812-668-2241 or [kstrand@mcswmd.org](mailto:kstrand@mcswmd.org).

10. In an effort to keep the program labor costs as low as possible, WRDMC staff will not be able to retrieve the approved containers from multiple locations at/within the service address. The containers must be easily accessible near loading docks or exit doors.
11. Cardboard boxes **MUST** be broken down to maximize space. Special care should be taken to remove plastic, foam, or other packing materials from within boxes. Failure to break down cardboard boxes may result in the load being rejected.
12. Paper products and glass products must always be placed into Toter containers and never into Gaylord tubs. Gaylord tubs filled with these materials become too heavy and pose a safety hazard and risk of injury.
13. All food and beverage containers (plastics, glass, steel cans and aluminum) must be empty, rinsed clean, and have their lids removed.
14. If the volume of materials increases and/or exceeds our pickup capabilities, you may be asked to amend your agreement by increasing the frequency of pickup. Any increase in frequency will be commensurate with the established fees. If the volume of materials is consistently too great to be feasible or too low to sustain the program, WRDMC may terminate the agreement & cease service.
15. In the event that we cannot physically get to your business due to road work or closure, sidewalk work or closure, parking lot work or closure, alley work or closure, delivery trucks or other obstructions, staff shortage, equipment maintenance or other unforeseen issue, WRDMC will contact the customer to schedule a new pickup.
16. In the event that a scheduled pickup falls on a WRDMC observed holiday or on a day that we are closed due to adverse weather or other emergency, we will make a reasonable effort to provide service the same week. If this is not possible, service will resume with the next regularly scheduled pickup.
17. Pickup schedules are tentative, subject to staff and equipment availability, and are not guaranteed. Reasonable efforts will be made to stay on schedule. WRDMC reserves the right to make changes to schedules without prior notice in case of emergency, in order to ensure quality service to other customers or for any other reason. WRDMC will make a reasonable effort to notify customers prior to making such changes.

18. Call-in pickup may be available for service outside of the regular pickup schedule and will be rendered as time, staff and equipment permits. This must be scheduled with advance notice. Green Business Network members may schedule additional pickups at a rate equal to the per pickup charge calculated based on the annual membership fee as follows:
- 1) \$1,700.00 annual membership fee = \$16.35 per additional pickup
  - 2) \$900.00 annual membership fee = \$17.31 per additional pickup
  - 3) \$475.00 annual membership fee = \$19.79 per additional pickup
  - 4) \$250.00 annual membership fee = \$20.83 per additional pickup
- Customers will be asked to complete a call-in form and an invoice will be generated. Additional charges may be applied based on the quantity of material and size of truck required.
19. The WRDMC may provide the Customer environmental services agreed upon by request. These environmental services may include waste assessments, workshops, educational materials, guidance, pollution prevention services, and other resources requested. These services are complimentary to members of the Green Business Network and availability is subject to WRDMC resources.
20. Each party agrees to address any problems, concerns, complaints, or contamination issues that may occur with this program in a timely manner. WRDMC reserves the right to discontinue service with 30-day written notice due to payment issues, recyclable material compliance issues or for any other reason at the sole discretion of WRDMC.

Signed,

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

WRDMC  
(Company)

Kayla Strand  
(Print Name)

\_\_\_\_\_  
(Authorized Signature)

Waste Reduction Specialist  
(Title)

\_\_\_\_\_  
(Date)

*2026 Letter of Agreement*  
**Waste Reduction District of Monroe County Green Business Network Membership**

---

**From:** The Waste Reduction District of Monroe County  
 3400 South Walnut Street  
 Bloomington, IN 47401  
 Contact: Kayla Strand  
 Email: [kstrand@mcswmd.org](mailto:kstrand@mcswmd.org)

Must be filled out completely.

**Business Name:** Monroe County Commissioners-Health Building Account

**Pickup Address:** 119 W 7<sup>th</sup> St, Bloomington, IN 47404

**Pickup Contact:**  
**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Billing Contact:**  
**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Membership Terms & Conditions, Service Commitments & Definitions:**

1. The Customer and the Waste Reduction District of Monroe County (WRDMC) agree on the following fee and corresponding pickup frequency per site for a period of twelve (12) months:
  - \$1,700.00 annually for two (2) pickups per week
  - \$900.00 annually for one (1) pickup per week
  - \$475.00 annually for two (2) pickups per month, not to exceed one (1) pickup per week
  - \$250.00 annually for one (1) pickup per month

\*Pickup schedule to be determined with Kayla Strand, Waste Reduction Specialist.
2. The term of this agreement commences January 1, 2026 and ends December 31, 2026.
3. The Customer shall pay this fee in full within 30 days of the commencement of this agreement.

4. Membership fees are not refundable for any reason and membership may or may not be renewed at the beginning of each agreement term. Upon termination of this agreement for any reason by the Customer or the WRDMC, membership fees, container costs and any other cost incurred by the customer through participation in this program will not be reimbursed or refunded.
5. Upon termination for any reason by the Customer or by WRDMC, WRDMC reserves the right to back-fill the pickup schedule of the Customer. Pickup schedules for new or returning members are determined by availability of service. All new and returning members may be placed on a waiting list until service is available.
6. WRDMC will provide the Customer with approved containers to hold the recyclable material pending pickup. WRDMC will provide the Customer with up to: six (6) sixty-four (64) gallon totes; four (4) ninety-six (96) gallon totes; a combination of sixty-four (64) and ninety-six (96) gallon totes not to exceed three hundred and eighty-four (384) total gallons; or Three (3) plastic Gaylord containers, at no cost to the Customer prior to the initial pickup. The Customer may be required to purchase and provide additional containers approved by WRDMC to hold excess recyclable material. WRDMC will also provide, at no cost to the customer, containers of the same specifications and in equal quantity to facilitate clean container rotation. Shape and style of container may vary depending on availability. All containers are subject to rotation and use by WRDMC in providing service to other members. Upon termination of this agreement by the Customer or by WRDMC, WRDMC will retain ownership of any containers provided to the Customer by WRDMC. WRDMC is in no way responsible for any damage to containers through regular use and rotation. WRDMC is not responsible for lost or stolen containers. Lost or damaged containers will be replaced at customer's expense.
7. WRDMC reserves the right to refuse collection of any containers due to contamination, or that are deemed to be hazardous to health or safety for any reason. Contamination includes both cross contamination from one material category to another (unsorted materials), as well as contamination by non-recyclables such as trash, food products, insects or animals, organic material, and Hazardous Waste material. Only materials approved as a part of the program may be placed in the containers. WRDMC reserves the right to not collect any materials that are not accessible, are not properly sorted, or are not recyclable under the terms of this agreement. For additional information on recyclable materials, sorting, program limitations, terms and conditions, and best recycling practices, contact WRDMC.
8. All materials must be in the approved containers and must be sorted properly. Only ONE (1) type of recyclable material is permitted in each container. Materials may optionally be contained in paper bags (limit 2 per container) within the approved containers. WRDMC will not sort materials and will not pickup unsorted or mixed materials. Containers that are filled beyond standard capacity, obstructed from movement due to locked doors or gates, vehicles, trash or other obstacles may not be picked up. Containers must be sorted and accessible at the scheduled pickup time.
9. WRDMC is not responsible for 3<sup>rd</sup> party contamination, illegal dumping, or unauthorized use of recycling containers. For this reason, WRDMC recommends keeping containers in areas not publicly accessible if possible. WRDMC also recommends the use of signage and regular training for all participating individuals on how to properly clean and sort recyclables. For further information and

recommendations on how to implement your business's recycling program, please contact our Waste Reduction Specialist, Kayla Strand at 812-668-2241 or [kstrand@mcswmd.org](mailto:kstrand@mcswmd.org).

10. In an effort to keep the program labor costs as low as possible, WRDMC staff will not be able to retrieve the approved containers from multiple locations at/within the service address. The containers must be easily accessible near loading docks or exit doors.
11. Cardboard boxes **MUST** be broken down to maximize space. Special care should be taken to remove plastic, foam, or other packing materials from within boxes. Failure to break down cardboard boxes may result in the load being rejected.
12. Paper products and glass products must always be placed into Toter containers and never into Gaylord tubs. Gaylord tubs filled with these materials become too heavy and pose a safety hazard and risk of injury.
13. All food and beverage containers (plastics, glass, steel cans and aluminum) must be empty, rinsed clean, and have their lids removed.
14. If the volume of materials increases and/or exceeds our pickup capabilities, you may be asked to amend your agreement by increasing the frequency of pickup. Any increase in frequency will be commensurate with the established fees. If the volume of materials is consistently too great to be feasible or too low to sustain the program, WRDMC may terminate the agreement & cease service.
15. In the event that we cannot physically get to your business due to road work or closure, sidewalk work or closure, parking lot work or closure, alley work or closure, delivery trucks or other obstructions, staff shortage, equipment maintenance or other unforeseen issue, WRDMC will contact the customer to schedule a new pickup.
16. In the event that a scheduled pickup falls on a WRDMC observed holiday or on a day that we are closed due to adverse weather or other emergency, we will make a reasonable effort to provide service the same week. If this is not possible, service will resume with the next regularly scheduled pickup.
17. Pickup schedules are tentative, subject to staff and equipment availability, and are not guaranteed. Reasonable efforts will be made to stay on schedule. WRDMC reserves the right to make changes to schedules without prior notice in case of emergency, in order to ensure quality service to other customers or for any other reason. WRDMC will make a reasonable effort to notify customers prior to making such changes.

18. Call-in pickup may be available for service outside of the regular pickup schedule and will be rendered as time, staff and equipment permits. This must be scheduled with advance notice. Green Business Network members may schedule additional pickups at a rate equal to the per pickup charge calculated based on the annual membership fee as follows:
- 1) \$1,700.00 annual membership fee = \$16.35 per additional pickup
  - 2) \$900.00 annual membership fee = \$17.31 per additional pickup
  - 3) \$475.00 annual membership fee = \$19.79 per additional pickup
  - 4) \$250.00 annual membership fee = \$20.83 per additional pickup
- Customers will be asked to complete a call-in form and an invoice will be generated. Additional charges may be applied based on the quantity of material and size of truck required.
19. The WRDMC may provide the Customer environmental services agreed upon by request. These environmental services may include waste assessments, workshops, educational materials, guidance, pollution prevention services, and other resources requested. These services are complimentary to members of the Green Business Network and availability is subject to WRDMC resources.
20. Each party agrees to address any problems, concerns, complaints, or contamination issues that may occur with this program in a timely manner. WRDMC reserves the right to discontinue service with 30-day written notice due to payment issues, recyclable material compliance issues or for any other reason at the sole discretion of WRDMC.

Signed,

\_\_\_\_\_  
*(Company)*

\_\_\_\_\_  
*(Print Name)*

\_\_\_\_\_  
*(Authorized Signature)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Date)*

WRDMC  
*(Company)*

Kayla Strand  
*(Print Name)*

\_\_\_\_\_  
*(Authorized Signature)*

Waste Reduction Specialist  
*(Title)*

\_\_\_\_\_  
*(Date)*

*2026 Letter of Agreement*  
**Waste Reduction District of Monroe County Green Business Network Membership**

---

**From:** The Waste Reduction District of Monroe County  
 3400 South Walnut Street  
 Bloomington, IN 47401  
 Contact: Kayla Strand  
 Email: kstrand@mcswmd.org

Must be filled out completely.

**Business Name:** Monroe County Commissioners-Justice Building Account

**Pickup Address:** 301 N College Avenue, Bloomington, IN 47404

**Pickup Contact:**

**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Billing Contact:**

**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Membership Terms & Conditions, Service Commitments & Definitions:**

1. The Customer and the Waste Reduction District of Monroe County (WRDMC) agree on the following fee and corresponding pickup frequency per site for a period of twelve (12) months:
  - \$1,700.00 annually for two (2) pickups per week
  - \$900.00 annually for one (1) pickup per week
  - \$475.00 annually for two (2) pickups per month, not to exceed one (1) pickup per week
  - \$250.00 annually for one (1) pickup per month

\*Pickup schedule to be determined with Kayla Strand, Waste Reduction Specialist.
2. The term of this agreement commences January 1, 2026 and ends December 31, 2026.
3. The Customer shall pay this fee in full within 30 days of the commencement of this agreement.



4. Membership fees are not refundable for any reason and membership may or may not be renewed at the beginning of each agreement term. Upon termination of this agreement for any reason by the Customer or the WRDMC, membership fees, container costs and any other cost incurred by the customer through participation in this program will not be reimbursed or refunded.
5. Upon termination for any reason by the Customer or by WRDMC, WRDMC reserves the right to back-fill the pickup schedule of the Customer. Pickup schedules for new or returning members are determined by availability of service. All new and returning members may be placed on a waiting list until service is available.
6. WRDMC will provide the Customer with approved containers to hold the recyclable material pending pickup. WRDMC will provide the Customer with up to: six (6) sixty-four (64) gallon totes; four (4) ninety-six (96) gallon totes; a combination of sixty-four (64) and ninety-six (96) gallon totes not to exceed three hundred and eighty-four (384) total gallons; or Three (3) plastic Gaylord containers, at no cost to the Customer prior to the initial pickup. The Customer may be required to purchase and provide additional containers approved by WRDMC to hold excess recyclable material. WRDMC will also provide, at no cost to the customer, containers of the same specifications and in equal quantity to facilitate clean container rotation. Shape and style of container may vary depending on availability. All containers are subject to rotation and use by WRDMC in providing service to other members. Upon termination of this agreement by the Customer or by WRDMC, WRDMC will retain ownership of any containers provided to the Customer by WRDMC. WRDMC is in no way responsible for any damage to containers through regular use and rotation. WRDMC is not responsible for lost or stolen containers. Lost or damaged containers will be replaced at customer's expense.
7. WRDMC reserves the right to refuse collection of any containers due to contamination, or that are deemed to be hazardous to health or safety for any reason. Contamination includes both cross contamination from one material category to another (unsorted materials), as well as contamination by non-recyclables such as trash, food products, insects or animals, organic material, and Hazardous Waste material. Only materials approved as a part of the program may be placed in the containers. WRDMC reserves the right to not collect any materials that are not accessible, are not properly sorted, or are not recyclable under the terms of this agreement. For additional information on recyclable materials, sorting, program limitations, terms and conditions, and best recycling practices, contact WRDMC.
8. All materials must be in the approved containers and must be sorted properly. Only ONE (1) type of recyclable material is permitted in each container. Materials may optionally be contained in paper bags (limit 2 per container) within the approved containers. WRDMC will not sort materials and will not pickup unsorted or mixed materials. Containers that are filled beyond standard capacity, obstructed from movement due to locked doors or gates, vehicles, trash or other obstacles may not be picked up. Containers must be sorted and accessible at the scheduled pickup time.
9. WRDMC is not responsible for 3<sup>rd</sup> party contamination, illegal dumping, or unauthorized use of recycling containers. For this reason, WRDMC recommends keeping containers in areas not publicly accessible if possible. WRDMC also recommends the use of signage and regular training for all participating individuals on how to properly clean and sort recyclables. For further information and

recommendations on how to implement your business's recycling program, please contact our Waste Reduction Specialist, Kayla Strand at 812-668-2241 or [kstrand@mcswmd.org](mailto:kstrand@mcswmd.org).

10. In an effort to keep the program labor costs as low as possible, WRDMC staff will not be able to retrieve the approved containers from multiple locations at/within the service address. The containers must be easily accessible near loading docks or exit doors.
11. Cardboard boxes **MUST** be broken down to maximize space. Special care should be taken to remove plastic, foam, or other packing materials from within boxes. Failure to break down cardboard boxes may result in the load being rejected.
12. Paper products and glass products must always be placed into Toter containers and never into Gaylord tubs. Gaylord tubs filled with these materials become too heavy and pose a safety hazard and risk of injury.
13. All food and beverage containers (plastics, glass, steel cans and aluminum) must be empty, rinsed clean, and have their lids removed.
14. If the volume of materials increases and/or exceeds our pickup capabilities, you may be asked to amend your agreement by increasing the frequency of pickup. Any increase in frequency will be commensurate with the established fees. If the volume of materials is consistently too great to be feasible or too low to sustain the program, WRDMC may terminate the agreement & cease service.
15. In the event that we cannot physically get to your business due to road work or closure, sidewalk work or closure, parking lot work or closure, alley work or closure, delivery trucks or other obstructions, staff shortage, equipment maintenance or other unforeseen issue, WRDMC will contact the customer to schedule a new pickup.
16. In the event that a scheduled pickup falls on a WRDMC observed holiday or on a day that we are closed due to adverse weather or other emergency, we will make a reasonable effort to provide service the same week. If this is not possible, service will resume with the next regularly scheduled pickup.
17. Pickup schedules are tentative, subject to staff and equipment availability, and are not guaranteed. Reasonable efforts will be made to stay on schedule. WRDMC reserves the right to make changes to schedules without prior notice in case of emergency, in order to ensure quality service to other customers or for any other reason. WRDMC will make a reasonable effort to notify customers prior to making such changes.

18. Call-in pickup may be available for service outside of the regular pickup schedule and will be rendered as time, staff and equipment permits. This must be scheduled with advance notice. Green Business Network members may schedule additional pickups at a rate equal to the per pickup charge calculated based on the annual membership fee as follows:
- 1) \$1,700.00 annual membership fee = \$16.35 per additional pickup
  - 2) \$900.00 annual membership fee = \$17.31 per additional pickup
  - 3) \$475.00 annual membership fee = \$19.79 per additional pickup
  - 4) \$250.00 annual membership fee = \$20.83 per additional pickup
- Customers will be asked to complete a call-in form and an invoice will be generated. Additional charges may be applied based on the quantity of material and size of truck required.
19. The WRDMC may provide the Customer environmental services agreed upon by request. These environmental services may include waste assessments, workshops, educational materials, guidance, pollution prevention services, and other resources requested. These services are complimentary to members of the Green Business Network and availability is subject to WRDMC resources.
20. Each party agrees to address any problems, concerns, complaints, or contamination issues that may occur with this program in a timely manner. WRDMC reserves the right to discontinue service with 30-day written notice due to payment issues, recyclable material compliance issues or for any other reason at the sole discretion of WRDMC.

Signed,

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
WRDMC  
(Company)

\_\_\_\_\_  
Kayla Strand  
(Print Name)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
Waste Reduction Specialist  
(Title)

\_\_\_\_\_  
(Date)

*2026 Letter of Agreement*  
**Waste Reduction District of Monroe County Green Business Network Membership**

---

**From:** The Waste Reduction District of Monroe County  
 3400 South Walnut Street  
 Bloomington, IN 47401  
 Contact: Kayla Strand  
 Email: kstrand@mcswmd.org

Must be filled out completely.

**Business Name:** Monroe County Commissioners-Showers Building Account

**Pickup Address:** 501 N Morton Street, Bloomington, IN 47404

**Pickup Contact:**  
**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Billing Contact:**  
**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Membership Terms & Conditions, Service Commitments & Definitions:**

1. The Customer and the Waste Reduction District of Monroe County (WRDMC) agree on the following fee and corresponding pickup frequency per site for a period of twelve (12) months:
  - \$1,700.00 annually for two (2) pickups per week
  - \$900.00 annually for one (1) pickup per week
  - \$475.00 annually for two (2) pickups per month, not to exceed one (1) pickup per week
  - \$250.00 annually for one (1) pickup per month

\*Pickup schedule to be determined with Kayla Strand, Waste Reduction Specialist.
2. The term of this agreement commences January 1, 2026 and ends December 31, 2026.
3. The Customer shall pay this fee in full within 30 days of the commencement of this agreement.



4. Membership fees are not refundable for any reason and membership may or may not be renewed at the beginning of each agreement term. Upon termination of this agreement for any reason by the Customer or the WRDMC, membership fees, container costs and any other cost incurred by the customer through participation in this program will not be reimbursed or refunded.
5. Upon termination for any reason by the Customer or by WRDMC, WRDMC reserves the right to back-fill the pickup schedule of the Customer. Pickup schedules for new or returning members are determined by availability of service. All new and returning members may be placed on a waiting list until service is available.
6. WRDMC will provide the Customer with approved containers to hold the recyclable material pending pickup. WRDMC will provide the Customer with up to: six (6) sixty-four (64) gallon totes; four (4) ninety-six (96) gallon totes; a combination of sixty-four (64) and ninety-six (96) gallon totes not to exceed three hundred and eighty-four (384) total gallons; or Three (3) plastic Gaylord containers, at no cost to the Customer prior to the initial pickup. The Customer may be required to purchase and provide additional containers approved by WRDMC to hold excess recyclable material. WRDMC will also provide, at no cost to the customer, containers of the same specifications and in equal quantity to facilitate clean container rotation. Shape and style of container may vary depending on availability. All containers are subject to rotation and use by WRDMC in providing service to other members. Upon termination of this agreement by the Customer or by WRDMC, WRDMC will retain ownership of any containers provided to the Customer by WRDMC. WRDMC is in no way responsible for any damage to containers through regular use and rotation. WRDMC is not responsible for lost or stolen containers. Lost or damaged containers will be replaced at customer's expense.
7. WRDMC reserves the right to refuse collection of any containers due to contamination, or that are deemed to be hazardous to health or safety for any reason. Contamination includes both cross contamination from one material category to another (unsorted materials), as well as contamination by non-recyclables such as trash, food products, insects or animals, organic material, and Hazardous Waste material. Only materials approved as a part of the program may be placed in the containers. WRDMC reserves the right to not collect any materials that are not accessible, are not properly sorted, or are not recyclable under the terms of this agreement. For additional information on recyclable materials, sorting, program limitations, terms and conditions, and best recycling practices, contact WRDMC.
8. All materials must be in the approved containers and must be sorted properly. Only ONE (1) type of recyclable material is permitted in each container. Materials may optionally be contained in paper bags (limit 2 per container) within the approved containers. WRDMC will not sort materials and will not pickup unsorted or mixed materials. Containers that are filled beyond standard capacity, obstructed from movement due to locked doors or gates, vehicles, trash or other obstacles may not be picked up. Containers must be sorted and accessible at the scheduled pickup time.
9. WRDMC is not responsible for 3<sup>rd</sup> party contamination, illegal dumping, or unauthorized use of recycling containers. For this reason, WRDMC recommends keeping containers in areas not publicly accessible if possible. WRDMC also recommends the use of signage and regular training for all participating individuals on how to properly clean and sort recyclables. For further information and

recommendations on how to implement your business's recycling program, please contact our Waste Reduction Specialist, Kayla Strand at 812-668-2241 or [kstrand@mcswmd.org](mailto:kstrand@mcswmd.org).

10. In an effort to keep the program labor costs as low as possible, WRDMC staff will not be able to retrieve the approved containers from multiple locations at/within the service address. The containers must be easily accessible near loading docks or exit doors.
11. Cardboard boxes **MUST** be broken down to maximize space. Special care should be taken to remove plastic, foam, or other packing materials from within boxes. Failure to break down cardboard boxes may result in the load being rejected.
12. Paper products and glass products must always be placed into Toter containers and never into Gaylord tubs. Gaylord tubs filled with these materials become too heavy and pose a safety hazard and risk of injury.
13. All food and beverage containers (plastics, glass, steel cans and aluminum) must be empty, rinsed clean, and have their lids removed.
14. If the volume of materials increases and/or exceeds our pickup capabilities, you may be asked to amend your agreement by increasing the frequency of pickup. Any increase in frequency will be commensurate with the established fees. If the volume of materials is consistently too great to be feasible or too low to sustain the program, WRDMC may terminate the agreement & cease service.
15. In the event that we cannot physically get to your business due to road work or closure, sidewalk work or closure, parking lot work or closure, alley work or closure, delivery trucks or other obstructions, staff shortage, equipment maintenance or other unforeseen issue, WRDMC will contact the customer to schedule a new pickup.
16. In the event that a scheduled pickup falls on a WRDMC observed holiday or on a day that we are closed due to adverse weather or other emergency, we will make a reasonable effort to provide service the same week. If this is not possible, service will resume with the next regularly scheduled pickup.
17. Pickup schedules are tentative, subject to staff and equipment availability, and are not guaranteed. Reasonable efforts will be made to stay on schedule. WRDMC reserves the right to make changes to schedules without prior notice in case of emergency, in order to ensure quality service to other customers or for any other reason. WRDMC will make a reasonable effort to notify customers prior to making such changes.

18. Call-in pickup may be available for service outside of the regular pickup schedule and will be rendered as time, staff and equipment permits. This must be scheduled with advance notice. Green Business Network members may schedule additional pickups at a rate equal to the per pickup charge calculated based on the annual membership fee as follows:
- 1) \$1,700.00 annual membership fee = \$16.35 per additional pickup
  - 2) \$900.00 annual membership fee = \$17.31 per additional pickup
  - 3) \$475.00 annual membership fee = \$19.79 per additional pickup
  - 4) \$250.00 annual membership fee = \$20.83 per additional pickup
- Customers will be asked to complete a call-in form and an invoice will be generated. Additional charges may be applied based on the quantity of material and size of truck required.
19. The WRDMC may provide the Customer environmental services agreed upon by request. These environmental services may include waste assessments, workshops, educational materials, guidance, pollution prevention services, and other resources requested. These services are complimentary to members of the Green Business Network and availability is subject to WRDMC resources.
20. Each party agrees to address any problems, concerns, complaints, or contamination issues that may occur with this program in a timely manner. WRDMC reserves the right to discontinue service with 30-day written notice due to payment issues, recyclable material compliance issues or for any other reason at the sole discretion of WRDMC.

Signed,

\_\_\_\_\_  
*(Company)*

\_\_\_\_\_  
*(Print Name)*

\_\_\_\_\_  
*(Authorized Signature)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Date)*

WRDMC  
*(Company)*

Kayla Strand  
*(Print Name)*

\_\_\_\_\_  
*(Authorized Signature)*

Waste Reduction Specialist  
*(Title)*

\_\_\_\_\_  
*(Date)*

*2026 Letter of Agreement*  
**Waste Reduction District of Monroe County Green Business Network Membership**

---

**From:** The Waste Reduction District of Monroe County  
 3400 South Walnut Street  
 Bloomington, IN 47401  
 Contact: Kayla Strand  
 Email: kstrand@mcswmd.org

Must be filled out completely.

**Business Name:** Monroe County Commissioners-Youth Services Account

**Pickup Address:** 615 S Adams Street, Bloomington, IN 47404

**Pickup Contact:**  
**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Billing Contact:**  
**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Membership Terms & Conditions, Service Commitments & Definitions:**

1. The Customer and the Waste Reduction District of Monroe County (WRDMC) agree on the following fee and corresponding pickup frequency per site for a period of twelve (12) months:
  - \$1,700.00 annually for two (2) pickups per week
  - \$900.00 annually for one (1) pickup per week
  - \$475.00 annually for two (2) pickups per month, not to exceed one (1) pickup per week
  - \$250.00 annually for one (1) pickup per month

\*Pickup schedule to be determined with Kayla Strand, Waste Reduction Specialist.
2. The term of this agreement commences January 1, 2026 and ends December 31, 2026.
3. The Customer shall pay this fee in full within 30 days of the commencement of this agreement.



4. Membership fees are not refundable for any reason and membership may or may not be renewed at the beginning of each agreement term. Upon termination of this agreement for any reason by the Customer or the WRDMC, membership fees, container costs and any other cost incurred by the customer through participation in this program will not be reimbursed or refunded.
5. Upon termination for any reason by the Customer or by WRDMC, WRDMC reserves the right to back-fill the pickup schedule of the Customer. Pickup schedules for new or returning members are determined by availability of service. All new and returning members may be placed on a waiting list until service is available.
6. WRDMC will provide the Customer with approved containers to hold the recyclable material pending pickup. WRDMC will provide the Customer with up to: six (6) sixty-four (64) gallon totes; four (4) ninety-six (96) gallon totes; a combination of sixty-four (64) and ninety-six (96) gallon totes not to exceed three hundred and eighty-four (384) total gallons; or Three (3) plastic Gaylord containers, at no cost to the Customer prior to the initial pickup. The Customer may be required to purchase and provide additional containers approved by WRDMC to hold excess recyclable material. WRDMC will also provide, at no cost to the customer, containers of the same specifications and in equal quantity to facilitate clean container rotation. Shape and style of container may vary depending on availability. All containers are subject to rotation and use by WRDMC in providing service to other members. Upon termination of this agreement by the Customer or by WRDMC, WRDMC will retain ownership of any containers provided to the Customer by WRDMC. WRDMC is in no way responsible for any damage to containers through regular use and rotation. WRDMC is not responsible for lost or stolen containers. Lost or damaged containers will be replaced at customer's expense.
7. WRDMC reserves the right to refuse collection of any containers due to contamination, or that are deemed to be hazardous to health or safety for any reason. Contamination includes both cross contamination from one material category to another (unsorted materials), as well as contamination by non-recyclables such as trash, food products, insects or animals, organic material, and Hazardous Waste material. Only materials approved as a part of the program may be placed in the containers. WRDMC reserves the right to not collect any materials that are not accessible, are not properly sorted, or are not recyclable under the terms of this agreement. For additional information on recyclable materials, sorting, program limitations, terms and conditions, and best recycling practices, contact WRDMC.
8. All materials must be in the approved containers and must be sorted properly. Only ONE (1) type of recyclable material is permitted in each container. Materials may optionally be contained in paper bags (limit 2 per container) within the approved containers. WRDMC will not sort materials and will not pickup unsorted or mixed materials. Containers that are filled beyond standard capacity, obstructed from movement due to locked doors or gates, vehicles, trash or other obstacles may not be picked up. Containers must be sorted and accessible at the scheduled pickup time.
9. WRDMC is not responsible for 3<sup>rd</sup> party contamination, illegal dumping, or unauthorized use of recycling containers. For this reason, WRDMC recommends keeping containers in areas not publicly accessible if possible. WRDMC also recommends the use of signage and regular training for all participating individuals on how to properly clean and sort recyclables. For further information and

recommendations on how to implement your business's recycling program, please contact our Waste Reduction Specialist, Kayla Strand at 812-668-2241 or [kstrand@mcswmd.org](mailto:kstrand@mcswmd.org).

10. In an effort to keep the program labor costs as low as possible, WRDMC staff will not be able to retrieve the approved containers from multiple locations at/within the service address. The containers must be easily accessible near loading docks or exit doors.
11. Cardboard boxes **MUST** be broken down to maximize space. Special care should be taken to remove plastic, foam, or other packing materials from within boxes. Failure to break down cardboard boxes may result in the load being rejected.
12. Paper products and glass products must always be placed into Toter containers and never into Gaylord tubs. Gaylord tubs filled with these materials become too heavy and pose a safety hazard and risk of injury.
13. All food and beverage containers (plastics, glass, steel cans and aluminum) must be empty, rinsed clean, and have their lids removed.
14. If the volume of materials increases and/or exceeds our pickup capabilities, you may be asked to amend your agreement by increasing the frequency of pickup. Any increase in frequency will be commensurate with the established fees. If the volume of materials is consistently too great to be feasible or too low to sustain the program, WRDMC may terminate the agreement & cease service.
15. In the event that we cannot physically get to your business due to road work or closure, sidewalk work or closure, parking lot work or closure, alley work or closure, delivery trucks or other obstructions, staff shortage, equipment maintenance or other unforeseen issue, WRDMC will contact the customer to schedule a new pickup.
16. In the event that a scheduled pickup falls on a WRDMC observed holiday or on a day that we are closed due to adverse weather or other emergency, we will make a reasonable effort to provide service the same week. If this is not possible, service will resume with the next regularly scheduled pickup.
17. Pickup schedules are tentative, subject to staff and equipment availability, and are not guaranteed. Reasonable efforts will be made to stay on schedule. WRDMC reserves the right to make changes to schedules without prior notice in case of emergency, in order to ensure quality service to other customers or for any other reason. WRDMC will make a reasonable effort to notify customers prior to making such changes.

18. Call-in pickup may be available for service outside of the regular pickup schedule and will be rendered as time, staff and equipment permits. This must be scheduled with advance notice. Green Business Network members may schedule additional pickups at a rate equal to the per pickup charge calculated based on the annual membership fee as follows:
- 1) \$1,700.00 annual membership fee = \$16.35 per additional pickup
  - 2) \$900.00 annual membership fee = \$17.31 per additional pickup
  - 3) \$475.00 annual membership fee = \$19.79 per additional pickup
  - 4) \$250.00 annual membership fee = \$20.83 per additional pickup
- Customers will be asked to complete a call-in form and an invoice will be generated. Additional charges may be applied based on the quantity of material and size of truck required.
19. The WRDMC may provide the Customer environmental services agreed upon by request. These environmental services may include waste assessments, workshops, educational materials, guidance, pollution prevention services, and other resources requested. These services are complimentary to members of the Green Business Network and availability is subject to WRDMC resources.
20. Each party agrees to address any problems, concerns, complaints, or contamination issues that may occur with this program in a timely manner. WRDMC reserves the right to discontinue service with 30-day written notice due to payment issues, recyclable material compliance issues or for any other reason at the sole discretion of WRDMC.

Signed,

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
WRDMC  
(Company)

\_\_\_\_\_  
Kayla Strand  
(Print Name)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
Waste Reduction Specialist  
(Title)

\_\_\_\_\_  
(Date)

# Accepted GBN Items

## ALUMINUM & ALUMINUM CANS

\*Must Be Clean/Rinsed



We Accept:

Aluminum Cans,  
Foil, and Foil Pans

**NO Scrap Metal**

## CARDBOARD & PAPERBOARD

\*Please Flatten Boxes  
\*Must Be Clean and Dry



**ITEMS NOT ACCEPTED:**

**NO Styrofoam or Packing Paper, and Milk, Juice, or Ice Coffee Cartons**

## GLASS BOTTLES & JARS

\*Please Remove Lids and Recycle Separately



**ITEMS NOT ACCEPTED:**

**NO Plate Glass, Table Tops, Doors, Windows, Pyrex, Mirrors, or Lightbulbs**

## MIXED PAPER, MAGAZINES, BOOKS, NEWSPAPER, AND COATED CARTONS

\*Must be clean and dry



**NO Cardboard  
NO Caps or Straws on Cartons**

## PLASTICS

\*Must Be Clean, Dry, and Unbagged  
\*Crush Containers and Reattach Lids



We Accept:

Rigid Plastics Labeled 1-7

**NO Plastic Bags, Flimsy Plastic, Bubble Wrap, Straws, Styrofoam, Oil or Antifreeze Containers**

## SHRINKWRAP AND PLASTIC WRAP

\*Must Be Clean and Dry  
\*Must Be Translucent

We Accept:  
Clear or Colored Shrinkwrap and Plastic Wrap



**NO Hard Plastics  
NO Vinyl  
NO Grocery Bags**

## STEEL CANS

\*Must Be Clean/Rinsed  
\*Lids Can Be Included



We Accept:  
Steel Food and Pet Food Cans

**NO Scrap Metal  
NO Aerosol Cans**



# Monroe County Board of Commissioners Agenda Request Form

Date to be heard  Formal  Work session  Department

Title to appear on Agenda:  Vendor #

**Executive Summary:**

This request is to approve surplus of items from multiple departments.

Auditor's Office – 21 office chairs that are damaged and/or past service life. Discarded as trash.

Commissioner's Office – 18 vehicles past service life. Recommending trade.

Highway Department – Damaged aluminum street signs. Sold for scrap. Two damaged office chairs discarded as trash.

Parks Department – Broken kitchen stove. Sold for scrap.

Probation Department – CC8, 2001 Ford Escapa. Recommending trade.

Prosecutors Office – Broken shelf. Sold for scrap.

Fund Name(s):	Fund Number(s):	Amount(s)

Presenter:

**Speaker(s) for Zoom purposes:**

Name(s)	Phone Number(s)
<input type="text" value="Richard Crider"/>	<input type="text" value="812-803-6331"/>

*(the speaker phone numbers will be removed from the document prior to posting)*

Attorney who reviewed:

**RESOLUTION 2025-53**  
**RESOLUTION CONCERNING SURPLUS PROPERTY**

A resolution to declare certain personal property of Monroe County to be no longer needed and unfit for the purpose for which it was intended, and to be considered surplus property for purposes of disposal.

**WHEREAS**, the Board of Commissioners of Monroe County, Indiana are empowered to declare unneeded property to be surplus property; and,

**WHEREAS**, the Board of Commissioners of Monroe County, Indiana, may authorize the disposal of surplus property pursuant to IC 5-22-22- *et seq.*;

**NOW, THEREFORE**, be it resolved by the Board of Commissioners of Monroe County, Indiana, that:

1. Pursuant to IC 5-22-22 Sections 3 and 6, the property set forth in the attached exhibits shall be considered to be surplus for purposes of disposal.
2. The property a includes more than one item with an estimated value of less than Five Thousand Dollars (\$5,000.00); if it is determined that the cost to sell the items is more than the estimated value, those particular items may be demolished, sold as scrap metal or junked and not sold.
3. The property described in the Exhibits may be sold at either a public auction, private sale, traded in or if determined the Building and Fleet Manager to have a value less than the cost of sale, may be demolished, junked, or sold for scrap. If any of the above-described property fails to sell at the public auction, it may be demolished or junked, or if hazardous, disposed of for recycling pursuant to contract with the Monroe County Solid Waste District.
4. The above-described property may be removed from the Monroe County fixed asset inventory.

Adopted this 18 day of December, 2025.

MONROE COUNTY BOARD OF COMMISSIONERS

“YEAS”

“NAYS”

\_\_\_\_\_  
Julie Thomas, President

\_\_\_\_\_  
Julie Thomas, President

\_\_\_\_\_  
Lee Jones, Vice President

\_\_\_\_\_  
Lee Jones, Vice President

\_\_\_\_\_  
Jody Madeira, Commissioner

\_\_\_\_\_  
Jody Madeira, Commissioner

ATTEST:

\_\_\_\_\_  
Brianna Gregory, Monroe County Auditor

# Fixed Capital Asset and Inventory Retirement Form

This completed form must be provided to the HWY dept. and on file for all items subject to surplus sale.

## STEP 1

**Elected Official/Department Head:** Bin Gregory **Date:** 11/12/2025

Select one:  Fixed Capital Asset (Item is reported to the State via Auditor)

**Reason for Retirement of Item:**

(Auditor: This represents a liability on the County balance sheet)

Inventory Item (Will have Manager+ bar code)

**Reason for Surplus or Disposal?**

If 'other' or 'relocated' were selected, please explain and/or list new proposed location:

**Department:**

**Asset/Inventory Item and Description:** (i.e. table, chair, 1998 Ford Pickup Truck)

21 chairs

**Were Federal Funds used to purchase?**  YES  NO

If yes, must attach approval to dispose from the awarding agency OR Award notice stating item is exempt.

**Asset/Inventory Item value:** \$0

**Elected Official or Department Head Signature:** Brianne Gray

## STEP 2

ITEM REMAINS ON ACTIVE INVENTORY OR ASSET LIST UNTIL COMPLETION OF STEP 4, FINAL APPROVAL AND DECLARATION FROM THE BOC AT A PUBLIC MEETING.

**Maintenance/Technical Services Department:** Richard Crider

**Date:** 12/10/2025

**Does the value of the item exceed the cost to auction the item:**  YES  NO

I have reviewed the aforementioned item and agree to the proposed retirement, surplus or disposal of said item.

• **Fleet Maintenance signature:** Richard Crider

OR

• **Building Maintenance signature:**

OR

• **Technical Services signature:**

PICTURE OF ITEM HAS BEEN TAKEN AND ENTERED INTO THE INVENTORY SOFTWARE. ITEM REMAINS ON ACTIVE INVENTORY UNTIL COMPLETION OF THIS FORM.

## STEP 3

**Auditor:** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Original Reported Value:**

**Depreciated Value:**

## STEP 4

**Board of Commissioners/Legal**

Item(s) declared Surplus at Public Meeting on: \_\_\_\_\_ and may be disposed of as per County Property Disposal and Surplus Procedure and IC 5-22-22 et seq.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

UPON COMPLETION OF STEP 4, FORWARD FORM TO INTERNAL AUDITOR.

# Fixed Capital Asset and Inventory Retirement Form

This completed form must be provided to the HWY dept. and on file for all items subject to surplus sale.

## STEP 1

**Elected Official/Department Head:** Angie Purdie

**Date:** 12/10/25

Select one:  Fixed Capital Asset (Item is reported to the State via Auditor)

**Reason for Retirement of Item:**

(Auditor: This represents a liability on the County balance sheet)

Inventory Item (Will have Manager+ bar code)

**Reason for Surplus or Disposal?** Vehicles Past Service Life

**Department:** Commissioners Office

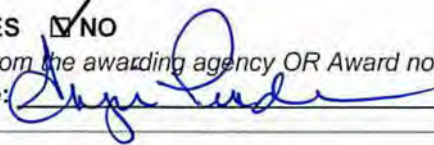
**Asset/Inventory Item and Description:** (i.e. table, chair, 1998 Ford Pickup Truck)

S131, S133, S138, S142, S143, S144, S147, S148, S150, S158, S159, S160, S161, SR28, SR30, SR31, PR10, TSD04

**Were Federal Funds used to purchase?**  YES  NO

If yes, must attach approval to dispose from the awarding agency OR Award notice stating item is exempt.

**Elected Official or Department Head Signature:**



## STEP 2

**Maintenance/Technical Services Department:** Richard Crider

**Date:** 12/10/25

I have reviewed the aforementioned item and agree to the proposed retirement, surplus or disposal of said item.

**Asset/Inventory Item value:** \$52,500 trade-in evaluation provided by John Jones Automotive Group

Does the value of the item exceed the cost to auction the item:  YES  NO

Vehicle or equipment remains on active inventory or asset list until completion of Step 4, final approval and declaration from the BOC at a Public Meeting.

• Fleet Maintenance signature: Richard Crider

OR

• Building Maintenance signature: \_\_\_\_\_

OR

• Technical Services signature: \_\_\_\_\_

PICTURE OF ITEM HAS BEEN TAKEN AND ENTERED INTO THE INVENTORY SOFTWARE. ITEM REMAINS ON ACTIVE INVENTORY UNTIL COMPLETION OF THIS FORM.

## STEP 3

**Auditor (Capital Asset Only):** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Original Reported Value:**

**Depreciated Value:**

## STEP 4

**Commissioners/Legal**

Item(s) declared Surplus at Public Meeting on: \_\_\_\_\_ and may be disposed of as per County Property Disposal and Surplus Procedure and IC 5-22-22 et seq.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UPON COMPLETION OF STEP 4, FORWARD FORM TO INTERNAL AUDITOR.

# Fixed Capital Asset and Inventory Retirement Form

This completed form must be provided to the HWY dept. and on file for all items subject to surplus sale.

## STEP 1

Elected Official/Department Head:

Date: 12/09/2025

Select one:  Fixed Capital Asset (Item is reported to the State via Auditor)

Reason for Retirement of Item:

(Auditor: This represents a liability on the County balance sheet)

Inventory Item (Will have Manager+ bar code)

Reason for Surplus or Disposal?

If 'other' or 'relocated' were selected, please explain and/or list new proposed location:

Department: Monroe County Highway Department

Asset/Inventory Item and Description: (i.e. table, chair, 1998 Ford Pickup Truck) 104 old/used street signs to be

Were Federal Funds used to purchase?  YES  NO

104 old/used street signs to be sold at auction

If yes, must attach approval to dispose from the awarding agency OR Award notice stating item is exempt.

Asset/Inventory Item value: < \$1,000

Elected Official or Department Head Signature:

*Sisa Ridge*

## STEP 2

**ITEM REMAINS ON ACTIVE INVENTORY OR ASSET LIST UNTIL COMPLETION OF STEP 4, FINAL APPROVAL AND DECLARATION FROM THE BOC AT A PUBLIC MEETING.**

Maintenance/Technical Services Department: Richard Crider

Date: 12/10/25

Does the value of the item exceed the cost to auction the item:  YES  NO

I have reviewed the aforementioned item and agree to the proposed retirement, surplus or disposal of said item.

Fleet Maintenance signature:

*Richard Crider*

OR

Building Maintenance signature:

OR

Technical Services signature:

PICTURE OF ITEM HAS BEEN TAKEN AND ENTERED INTO THE MANAGER+ SOFTWARE. ITEM REMAINS ON ACTIVE INVENTORY UNTIL COMPLETION OF THIS FORM.

## STEP 3

Auditor (Capital Asset Only): Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original Reported Value:

Depreciated Value: .

## STEP 4

Board of Commissioners/Legal

Item(s) declared Surplus at Public Meeting on: \_\_\_\_\_ and may be disposed of as per County Property Disposal and Surplus Procedure and IC 5-22-22 et seq.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**UPON COMPLETION OF STEP 4, FORWARD FORM TO INTERNAL AUDITOR.**

# Fixed Capital Asset and Inventory Retirement Form

This completed form must be provided to the HWY dept. and on file for all items subject to surplus sale.

## STEP 1

Elected Official/Department Head: Kelli Witmer

Date: 12/02/25

Select one:  Fixed Capital Asset (Item is reported to the State via Auditor)

Reason for Retirement of Item:

*(Auditor: This represents a liability on the County balance sheet)*

Inventory Item (Will have Manager+ bar code)

Reason for Surplus or Disposal? Broken

Department: Parks Department

Asset/Inventory Item and Description: (i.e. table, chair, 1998 Ford Pickup Truck) Broken stove from Commons Building. Upkeep item # 29850432059

Were Federal Funds used to purchase?  YES  NO

*If yes, must attach approval to dispose from the awarding agency OR Award notice stating item is exempt.*

Elected Official or Department Head Signature: Kelli Witmer

## STEP 2

Maintenance/Technical Services Department: Richard Crider

Date: 12/02/25

I have reviewed the aforementioned item and agree to the proposed retirement, surplus or disposal of said item.

Asset/Inventory Item value: Scrap metal weight -\$100

Does the value of the item exceed the cost to auction the item:  YES  NO

**Vehicle or equipment remains on active inventory or asset list until completion of Step 4, final approval and declaration from the BOC at a Public Meeting.**

• Fleet Maintenance signature: Richard Crider

OR

• Building Maintenance signature: \_\_\_\_\_

OR

• Technical Services signature: \_\_\_\_\_

PICTURE OF ITEM HAS BEEN TAKEN AND ENTERED INTO THE INVENTORY SOFTWARE. ITEM REMAINS ON ACTIVE INVENTORY UNTIL COMPLETION OF THIS FORM.

## STEP 3

Auditor (Capital Asset Only): Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original Reported Value:

Depreciated Value:

## STEP 4

Commissioners/Legal

Item(s) declared Surplus at Public Meeting on: \_\_\_\_\_ and may be disposed of as per County Property Disposal and Surplus Procedure and IC 5-22-22 et seq.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**UPON COMPLETION OF STEP 4, FORWARD FORM TO INTERNAL AUDITOR.**

# Fixed Capital Asset and Inventory Retirement Form

This completed form must be provided to the HWY dept. and on file for all items subject to surplus sale

## STEP 1

**Elected Official/Department Head:**

**Date:** 11/05/2025

Select one:  Fixed Capital Asset (Item is reported to the State via Auditor)

Reason for Retirement of Item: no longer cost effective,  
has 194,590 miles, parts difficult to source

*(Auditor: This represents a liability on the County balance sheet)*

Inventory Item (Will have Manager+ bar code) Reason for Surplus or Disposal?

If 'other' or 'relocated' were selected, please explain and/or list new proposed location:

Department:

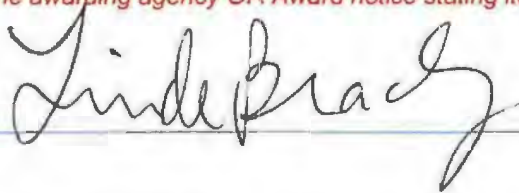
Asset/Inventory Item and Description: (i.e. table, chair, 1998 Ford Pickup Truck) 2011 Ford Escape Hybrid

Were Federal Funds used to purchase?  YES  No

*If yes, must attach approval to dispose from the awarding agency OR Award notice stating item is exempt.*

Asset/Inventory Item value: \$500

Elected Official or Department Head Signature:



## STEP 2

ITEM REMAINS ON ACTIVE INVENTORY OR ASSET LIST UNTIL COMPLETION OF STEP 4, FINAL APPROVAL AND DECLARATION FROM THE BOC AT A PUBLIC MEETING.

**Maintenance/Technical Services Department:** Richard Crider

**Date:** 12/10/25

Does the value of the item exceed the cost to auction the item:  YES  NO

I have reviewed the aforementioned item and agree to the proposed retirement, surplus or disposal of said item.

- Fleet Maintenance signature: *Richard Crider*
- OR
- Building Maintenance signature:
- OR
- Technical Services signature:

PICTURE OF ITEM HAS BEEN TAKEN AND ENTERED INTO THE INVENTORY SOFTWARE. ITEM REMAINS ON ACTIVE INVENTORY UNTIL COMPLETION OF THIS FORM.

## STEP 3

**Auditor:** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Original Reported Value:**

**Depreciated Value:**

## STEP 4

**Board of Commissioners/Legal**

Item(s) declared Surplus at Public Meeting on: \_\_\_\_\_ and may be disposed of as per County Property Disposal and Surplus Procedure and IC 5-22-22 et seq.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**UPON COMPLETION OF STEP 4, FORWARD FORM TO INTERNAL AUDITOR.**

# Fixed Capital Asset and Inventory Retirement Form

This completed form must be provided to the HWY dept. and on file for all items subject to surplus sale

## STEP 1

**Elected Official/Department Head:** Evilka Oliphant **Date:** 11/24/25

Select one:  Fixed Capital Asset (Item is reported to the State via Auditor)  
**Reason for Retirement of Item:** No Longer Usable for Intended Purpose  
*(Auditor: This represents a liability on the County balance sheet)*

Inventory Item (Will have Manager+ bar codes)  
**Reason for Surplus or Disposal?** Broken

If 'other' or 'relocated' were selected, please explain and/or list new proposed location:

**Department:** Prosecutor  
**Asset/Inventory Item and Description:** (i.e. table, chair, 1998 Ford Pickup Truck) metal shelf

Were Federal Funds used to purchase?  YES  NO

*If yes, must attach approval to dispose from the awarding agency OR Award notice stating item is exempt.*

**Asset/Inventory Item value:** negligible

## STEP 2

ITEM REMAINS ON ACTIVE INVENTORY OR ASSET LIST UNTIL COMPLETION OF STEP 4, FINAL APPROVAL AND DECLARATION FROM THE BOC AT A PUBLIC MEETING.

**Maintenance/Technical Services Department:** Richard Crider **Date:** 12/10/25

Does the value of the item exceed the cost to auction the item:  YES  NO

I have reviewed the aforementioned item and agree to the proposed retirement, surplus or disposal of said item.

- Fleet Maintenance signature: Richard Crider
- OR
- Building Maintenance signature:
- OR
- Technical Services signature:

PICTURE OF ITEM HAS BEEN TAKEN AND ENTERED INTO THE INVENTORY SOFTWARE. ITEM REMAINS ON ACTIVE INVENTORY UNTIL COMPLETION OF THIS FORM.

## STEP

**Auditor:** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Original Reported Value:** \_\_\_\_\_ **Depreciated Value:** \_\_\_\_\_

## STEP 4

### Board of Commissioners/Legal

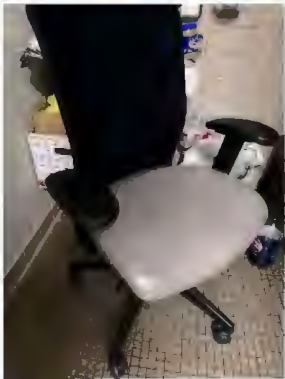
Item(s) declared Surplus at Public Meeting on: \_\_\_\_\_ and may be disposed of as per County Property Disposal and Surplus Procedure and IC 5-22-22 et seq

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UPON COMPLETION OF STEP 4, FORWARD FORM TO INTERNAL AUDITOR.

# Exhibit A

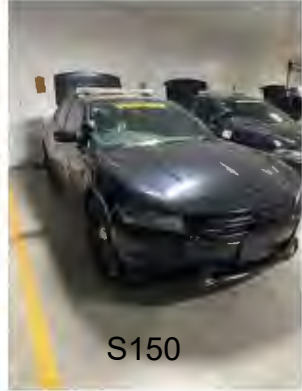
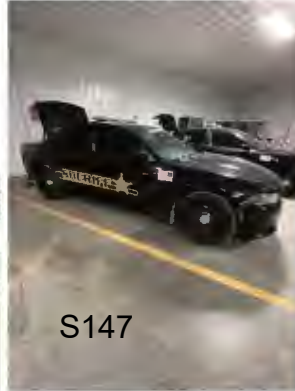
## Auditor's Office





**Commissioner's Office/Sheriff's Office**





Highway



Parks & Rec



Probation



Prosecutor





# Monroe County Board of Commissioners Agenda Request Form

Date to be heard  Formal  Work session  Department

Title to appear on Agenda:  Vendor #

### Executive Summary:

The remaining Ricoh copiers in our fleet are beyond 10 yrs old and are going beyond supported service life within the next 4 months.  
This request is to approve the agreement with Toshiba Business Solutions to replace thirty-four beyond service life Ricoh model copiers, with a total of thirty-four Toshiba E-Studio 331AC, 4525AC, and 5525AC series copiers. Terms of lease are for Sixty (60) months at \$3,475.79 p/month. Copy and print monthly charges are at \$.0038 per B/W print, \$.035 per color print. All copiers listed in the agreement fell under a \$1.00 buyout and will be owned by Monroe County Govt. at lease maturity. All pricing and terms meet State QPA contract parameters.

Fund Name(s):	Fund Number(s):	Amount(s)
<input type="text" value="Cumulative Capital"/>	<input type="text" value="1138"/>	<input type="text" value="\$208,547.40 on 60 months"/>

Presenter:

### Speaker(s) for Zoom purposes:

Name(s)	Phone Number(s)
<input type="text" value="Greg Crohn"/>	<input type="text" value="812-606-0831"/>

*(the speaker phone numbers will be removed from the document prior to posting)*

Attorney who reviewed:

## Tax-Exempt Lease/Purchase Agreement

APPLICATION NO.

9260257

ACCEPTED BY LESSOR:		
FULL LEGAL NAME		
TOSHIBA FINANCIAL SERVICES		
STREET ADDRESS		
1310 Madrid Street, Suite 101		
CITY	STATE	ZIP
Marshall	MN	56258
SIGNATURE	DATE	
PRINT NAME		
TITLE	TELEPHONE NUMBER	

AGREED TO BY LESSEE:		
FULL LEGAL NAME		
COUNTY OF MONROE		
STREET ADDRESS		
501 N MORTON ST, SUITE 200		
CITY	STATE	ZIP
BLOOMINGTON	IN	47404
SIGNATURE	DATE	
<b>X</b>		
PRINT NAME		
Julie Thomas		
TITLE	TELEPHONE NUMBER	
President	(812) 349-2522	

**AGREEMENT:** Lessor hereby leases to Lessee and Lessee hereby leases from Lessor all the Property described in Property Schedule incorporated herein by reference, upon the terms and conditions set forth herein and as supplemented by the terms and conditions set forth in the Property Schedule. This Tax-Exempt Lease/Purchase Agreement together with the Property Schedule shall be defined as the "Agreement."

**LEASE TERM:** The Lease Term of the Property listed in the Property Schedule (the "Lease Term") shall commence upon the commencement date of the Property Schedule (the "Commencement Date"). The Lease Term shall consist of an original term (the "Original Term"), commencing on such Commencement Date and continuing through the end of Lessee's then-current fiscal year, and a series of successive renewal terms (each, a "Renewal Term"), each contemporaneous with Lessee's budget year, with the final Renewal Term ending as provided in the Property Schedule. This Agreement cannot be canceled or terminated by Lessee except as expressly provided herein. This Agreement is a triple net lease.

**LEASE PAYMENTS:** Lessee shall pay rent to Lessor for the Property in the amounts, and on the dates specified, in the Property Schedule. Lessor and Lessee intend that the obligation of Lessee to pay Lease Payments hereunder shall not in any way be construed to be a debt of Lessee in contravention of any applicable constitutional or statutory limitations or requirements concerning the creation of indebtedness by Lessee, nor shall anything contained herein constitute a pledge of the general tax revenues, funds or monies of Lessee. The interest rate and Amortization and Lease Payment Schedule are effective so long as the Property is accepted by 03/04/2026, after which the interest rate and Amortization and Lease Payment Schedule are subject to revision to current market conditions at the actual time of acceptance.

**NO OFFSET:** SUBJECT TO THE RIGHT TO NON-APPROPRIATE, SET FORTH BELOW, THE OBLIGATIONS OF LESSEE TO PAY THE LEASE PAYMENTS DUE UNDER THE PROPERTY SCHEDULE AND TO PERFORM AND OBSERVE THE OTHER COVENANTS AND AGREEMENTS CONTAINED IN THIS AGREEMENT SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS WITHOUT ABATEMENT, DIMINUTION, DEDUCTION, SET-OFF OR DEFENSE, FOR ANY REASON, INCLUDING WITHOUT LIMITATION, ANY DEFECTS, MALFUNCTIONS, BREAKDOWNS OR INFIRMITIES IN THE PROPERTY OR ANY ACCIDENT, CONDEMNATION OR UNFORESEEN CIRCUMSTANCES. THIS PROVISION SHALL NOT LIMIT LESSEE'S RIGHTS OR ACTIONS AGAINST ANY VENDOR. Lessee shall pay when due all taxes, fees and governmental charges assessed or levied against or with respect to the Property.

**LATE CHARGES:** Lessee shall pay a late charge of five cents per dollar or the highest amount permitted by applicable law, whichever is lower, on all delinquent Lease Payments and interest on said delinquent amounts from the date such amounts were due until paid at the rate of 12% per annum or the maximum amount permitted by law, whichever is less.

**MAINTENANCE OF PROPERTY:** At all times during the Lease Term, Lessee shall, at Lessee's own cost and expense, maintain, preserve, and keep the Property in good working order, and condition, and from time to time make or cause to be made all necessary and proper repairs, replacements, and renewals to the Property, which shall become part of the Property. The Property is and will remain personal property.

**INSURANCE OF PROPERTY:** All risk of loss to the Property shall be borne by the Lessee. At all times during the Lease Term, Lessee shall, at Lessee's own cost and expense, cause casualty, public liability, and property damage insurance to be carried and maintained (or shall provide Lessor with a certificate stating that adequate self-insurance has been provided) with respect to the Property, sufficient to protect the full replacement value of the Property and to protect from liability in all events for which insurance is customarily available. Lessee shall furnish to Lessor certificates evidencing such coverage throughout the Lease Term. Any insurance policy to be carried and maintained pursuant to this Agreement shall be so written or endorsed as to make losses, if any, payable to Lessee and Lessor as their respective interests may appear. All such liability insurance shall name Lessor as an additional insured. Each insurance policy carried and maintained pursuant to this Agreement shall contain a provision to the effect that the insurance company shall not cancel the policy or modify it materially or adversely to the interest of the Lessor without first giving written notice thereof to Lessor at least 30 days in advance of such change of status.

**QUIET ENJOYMENT AND TERMINATION OF LESSOR'S INTEREST:** To secure Lessee's obligations hereunder, Lessor is granted a security interest in the Property, including substitutions, repairs, replacements and renewals, and the proceeds thereof, which is a first lien thereon. Lessee hereby authorizes Lessor to file all financing statements which Lessor deems necessary or appropriate to establish, maintain and perfect such security interest. Provided there does not exist an Event of Default or Nonappropriation Event, as defined herein, the Lessee shall have the right of quiet enjoyment of the Property throughout the Lease Term. If Lessee shall have performed all of its obligations and no default shall have occurred and be continuing under this Agreement, and this Agreement shall not have been earlier terminated with respect to the Property, then, at the end of the Lease Term with respect to any item of Property, Lessor's interest in such Property shall terminate. Unless otherwise required by law, title to the Property shall be in the name of Lessee, subject to Lessor's interest hereunder.

**TAX EXEMPTION:** The parties contemplate that interest payable under this Agreement will be excluded from gross income for federal income tax purposes under Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"). The tax-exempt status of this Agreement provides the inducement for the Lessor to offer financing at the interest rate set forth herein. Therefore, should this Agreement be deemed by any taxing authority not to be exempt from taxation, Lessee agrees that the interest rate shall be adjusted, as of the date of loss of tax exemption, to an interest rate calculated to provide Lessor or its assignee an after tax yield equivalent to the tax exempt rate and Lessor shall notify Lessee of the taxable rate. Provided, however, that the provision of the preceding sentence shall apply only upon a final determination that the interest payments are not excludable from gross income under Section 103(a) of the Code, and shall not apply if the determination is based upon the individual tax circumstances of the Lessor, or a finding that the party seeking to exclude such payments from gross income is not the owner and holder of the obligation under the Code.

**REPRESENTATIONS AND WARRANTIES OF LESSEE:** Lessee hereby represents and warrants to Lessor that: (a) Lessee is a State, possession of the United States, the District of Columbia, or political subdivision thereof as defined in Section 103 of the Code and Treasury Regulations and Rulings related thereto, and if Lessee is incorporated, it is duly organized and existing under the Constitution and laws of its jurisdiction of incorporation and will do or cause to be done all things necessary to preserve and keep such organization and existence in full force and effect; (b) Lessee has been duly authorized by the Constitution and laws of the applicable jurisdiction and by a resolution of its governing body (which resolution, if requested by Lessor, is attached hereto), to execute and deliver this Agreement and to carry out its obligations hereunder; (c) all legal requirements have been met, and procedures have been followed, including public bidding, in order to ensure the enforceability of this Agreement; (d) the Property will be used by Lessee only for essential governmental or proprietary functions of Lessee consistent with the scope of Lessee's authority and will not be used in a trade or business of any person or entity, by the federal government or for any personal, family or household use. Lessee's need for the Property is not expected to diminish during the term of the Agreement; (e) Lessee has funds available to pay Lease Payments until the end of its current appropriation

period, and it intends to request funds to make Lease Payments in each appropriation period, from now until the end of the term of this Agreement; (f) Lessee shall comply at all times with all applicable requirements of the Code, including but not limited to the registration and reporting requirements of Section 149, to maintain the federal tax-exempt status of the Agreement, and Lessee shall maintain a system with respect to this Agreement, which tracks the name, and ownership interest of each assignee who has both the responsibility for administration of, and ownership interest in this Agreement; (g) Lessee's exact legal name is as set forth on the first page of this Agreement. Lessee will not change its legal name in any respect without giving thirty (30) days prior written notice to Lessor

**RISK OF LOSS COVENANTS:** Lessee shall not be required to indemnify or hold Lessor harmless against liabilities arising from the Agreement. However, as between Lessor and Lessee, and to the extent permitted by law, Lessee shall bear the risk of loss for, shall pay directly, and shall defend against any and all claims, liabilities, proceedings, actions, expenses, damages or losses arising under or related to the Property, including, but not limited to, the possession, ownership, lease, use or operation thereof, except that Lessee shall not bear the risk of loss of, nor pay for, any claims, liabilities, proceedings, actions, expenses, damages or losses that arise directly from events occurring after Lessee has surrendered possession of the Property in accordance with the terms of the Agreement to Lessor or that arise directly from the gross negligence or willful misconduct of the Lessor.

**NON-APPROPRIATION:** If sufficient funds are not appropriated to make Lease Payments under this Agreement (such failure to appropriate, a "Nonappropriation Event"), this Agreement shall terminate and Lessee shall not be obligated to make Lease Payments under this Agreement beyond the then current fiscal year for which funds have been appropriated. Upon such a Nonappropriation Event, Lessee shall, no later than the end of the fiscal year for which Lease Payments have been appropriated, deliver possession of the Property to Lessor. If Lessee fails to deliver possession of the Property to Lessor, the termination shall nevertheless be effective but Lessee shall be responsible for the payment of damages in an amount equal to the portion of Lease Payments thereafter coming due that is attributable to the number of days after the termination during which the Lessee fails to deliver possession and for any other loss suffered by Lessor as a result of Lessee's failure to deliver possession as required. Lessee shall notify Lessor in writing within seven (7) days after the failure of the Lessee to appropriate funds sufficient for the payment of the Lease Payments, but failure to provide such notice shall not operate to extend the Lease Term or result in any liability to Lessee. A Nonappropriation Event shall not constitute an Event of Default hereunder.

**ASSIGNMENT BY LESSEE:** Without Lessor's prior written consent, Lessee may not, by operation of law or otherwise, assign, transfer, pledge, hypothecate or otherwise dispose of the Property, this Agreement or any interest therein.

**ASSIGNMENT BY LESSOR:** Lessor may assign, sell or encumber all or any part of this Agreement, the Lease Payments and any other rights or interests of Lessor hereunder without the necessity of providing notice to or obtaining the consent of Lessee; provided that Lessee shall have no obligation to make payments to any assignee unless and until Lessee has received notice of the name, address and tax identification number of the assignee. The initial Lessor or its assignee(s) shall maintain a register of all assignees of this Agreement. To the extent permitted by applicable law, such assignees may include trust agents for the benefit of holders of certificates of participation. Lessee agrees that if Lessor sells, assigns or transfers this Agreement, Lessor's assignee will have the same rights and benefits that Lessor has now and will not have to perform any of Lessor's obligations. Lessee agrees that Lessor's assignee will not be subject to any claims, defenses, or offsets that Lessee may have against Lessor.

**EVENTS OF DEFAULT:** Lessee shall be in default under this Agreement upon the occurrence of any of the following events or conditions ("Events of Default"), unless such Event of Default shall have been specifically waived by Lessor in writing: (a) default by Lessee in payment of any Lease Payment or any other indebtedness or obligation now or hereafter owed by Lessee to Lessor under this Agreement or in the performance of any obligation, covenant or liability contained in this Agreement and the continuance of such default for ten (10) consecutive days after written notice thereof by Lessor to Lessee, or (b) any warranty, representation or statement made or furnished to Lessor by or on behalf of Lessee proves to have been false in any material respect when made or furnished, or (c) actual or attempted sale, lease or encumbrance of any of the Property, or the making of any levy, seizure or attachment thereof or thereon, or (d) dissolution, termination of existence, discontinuance of the Lessee, insolvency, business failure, failure to pay debts as they mature, or appointment of a receiver of any part of the property of, or assignment for the benefit of creditors by the Lessee, or the commencement of any proceedings under any bankruptcy, reorganization or arrangement laws by or against the Lessee.

**REMEDIES OF LESSOR:** Upon the occurrence of any Event of Default and at any time thereafter, Lessor may, without any further notice, exercise one or more of the following remedies as Lessor in its sole discretion shall elect: (a) terminate the Agreement and all of Lessee's rights hereunder as to any or all items of Property; (b) require Lessee, at Lessee's expense, to return any or all items of Property wherever found to Lessor at such place within the United States as Lessor may designate, and for this purpose Lessor may enter upon Lessee's premises where any item of Property is located and remove such item of Property free from all claims of any nature whatsoever by Lessee and Lessor may thereafter dispose of the Property; provided, however, that any proceeds from the disposition of the Property in excess of the sum required to (i) pay to Lessor an amount equal to the total unpaid principal component of Lease Payments under the Property Schedule, including principal component not otherwise due until future fiscal years, (ii) pay any other amounts then due under the Property Schedule and this Agreement, and (iii) pay Lessor's costs and expenses associated with the disposition of the Property and the Event of Default (including attorney's fees), shall be paid to Lessee or such other creditor of Lessee as may be entitled thereto, and further provided that no deficiency shall be allowed against Lessee, except with respect to Lessor's costs and expenses associated with disposition of the Property; (c) proceed by appropriate court action or actions to enforce performance by Lessee of its obligations hereunder or to recover damages for the breach hereof or pursue any other remedy available to Lessor at law or in equity or otherwise; (d) declare all unpaid Lease Payments and other sums payable hereunder during the current fiscal year of the Lease Term to be immediately due and payable without any presentment, demand or protest and / or take any and all actions to which Lessor shall be entitled under applicable law. No right or remedy herein conferred upon or reserved to Lessor is exclusive of any right or remedy herein or at law or in equity or otherwise provided or permitted, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise, and may be enforced concurrently therewith or from time to time. Lessee and Lessor hereby irrevocably waive all right to trial by jury in any action, proceeding or counterclaim (whether based on contract, tort or otherwise) arising out of or relating to this Agreement.

**COSTS AND ATTORNEY FEES:** Upon the occurrence of an Event of Default by Lessee in the performance of any term of this Agreement, Lessee agrees to pay to Lessor or reimburse Lessor for, in addition to all other amounts due hereunder, all of Lessor's costs of collection, including reasonable attorney fees, whether or not suit or action is filed thereon. Any such costs shall be immediately due and payable upon written notice and demand given to Lessee, shall be secured by this Agreement until paid and shall bear interest at the rate of 12% per annum or the maximum amount permitted by law, whichever is less. In the event suit or action is instituted to enforce any of the terms of this Agreement, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorneys' fees at trial or on appeal of such suit or action or in any bankruptcy proceeding, in addition to all other sums provided by law.

**NOTICES:** All notices, and other communications provided for herein shall be deemed given when delivered or mailed by certified mail, postage prepaid, addressed to Lessor or Lessee at their respective addresses set forth herein or such other addresses as either of the parties hereto may designate in writing to the other from time to time for such purpose.

**AMENDMENTS:** This Agreement may not be amended except in writing signed by both parties.

**CONSTRUCTION:** This Agreement shall be governed by and construed in accordance with the laws of the Lessee's State. Titles of sections of this Agreement are for convenience only and shall not define or limit the terms or provisions hereof. Time is of the essence under this Agreement. This Agreement shall inure to the benefit of and shall be binding upon Lessor and Lessee and their respective successors and assigns. The parties agree that: (i) this Agreement may be simultaneously executed in several counterparts, all of which shall constitute but one and the same instrument; (ii) this Agreement and any related documents hereto may be authenticated by electronic means; (iii) the "original" of this Agreement shall be the copy that bears Lessee's manual, facsimile, scanned or electronic signature and that also bears Lessor's manually or electronically signed signature and is held or controlled by Lessor; and (iv) to the extent this Agreement constitutes chattel paper (as defined by the UCC), a security interest may only be created in the original. Lessee agrees not to raise as a defense to the enforcement of this Agreement or any related documents that either party executed or authenticated such documents by electronic or digital means or that Lessee used facsimile or other electronic means to transmit its signature on such documents. Notwithstanding anything to the contrary herein, Lessor reserves the right to require Lessee to sign this Agreement or any related documents hereto manually and to send to Lessor the manually signed, duly executed documents via overnight courier. The words "execution," "signed," "signature," and words of like import in the Agreement or any related document shall be deemed to include electronic signatures. Any provision providing that the Agreement or any related document may only be modified by written agreement shall be deemed to include an agreement authenticated by electronic means and/or existing as an electronic record.

## Property Schedule to Tax-Exempt Lease/Purchase Agreement

This Property Schedule is entered into pursuant to the Tax-Exempt Lease/Purchase Agreement between Lessor and Lessee.

1. **Entire Agreement; Interpretation:** The terms and conditions of the Tax-Exempt Lease/Purchase Agreement (the "Agreement") are incorporated herein. The Agreement, this Property Schedule and the associated documents hereto constitute the entire agreement between Lessor and Lessee with respect to the Property and supersede any purchase order, invoice, request for proposal, response or other related document.
2. **Commencement Date:** The Commencement Date of this Property Schedule is the date that Lessor pays Vendor for the Property. The interest rate and Amortization and Lease Payment Schedule are effective so long as the Property is accepted by 03/04/2026, after which the interest rate and Amortization and Lease Payment Schedule are subject to revision to current market conditions at the actual time of acceptance.
3. **Property Description:** The Property subject to this Property Schedule is described in Exhibit A, attached hereto. It includes all replacements, parts, repairs, additions, accessions and accessories incorporated therein or affixed or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.
4. **Term and Payments:** Lease Term and Lease Payments are per the attached Exhibit B Amortization and Lease Payment Schedule. If the parties enter into an escrow agreement for the acquisition of the Property, then the escrow agreement shall be attached hereto as Exhibit F and in lieu of the Acceptance Date for commencement of Lease Payments, the date of deposit of the Property Cost into the escrow by Lessor shall be used. Lessee shall have the option to prepay the Lease Payments due under this Property Schedule by paying the Termination Amount shown in the attached Amortization and Lease Payment Schedule, plus any other amounts due and owing at the time of prepayment, subject to per diem adjustment. The interest rate and Amortization and Lease Payment Schedule are subject to adjustment as provided in paragraph 2, above.
5. **Certificate of Acceptance:** Attached as Exhibit C, hereto.
6. **Expiration:** Lessor, at its sole determination, may choose not to accept this Property Schedule if the fully executed, original Agreement (including this Property Schedule and all ancillary documents) are not received by Lessor at its place of business by 03/04/2026.
7. **Property Cost:** The total principal amount under this Property Schedule for the acquisition cost of the Property is \$170,465.52.
8. **Lessee's General and Incumbency Certificate:** Lessee has provided the Lessee's General and Incumbency Certificate in the form attached as Exhibit D, hereto.
9. **Lessee's Counsel's Opinion:** If required by Lessor, Lessee has provided the opinion of its legal counsel substantially in the form as attached as Exhibit E, hereto.
10. **Private Activity Issue:** Lessee understands that among other things, in order to maintain the exclusion of the interest component of Lease Payments from gross income for federal income tax purposes, it must limit and restrict the rights private businesses (including, for this purpose, the federal government and its agencies and organizations described in the Code § 501(c)(3)) have to use the Property. Each of these requirements will be applied beginning on the later of the Commencement Date or date each portion of the Property is placed in service and will continue to apply until earlier of the end of the economic useful life of the Property or the date the Agreement or any tax-exempt obligation issued to refund the Property Schedule is retired (the "Measurement Period").  
 Lessee will comply with the requirements of Section 141 of the Code and the regulations thereunder which provide restrictions on special legal rights that users other than Lessee or a state or local government or an agency or instrumentality of a state or a local government (an "Eligible User") may have to use the Property. For this purpose, special legal rights may arise from a management or service agreement, lease, research agreement or other arrangement providing any entity except an Eligible User the right to use the Property. Any use of the Property by a user other than an Eligible User is referred to herein as "Non-Qualified Use".  
 Throughout the Measurement Period, all of the Property is expected to be owned by Lessee. Throughout the Measurement Period, Lessee will not permit the Non-Qualified Use of the Property to exceed 10%.
11. **Bank Qualification:** Lessee designates this Agreement and Property Schedule as a "qualified tax-exempt obligation" as defined in Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended. Lessee reasonably anticipates issuing tax-exempt obligations (excluding private activity bonds other than qualified 501(c)(3) bonds and including all tax-exempt obligations of subordinate entities of the Lessee) during the calendar year this Agreement and Property Schedule was funded, in an amount not exceeding \$10,000,000.

      Lessee initial here, if Bank Qualification is applicable.

IN WITNESS WHEREOF, Lessor and Lessee have caused this Property Schedule to be executed in their names by their duly authorized representatives.

**TOSHIBA FINANCIAL SERVICES**  
 \_\_\_\_\_  
 Lessor

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

**COUNTY OF MONROE**  
 \_\_\_\_\_  
 Lessee

**X**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Julie Thomas \_\_\_\_\_ President

Print Name \_\_\_\_\_ Title \_\_\_\_\_

**X**

Attest By Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_



**Exhibit B**APPLICATION NO.  
3260257**Amortization and Lease Payment Schedule****Term:** 60 months**Payment Structure:** MONTHLY**Interest Rate:** 8.236958%

If the Lease Payment Dates are not defined in this Amortization and Lease Payment Schedule, the first Lease Payment shall be due 30 days after the Commencement Date and each subsequent Lease Payment shall be due monthly thereafter.

Payment No.	Lease Payment	Interest Portion	Principal Portion	Outstanding Balance	Termination Amount (After Making Said Payment)
Beginning Balance				170465.52	
1	3475.79	1170.10	2305.69	168159.83	173,204.62
2	3475.79	1154.27	2321.52	165838.31	170,813.46
3	3475.79	1138.34	2337.45	163500.86	168,405.89
4	3475.79	1122.29	2353.50	161147.36	165,981.78
5	3475.79	1106.14	2369.65	158777.71	163,541.04
6	3475.79	1089.87	2385.92	156391.79	161,083.54
7	3475.79	1073.49	2402.30	153989.49	158,609.17
8	3475.79	1057.00	2418.79	151570.70	156,117.82
9	3475.79	1040.40	2435.39	149135.31	153,609.37
10	3475.79	1023.68	2452.11	146683.20	151,083.70
11	3475.79	1006.85	2468.94	144214.26	148,540.69
12	3475.79	989.91	2485.88	141728.38	145,980.23
13	3475.79	972.84	2502.95	139225.43	143,402.19
14	3475.79	955.66	2520.13	136705.30	140,806.46
15	3475.79	938.36	2537.43	134167.87	138,192.91
16	3475.79	920.95	2554.84	131613.03	135,561.42
17	3475.79	903.41	2572.38	129040.65	132,911.87
18	3475.79	885.75	2590.04	126450.61	130,244.13
19	3475.79	867.97	2607.82	123842.79	127,558.07
20	3475.79	850.07	2625.72	121217.07	124,853.58
21	3475.79	832.05	2643.74	118573.33	122,130.53
22	3475.79	813.90	2661.89	115911.44	119,388.78
23	3475.79	795.63	2680.16	113231.28	116,628.22
24	3475.79	777.23	2698.56	110532.72	113,848.70
25	3475.79	758.71	2717.08	107815.64	111,050.11
26	3475.79	740.06	2735.73	105079.91	108,232.31
27	3475.79	721.28	2754.51	102325.40	105,395.16
28	3475.79	702.38	2773.41	99551.99	102,538.55
29	3475.79	683.34	2792.45	96759.54	99,662.33
30	3475.79	664.17	2811.62	93947.92	96,766.36

31	3475.79	644.87	2830.92	91117.00	93,850.51
32	3475.79	625.44	2850.35	88266.65	90,914.65
33	3475.79	605.87	2869.92	85396.73	87,958.63
34	3475.79	586.17	2889.62	82507.11	84,982.32
35	3475.79	566.34	2909.45	79597.66	81,985.59
36	3475.79	546.37	2929.42	76668.24	78,968.29
37	3475.79	526.26	2949.53	73718.71	75,930.27
38	3475.79	506.01	2969.78	70748.93	72,871.40
39	3475.79	485.63	2990.16	67758.77	69,791.53
40	3475.79	465.11	3010.68	64748.09	66,690.53
41	3475.79	444.44	3031.35	61716.74	63,568.24
42	3475.79	423.63	3052.16	58664.58	60,424.52
43	3475.79	402.68	3073.11	55591.47	57,259.21
44	3475.79	381.59	3094.20	52497.27	54,072.19
45	3475.79	360.35	3115.44	49381.83	50,863.28
46	3475.79	338.96	3136.83	46245.00	47,632.35
47	3475.79	317.43	3158.36	43086.64	44,379.24
48	3475.79	295.75	3180.04	39906.60	41,103.80
49	3475.79	273.92	3201.87	36704.73	37,805.87
50	3475.79	251.95	3223.84	33480.89	34,485.32
51	3475.79	229.82	3245.97	30234.92	31,141.97
52	3475.79	207.54	3268.25	26966.67	27,775.67
53	3475.79	185.10	3290.69	23675.98	24,386.26
54	3475.79	162.52	3313.27	20362.71	20,973.59
55	3475.79	139.77	3336.02	17026.69	17,537.49
56	3475.79	116.87	3358.92	13667.77	14,077.80
57	3475.79	93.82	3381.97	10285.80	10,594.37
58	3475.79	70.60	3405.19	6880.61	7,087.03
59	3475.79	47.23	3428.56	3452.05	3,555.61
60	3475.79	23.74	3452.05	0.00	0.00
<b>Grand Totals</b>	<b>208547.40</b>	<b>38081.88</b>	<b>170465.52</b>		

The interest rate and Amortization and Lease Payment Schedule are effective so long as the Property is accepted by 03/04/2026, after which the interest rate and Amortization and Lease Payment Schedule are subject to revision to current market conditions at the actual time of acceptance

This Amortization and Lease Payment Schedule is hereby verified as correct by the undersigned, who acknowledges receipt of a copy.

**LESSEE ACCEPTANCE**

COUNTY OF MONROE

X

President

NAME OF LESSEE

SIGNATURE

TITLE

DATED

**Exhibit C**

APPLICATION NO.  
3280257

**Certificate of Acceptance**

This Certificate of Acceptance is pursuant to Tax-Exempt Lease/Purchase Agreement dated as of 03/04/26 and the related Property Schedule, between Lessor and Lessee (the "Agreement")

1. **Property Acceptance.** Lessee hereby certifies and represents to Lessor that the Property referenced in the Agreement has been acquired, made, delivered, installed and accepted as of the date indicated below. Lessee has conducted such inspection and/or testing of the Property as it deems necessary and appropriate and hereby acknowledges that it accepts the Property for all purposes. Lessee will immediately begin making Lease Payments in accordance with the times and amounts specified herein. LESSOR MAKES NO (AND SHALL NOT BE DEEMED TO HAVE MADE ANY) WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, WITHOUT LIMITATION, THE DESIGN, OPERATION OR CONDITION OF, OR THE QUALITY OF THE MATERIAL, EQUIPMENT OR WORKMANSHIP IN, THE PROPERTY, ITS MERCHANTABILITY OR ITS FITNESS FOR ANY PARTICULAR PURPOSE, THE STATE OF TITLE THERETO OR ANY COMPONENT THEREOF, THE ABSENCE OF LATENT OR OTHER DEFECTS (WHETHER OR NOT DISCOVERABLE), AND LESSOR HEREBY DISCLAIMS THE SAME; IT BEING UNDERSTOOD THAT THE PROPERTY IS LEASED TO LESSEE "AS IS" ON THE DATE OF THIS AGREEMENT OR THE DATE OF DELIVERY, WHICHEVER IS LATER, AND ALL SUCH RISKS, IF ANY, ARE TO BE BORNE BY LESSEE.

2. **Billing Address.** If billing address differs from the address listed on the Tax-Exempt Lease/Purchase Agreement please list below:

BILLING NAME			
STREET ADDRESS	CITY	STATE	ZIP

The interest rate and Amortization and Lease Payment Schedule are effective so long as the Property is accepted by 03/04/2026, after which the interest rate and Amortization and Lease Payment Schedule are subject to revision to current market conditions at the actual time of acceptance.

IN WITNESS WHEREOF, Lessee has caused this Certificate of Acceptance to be executed by their duly authorized representative.

Acceptance Date

COUNTY OF MONROE

Lessee

X

Signature

Julie Thomas

President

Print Name

Title

**Exhibit D**

APPLICATION NO.  
3280257

**Lessee's General and Incumbency Certificate**

**GENERAL CERTIFICATE**

Re: Tax-Exempt Lease/Purchase Agreement and Property Schedule dated as of 03/04/2026, between COUNTY OF MONROE, as Lessee ("Lessee") and TOSHIBA FINANCIAL SERVICES as Lessor.

The undersigned, being the duly elected, qualified and acting official of Lessee holding the title stated in the signature line below, does hereby certify as of the date of this Certificate and the date of the Agreement (as defined below), as follows:

1. If required by applicable law, Lessee did, at a meeting of the governing body of the Lessee, by resolution or ordinance duly enacted, in accordance with all requirements of law, approve and authorize the execution and delivery of the above-referenced Property Schedule (the "Property Schedule") and the Tax-Exempt Lease/Purchase Agreement (the "Agreement") by the undersigned.
2. If the aforementioned meeting(s) was required by applicable law, the meeting(s) of the governing body of the Lessee at which the Agreement and the Property Schedule were approved and authorized to be executed was duly called, regularly convened and attended throughout by the requisite quorum of the members thereof, and the enactment approving the Agreement and the Property Schedule and authorizing the execution thereof has not been altered or rescinded. All meetings required by applicable law of the governing body of Lessee relating to the authorization and delivery of Agreement and the Property Schedule have been: (a) held within the geographic boundaries of the Lessee; (b) open to the public, allowing all people to attend; (c) conducted in accordance with internal procedures of the governing body; and (d) conducted in accordance with the charter of the Lessee, if any, and the laws of the State.
3. No event or condition that constitutes, or with the giving of notice or the lapse of time or both would constitute, an Event of Default or a Nonappropriation Event (as such terms are defined in the Agreement) exists at the date hereof with respect to this Property Schedule under the Agreement.
4. The acquisition of all of the Property under the Agreement and the Property Schedule has been duly authorized by the governing body of Lessee.
5. Lessee has, in accordance with the requirements of law, fully budgeted and appropriated sufficient funds for the current budget year to make the Lease Payments scheduled to come due during the current budget year under the Agreement and the Property Schedule and to meet its other obligations for the current budget year and such funds have not been expended for other purposes.
6. As of the date hereof, no litigation is pending, (or, to my knowledge, threatened) against Lessee in any court (a) seeking to restrain or enjoin the delivery of the Agreement or the Property Schedule or of other agreements similar to the Agreement; (b) questioning the authority of Lessee to execute the Agreement or the Property Schedule, or the validity of the Agreement or the Property Schedule, or the payment of principal or interest on, the Property Schedule; (c) questioning the constitutionality of any statute, or the validity of any proceedings, authorizing the execution of the Agreement and the Property Schedule; or (d) affecting the provisions made for the payment of or security for the Agreement and the Property Schedule.

IN WITNESS WHEREOF, the undersigned has signed this Certificate on the date stated below.

COUNTY OF MONROE

X  
Signature of Person to Sign Agreement

President

Lessee  
Julie Thomas

Print Name of Person to Sign Agreement

Print Name of Person to Sign Agreement

Print Date that Above Person Signed this Certificate

**INCUMBENCY CERTIFICATE**

Re: Tax-Exempt Lease/Purchase Agreement and Property Schedule dated as of , between , as Lessee ("Lessee") and as Lessor ("Agreement")

The undersigned, being the duly elected, qualified and acting Secretary, Clerk, or other duly authorized official or signatory of the Lessee does hereby certify, as of the date of this Certificate and the date of the Agreement (as defined in the General Certificate above), as follows:

As of the date of the meeting(s) of the governing body of the Lessee at which the above-referenced Agreement and the Property Schedule were approved and authorized to be executed, and as of the date hereof, the below-named representative of the Lessee held and holds the office set forth below, and the signature set forth below is his/her true and correct signature.

NAME OF PERSON SIGNING AGREEMENT	TITLE OF PERSON SIGNING AGREEMENT	SIGNATURE OF PERSON SIGNING AGREEMENT
Julie Thomas	President	X

IN WITNESS WHEREOF, the undersigned has signed this Certificate on the date stated below.

X  
Signature of Secretary, Clerk or other duly authorized official or signatory of Lessee (cannot be same as Person Signing Agreement)

Print Name of Person who signed this Certificate

Print Name of Person Signing this Certificate

Print Date that Above Person Signed this Certificate

APPLICATION NO.

8280257

**Insurance Authorization and Verification**

Re: Tax-Exempt Lease/Purchase Agreement dated as of COUNTY OF MONROE, between Lessee and Lessor.

**Lessor:** TOSHIBA FINANCIAL SERVICES  
1310 Madrid Street, Ste. 101  
Marshall, MN 56258

**Lessee:** COUNTY OF MONROE  
100 West Kirkwood Ave  
Bloomington, IN 47404

**TO THE LESSEE:** In connection with the above-referenced Tax-Exempt Lease/Purchase Agreement and the Property Schedule thereunder each dated 03/04/2026 (the "Agreement"), Lessor requires proof in the form of this document, executed by both Lessee\* and Lessor's agent, that Lessee's insurable interest in the financed property (the "Property") meets Lessor's requirements as follows, with coverage including, but not limited to, fire, extended coverage, vandalism, and theft:

**LESSOR, AND ITS SUCCESSORS AND ASSIGNS, shall be covered as both ADDITIONAL INSURED and LENDER'S LOSS PAYEE with regard to all equipment financed or leased by policy holder through or from Lessor. All such insurance shall contain a provision to the effect that such insurance shall not be canceled or modified without first giving written notice thereof to Lessor and Lessee at least thirty (30) days in advance of such cancellation or modification.**

**Lessee must carry GENERAL LIABILITY (and/or, for vehicles, Automobile Liability) in the amount of no less than \$1,000,000.00 (one million dollars).**

**Lessee must carry PROPERTY insurance (or, for vehicles, Physical Damage insurance) in an amount no less than the "Insurable Value" \$170,465.52, with deductibles no more than \$10,000.00.**

\*Lessee: Please execute this form and return with your document package. Lessor will fax this form to your insurance agency for endorsement. In lieu of agent endorsement, Lessee's agency may submit insurance certificates demonstrating compliance with all requirements. Should you have any questions, please contact TOSHIBA FINANCIAL SERVICES at 800-828-8246.

By signing, Lessee authorizes the Agent named below: 1) to complete and return this form as indicated; and 2) to endorse the policy and subsequent renewals to reflect the required coverage as outlined above.

NAME OF AGENCY USI INSURANCE SERVICES		NAME OF AGENT Mark Gary		
STREET ADDRESS 801 S. High Street, Ste 122		CITY Muncie	STATE IN	ZIP 47306
PHONE (766) 221-2908	FAX (765) 372-5354	E-MAIL mark.gary@usi.com		

**LESSEE ACCEPTANCE**

COUNTY OF MONROE

**X**

President

NAME OF LESSEE

SIGNATURE

TITLE

DATED

**TO THE AGENT:** In lieu of providing a certificate, please execute this form in the space below and promptly fax it to Lessor at 866-405-8329. This fully endorsed form shall serve as proof that Lessee's insurance meets the above requirements.

Agent hereby verifies that the above requirements have been met in regard to the Property listed below.

**AGENT ACCEPTANCE****X**

NAME OF AGENCY

SIGNATURE

PRINT NAME

DATE

Insurable Value: \$170,465.52 ATTACHED:

PROPERTY DESCRIPTION FOR THE AGREEMENT.

**Information Return for Tax-Exempt Governmental Bonds**

(Rev. September 2016)

▶ Under Internal Revenue Code section 149(e)  
▶ See separate instructions.

OMB No. 1545-0720

Department of the Treasury  
Internal Revenue Service

Caution: If the issue price is under \$100,000, use Form 8038-GC.  
▶ Go to [www.irs.gov/FO38G](http://www.irs.gov/FO38G) for instructions and the latest information.

<b>Part I Reporting Authority</b>		If Amended Return, check here <input type="checkbox"/>	
1 Issuer's name <b>COUNTY OF MONROE</b>		2 Issuer's employer identification number (EIN) <b>35-1732462</b>	
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a	
4 Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	5 Report number (For IRS Use Only)	
<b>501 N. MORTON ST, SUITE 200</b>		<b>3</b>	
6 City, town, or post office, state, and ZIP code <b>BLOOMINGTON &lt; IN 47404-3746</b>		7 Date of issue	
8 Name of issue		9 CUSIP number	
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions)		10b Telephone number of officer or other employee shown on 10a	

<b>Part II Type of Issue (enter the issue price). See the instructions and attach schedule.</b>		
11 Education		11
12 Health and hospital		12
13 Transportation		13
14 Public safety		14
15 Environment (including sewage bonds)		15
16 Housing		16
17 Utilities		17
18 Other. Describe ▶ <b>GOVERNMENT</b>		18 <b>170,465.52</b>
19a If bonds are TANs or RANs, check only box 19a	<input type="checkbox"/>	
b If bonds are BANs, check only box 19b	<input type="checkbox"/>	
20 If bonds are in the form of a lease or installment sale, check box	<input type="checkbox"/>	

<b>Part III Description of Bonds. Complete for the entire issue for which this form is being filed.</b>					
	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21		\$ <b>170,645.52</b>	\$	<b>5</b> years	<b>8.236958</b> %

<b>Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)</b>		
22 Proceeds used for accrued interest		22
23 Issue price of entire issue (enter amount from line 21, column (b))		23
24 Proceeds used for bond issuance costs (including underwriters' discount)	24	
25 Proceeds used for credit enhancement	25	
26 Proceeds allocated to reasonably required reserve or replacement fund	26	
27 Proceeds used to refund prior tax-exempt bonds. Complete Part V	27	
28 Proceeds used to refund prior taxable bonds. Complete Part V	28	
29 Total (add lines 24 through 28)		29
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)		30

<b>Part V Description of Refunded Bonds. Complete this part only for refunding bonds.</b>	
31 Enter the remaining weighted average maturity of the tax-exempt bonds to be refunded	_____ years
32 Enter the remaining weighted average maturity of the taxable bonds to be refunded	_____ years
33 Enter the last date on which the refunded tax-exempt bonds will be called (MM/DD/YYYY)	_____
34 Enter the date(s) the refunded bonds were issued (MM/DD/YYYY)	_____

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 63773S

Form **8038-G** (Rev. 9-2016)

**Part VI Miscellaneous**

<b>35</b> Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) . . . . .	<b>35</b>		
<b>36a</b> Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC). See instructions . . . . .	<b>36a</b>		
<b>b</b> Enter the final maturity date of the GIC ▶ (MM/DD/YYYY) _____			
<b>c</b> Enter the name of the GIC provider ▶ _____			
<b>37</b> Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units . . . . .	<b>37</b>		
<b>38a</b> If this issue is a loan made from the proceeds of another tax-exempt issue, check box ▶ <input type="checkbox"/> and enter the following information:			
<b>b</b> Enter the date of the master pool bond ▶ (MM/DD/YYYY) _____			
<b>c</b> Enter the EIN of the issuer of the master pool bond ▶ _____			
<b>d</b> Enter the name of the issuer of the master pool bond ▶ _____			
<b>39</b> If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box . . . . . ▶ <input type="checkbox"/>			
<b>40</b> If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box . . . . . ▶ <input type="checkbox"/>			
<b>41a</b> If the issuer has identified a hedge, check here ▶ <input type="checkbox"/> and enter the following information:			
<b>b</b> Name of hedge provider ▶ _____			
<b>c</b> Type of hedge ▶ _____			
<b>d</b> Term of hedge ▶ _____			
<b>42</b> If the issuer has superintegrated the hedge, check box . . . . . ▶ <input type="checkbox"/>			
<b>43</b> If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box . . . . . ▶ <input type="checkbox"/>			
<b>44</b> If the issuer has established written procedures to monitor the requirements of section 148, check box . . . . . ▶ <input type="checkbox"/>			
<b>45a</b> If some portion of the proceeds was used to reimburse expenditures, check here ▶ <input type="checkbox"/> and enter the amount of reimbursement . . . . . ▶ _____			
<b>b</b> Enter the date the official intent was adopted ▶ (MM/DD/YYYY) _____			

<b>Signature and Consent</b>	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.			
		Date		President Type or print name and title
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed PTIN
	Firm's name ▶	Firm's EIN ▶		
	Firm's address ▶	Phone no.		



## TERMS AND CONDITIONS (CONTINUED)

1. **ACCEPTANCE.** This Contract shall not be effective unless signed by the authorized TBS representative (Effective Date) within 30 days from the Customer's signing of this Contract.

2. **Term.** This Contract will remain in force for 60 months from the Effective Date (Renewal Date) and will then be automatically renewed for annual period(s) unless either party provides notice of termination not less than thirty (30) days prior to the Renewal Date. For each piece of equipment under this Contract there will be a Start Date & Start Meter. Service for each piece of equipment will be provided from the Start Date & Start Meter until this Contract is terminated or the equipment is withdrawn from the service. Customer may withdraw individual equipment by providing thirty (30) day written notice prior to the Renewal Date. Customer is responsible for all remaining Minimum Payments if Customer is in default or if equipment is withdrawn prior to Renewal Date.

3. **SERVICE AVAILABILITY.** TBS will provide service during TBS's normal service hours while the equipment is located within TBS's designated service area. Service outside TBS's designated area, if available and notified by TBS, is subject to a Trip Charge, which shall be based on reasonable travel expense for TBS's personnel. It is the responsibility of the Customer to notify TBS prior to relocating equipment.

The service to keep the equipment in or restore the equipment to good working order includes Emergency Service Calls and Periodic Maintenance (PM's). PM's may be performed during the course of an Emergency Service Call and are based upon the specific needs of the individual equipment as determined by TBS. Maintenance will include lubrication, adjustments and replacement of maintenance parts deemed necessary by TBS. Maintenance parts will normally be either new or equivalent to new in performance when installed in the equipment. Maintenance parts will be furnished on an exchange basis and the replaced parts become the property of TBS. Service provided under this Contract does not assume the uninterrupted operation of the equipment.

If the Customer requests service to be performed at a time outside TBS's normal service hours, there will be no additional charge for maintenance parts; however, the service, if available, will be furnished at TBS's applicable hourly rates and terms then in effect. Nothing herein shall be construed to require TBS to provide service outside its normal service hours and TBS hereby reserves the right to accept or reject such requests.

In the event there is a substantial increase in the cost of fuel, Customer agrees to pay a fuel surcharge. "Substantial" shall be defined as a 10% or more change over a six month period in the average national fuel cost as reported by the United States Energy Information Administration. The benchmark will be the national average fuel cost as reported by the United States Energy Information Administration on the Effective Date of this Agreement.

4. **NETWORK INTEGRATION SUPPORT.** Support of print controllers and printers enables that permit the integration of the device onto a Customer's network is covered under the terms of a properly executed Connectivity & Security Options Agreement. The Connectivity & Security Options Agreement is an amendment to this contract and must be attached and/or on file for this optional service support.

5. **INVOICING - LATE CHARGES.** The first Minimum Payment is due upon receipt of an invoice. Thereafter, Minimum Payments will be due on the same date each month during the Term of this Contract whether or not Customer receives an invoice. Customer's obligation to pay the Minimum Payment is unconditional and is not subject to any reduction, set-off, defense, or counterclaim for any reason whatsoever. Excess Click Charge, if applicable, will be invoiced based on the billing period selected on the face of this contract.

If any part of a payment is not made by the Customer when due, Customer agrees to pay TBS a Late Charge of the higher of \$25 or two percent (2%) of each such late payment, but not more than permitted by law. Customer agrees to pay TBS the Late Charge not later than one (1) month following the date of the original Minimum Payment.

6. **USAGE.** In return for the Minimum Payment, Customer is entitled to use the Minimum Number of Units each billing period. If Customer uses more than the Minimum Number of Units in any billing period, Customer will pay an additional amount equal to the number of metered units exceeding the agreed Minimum Included Units times the Excess Charge as shown on the face of this Contract. Customer acknowledges that in no event shall the Customer be entitled to any refund or rebate of the Minimum Payment if metered units result in less than the Minimum Number of Units in any billing period.

Your Toshiba system will come with two-way communication enabled. TBS will provide updates, system back up, and meter collection automatically. Please advise if you do not wish to have this feature enabled. TBS may estimate the number of units used if requested Meter Readings are not received before a new billing period begins. TBS will adjust the estimated charge for Excess Units upon receipt of actual Meter Readings. Notwithstanding any adjustment, the Customer will never pay less than the Minimum Payment. Customer will provide meter readings via an automated website. TBS may charge a fee to recover the cost of meter collections if meters are not submitted through the automated website. TBS reserves the right to convert Customer to a flat fee, based upon the greater of a specific unit's historical average volume or the device type's midpoint manufacturer recommended volume, if meters are not made available for the device(s) after 3 consecutive billing periods.

Upon the first anniversary of the Effective Date and each subsequent anniversary date thereafter, TBS reserves the right to apply annual increases not to exceed fifteen (15%) percent of the products and services combined.

7. **CONSUMABLE SUPPLIES.** TBS agrees to furnish consumable supplies (ink, toner and laser collection containers) for the Term of the Contract, except as excluded in section 12 below. Customer is responsible for ordering supplies to assure ample time for delivery. TBS may charge you a supply freight fee to cover our cost of shipping supplies to you. TBS will determine the number of supplies to be shipped based on the Minimum Number of Units and Excess Units metered. If TBS determines that the Customer has used more than fifteen percent (15%) supplies than normal for the number of metered units based on yields published by the manufacturer, Customer agrees to pay TBS's customary charges for all excess supplies. Current pricing per unit is based on TBS preferred vendor prices.

All supplies delivered as part of this Contract remain the property of TBS until and unless they are consumed by the equipment in the performance of this Contract. Any supplies not consumed as specified and not surrendered to TBS upon expiration or termination of this Contract will be invoiced to the Customer at TBS's then current prices. Customer agrees to provide insurance coverage for supplies. In case of loss under any circumstances, notwithstanding the foregoing, the risk of loss of the consumable supplies shall be transferred from TBS to Customer if such consumable supplies are stored at Customer's facility.

8. **TAXES.** In addition to the charges due under this Contract, the Customer agrees to pay amounts equal to any taxes resulting from this Contract, or any activities thereunder, inclusive of taxes based upon net income.

9. **INSTALLATION AND ACCESS TO EQUIPMENT.** Customer agrees to provide adequate space, environment and appropriate electrical requirements including, if required, a dedicated 120 volt or 220 volt electrical line, as published in the Operator and Service Manuals for the operation and maintenance of the equipment. If TBS has installed a power filter/surge protector on the equipment, it must at all times remain continuously installed. If it is removed Customer agrees to purchase a replacement from TBS immediately. TBS shall have full and free access to the equipment to provide service thereon.

If persons other than TBS representatives install accessories, feature additions, accessories or perform repairs on equipment and as a result further repair by TBS is required, such repairs shall be made at TBS's applicable Time and Material rates and terms then in effect. If such additional repair is required, TBS may immediately withdraw the equipment from this Contract.

10. **KEY OPERATOR - END-USER TRAINING.** Customer agrees to designate a Key Operator for training on the use, applications and features of the equipment. The Key Operator will be responsible for normal Key Operator activities as detailed in the Operator's Manual and for training additional end-users. If the Key Operator assignment changes Customer agrees to designate a new Key Operator immediately. TBS agrees to provide training for the designated Key Operator and to provide initial training for end-users on the use, applications and features of the equipment. Additional training requested by Customer after thirty (30) days from installation will be at TBS normal hourly rates.

11. **MOVES/ADDS/CHANGES.** In order to guarantee on-time toner arrival and quality service response time, TBS must be notified in advance of any changes in the fleet. Prior approval from TBS is required before adding new devices to the fleet for support. Client agrees to be responsible for all costs associated with relocation. If the equipment is moved to a new location, TBS shall have the right to charge a new rate for the new location and Client agrees to pay the difference between the old rate and the new rate.

12. **EXCLUSIONS.** Service under this Contract does not include:

(a) Furnishing paper, staples, replacement print heads, batteries, ribbons, media, periodic maintenance on thermal printers or any of the following:

(b) Service of equipment if moved outside of TBS's designated service area; (c) Repair of damage or increase in service time caused by accident, misuse, negligence, abuse or disaster; (d) Service of accessories, attachments or click control devices other than those of the same manufacturer as the equipment; (e) Painting or refinishing of the equipment; (f) Making specification changes; (g) Overhaul; when TBS determines an overhaul is necessary because normal repair and parts replacement cannot keep the equipment in satisfactory operating condition, TBS will submit a cost estimate to Customer and TBS will not commence work until Customer has approved cost; (h) Performing key operator functions as described in the operator manual; (i) Moving equipment, repair of damage or increase in service time caused by the use of the equipment for other than the ordinary use for which designed; (j) Repair of damage caused by electrical surges or lightning strikes, if equipment is connected to a TBS supplied power filter/surge protector repairs will be included; (k) Repair of damage or increase in service time caused by failure to continually provide a suitable installation environment as defined by the manufacturer, with all the facilities prescribed by TBS including, but not limited to, adequate space, electrical power, air conditioning or humidity control; (l) Repair of equipment that has been designated as obsolete by the manufacturer and genuine OEM parts are no longer available; (m) Repair of damage or increase of service time caused by Customer's use of media outside the specifications as described in the operator manual.

13. **CUSTOMER OWNED EQUIPMENT.** (a) TBS reserves the right to inspect the mechanical condition of all Customer Owned Equipment to be covered under this Agreement. Customer will be notified of Equipment found to require immediate repairs. Customer, at its option may elect to have said Equipment repaired of the then current hourly service labor rate plus parts or elect to have the unit excluded from this Agreement. (b) To qualify for coverage under this Agreement each piece of Customer Owned Equipment must have an initial consumable supply level of at least 25% (twenty five percent) of its capacity. For any Equipment falling under that level, Customer will be responsible for replacing and/or purchasing the initial consumables required to restore the device to the 25% level. (c) Service of printers under this agreement will possibly include replacement parts that may have been used and/or reconditioned. Parts that have been replaced will remain the property of TBS. If Customer Owned Equipment becomes obsolete, or unserviceable, client is responsible for replacing the device, and TBS will remove obsolete device from support agreement.

14. **INDEMNITY AND DISCLAIMER.** TBS shall not be responsible for any injuries, damages, penalties, claims or losses including legal expenses incurred by Customer or any other person caused by the installation, selection, ownership, possession, maintenance, condition or use of the equipment. Customer agrees to reimburse TBS for and to defend TBS against any claims for such losses, damages, penalties, claims, injuries or expenses. This indemnity shall continue even after this Contract has expired.

IN NO EVENT WILL TBS BE LIABLE FOR LOST PROFITS, CONSEQUENTIAL, EXPECTANCY OR INDIRECT DAMAGES EVEN IF TBS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

EXCEPT AS OTHERWISE SET FORTH HEREIN, TBS DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, REPRESENTATION OR WARRANTY ARISING OUT OF USAGE AND TRADE, COURSE OR DEALING OR COURSE OR PERFORMANCE. EXCEPT AS PROVIDED HEREIN, THE PARTS AND SERVICES ARE PROVIDED "AS IS."

15. **GENERAL.** Subject to the terms of the following paragraph, TBS may modify the terms and conditions of this Contract effective on the Renewal Date by providing the Customer with prior written notice.

Any such modification will apply unless the Customer withdraws the equipment affected by such modification from this Contract. Otherwise this Contract can only be modified by a written agreement duly signed by persons authorized to sign contracts on behalf of the Customer and of TBS. Variance from the terms and conditions of this Contract in any Customer order or other written modification will be of no effect.

The Customer represents that the Customer is the owner of the equipment under this Contract, or, if not the owner, is the lessee or renter of the equipment. Customer will execute a maintenance agreement for the equipment with a Toshiba authorized dealer or Customer will waive certain rights under Toshiba's manufacturer's warranty.

This Contract is not assignable, its right, duties and obligations may not be assigned or transferred by the Customer without the prior written consent of TBS. Any attempt to assign or transfer any of the rights, duties or obligations of this Contract without such consent is void.

TBS's service provided outside the scope of this Contract will be furnished at TBS's applicable time and material rates and terms then in effect.

TBS is not responsible for failure to render service due to causes beyond its control.

You hereby consent to receive electronic marketing communication on Toshiba products and services.

This Contract will be governed by the laws of the state where the Customer executed this Contract. If either party fails to comply with the terms and conditions of this Contract, the non-breaching party shall notify the breaching party in writing using certified mail to the address on the face of this Contract. The breaching party shall have thirty (30) days to cure any breach of this Contract prior to the non-breaching party taking the legal action. No action regardless of form, arising out of this Contract may be brought by either party more than one year after the cause of action has arisen, or, in the case of non-payment, more than two years from the date of the last payment.

# TOSHIBA

## MAINTENANCE CONTRACT SCHEDULE

# MAS-3.0.0

SALES PACKET NUMBER

DATE

Sales Representative: Jim Williams

Customer Name: COUNTY OF MONROE

### POOL DETAILS

DESCRIPTION: Mono Pool

MAKE/MODEL	DESCRIPTION	LOCATION	SERIAL NUMBER	STARTING METER
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Mediation Office		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Youth Shelter Residence slide		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Sheriff Squad RM		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Prosecutor Office Pretrial		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Court Services		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Court RM 301		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Court RM 213		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Clerks Office Small Claims		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Clerks Office Mail RM		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Jail Admin Office		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Highway Garage Front Office		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Emergency Management Office		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Veterans Affairs Office		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Human Resources RM 310		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Assessors Office RM 104 Public Area		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Auditors Office RM 209		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Probation Classroom		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Sheriff Records Div.		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Jail 1st Floor Processing		

### POOL TOTALS

Type	Includes	Units	Minimum Payment	Payment Frequency	Excess Charge	Excess Billing Frequency

### POOL DETAILS

DESCRIPTION: Mono Pool (cont.)

MAKE/MODEL	DESCRIPTION	LOCATION	SERIAL NUMBER	STARTING METER
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Curry Probation Copy RM		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Legal Office RM 220		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Parks and Rec Office		
ESTUDIO331AC	Toshiba e-STUDIO331AC	Johnson Probation 2nd Floor Front Office		
ESTUDIO331AC	Toshiba e-STUDIO331AC	Sheriff Detectives Office		
ESTUDIO331AC	Toshiba e-STUDIO331AC	Courtroom 204		
ESTUDIO331AC	Toshiba e-STUDIO331AC	Curry Probation Front Office		
ESTUDIO331AC	Toshiba e-STUDIO331AC	Curry Probation Hallway		
ESTUDIO331AC	Toshiba e-STUDIO331AC	Treasury Office RM 204		
ESTUDIO331AC	Toshiba e-STUDIO331AC	Assessors Office RM 109 Meeting RM		
ESTUDIO331AC	Toshiba e-STUDIO331AC	Youth Shelter Admin Side		
ESTUDIO5525AC	Toshiba e-STUDIO5525AC	Prosecutor Office Hallway		
ESTUDIO5525AC	Toshiba e-STUDIO5525AC	Council Office RM 308		
ESTUDIO5525AC	Toshiba e-STUDIO5525AC	Jail 4th Floor Processing Area		
ESTUDIO5525AC	Toshiba e-STUDIO5525AC	Jail 1st Floor Booking Room		

### POOL TOTALS

Type	Includes	Units	Minimum Payment	Payment Frequency	Excess Charge	Excess Billing Frequency
CPP	0	Images	\$0.00	Monthly	\$0.00380	Monthly

# TOSHIBA

## MAINTENANCE CONTRACT SCHEDULE

# MAS-3.0.0

SALES PACKET NUMBER

DATE

Sales Representative: Jim Williams

Customer Name: COUNTY OF MONROE

### POOL DETAILS

DESCRIPTION: Color Pool

MAKE/MODEL	DESCRIPTION	LOCATION	SERIAL NUMBER	STARTING METER
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Mediation Office		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Youth Shelter Residence side		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Sheriff Squad RM		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Prosecutor Office Pretrial		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Court Services		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Court RM 301		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Court RM 213		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Clerks Office Small Claims		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Clerks Office Mail RM		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Jail Admin Office		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Highway Garage Front Office		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Emergency Management Office		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Veterans Affairs Office		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Human Resources RM 310		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Assessors Office RM 104 Public Area		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Auditors Office RM 209		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Probation Classroom		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Sheriff Records Div.		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Jail 1st Floor Processing		

### POOL TOTALS

Type	Includes	Units	Minimum Payment	Payment Frequency	Excess Charge	Excess Billing Frequency

### POOL DETAILS

DESCRIPTION: Color Pool (cont.)

MAKE/MODEL	DESCRIPTION	LOCATION	SERIAL NUMBER	STARTING METER
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Curry Probation Copy RM		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Legal Office RM 220		
ESTUDIO4525AC	Toshiba e-STUDIO4525AC	Parks and Rec Office		
ESTUDIO331AC	Toshiba e-STUDIO331AC	Johnson Probation 2nd Floor Front Office		
ESTUDIO331AC	Toshiba e-STUDIO331AC	Sheriff Detectives Office		
ESTUDIO331AC	Toshiba e-STUDIO331AC	Courtroom 204		
ESTUDIO331AC	Toshiba e-STUDIO331AC	Curry Probation Front Office		
ESTUDIO331AC	Toshiba e-STUDIO331AC	Curry Probation Hallway		
ESTUDIO331AC	Toshiba e-STUDIO331AC	Treasury Office RM 204		
ESTUDIO331AC	Toshiba e-STUDIO331AC	Assessors Office RM 109 Meeting RM		
ESTUDIO331AC	Toshiba e-STUDIO331AC	Youth Shelter Admin Side		
ESTUDIO5525AC	Toshiba e-STUDIO5525AC	Prosecutor Office Hallway		
ESTUDIO5525AC	Toshiba e-STUDIO5525AC	Council Office RM 306		
ESTUDIO5525AC	Toshiba e-STUDIO5525AC	Jail 4th Floor Processing Area		
ESTUDIO5525AC	Toshiba e-STUDIO5525AC	Jail 1st Floor Booking Room		

### POOL TOTALS

Type	Includes	Units	Minimum Payment	Payment Frequency	Excess Charge	Excess Billing Frequency
CPP	0	Images	\$0.00	Monthly	\$0.03500	Monthly

# TOSHIBA

## AUTOMATED METER READ PROGRAM OPTIONS

# AM-2.0.0

Sales Representative: Jim Williams

SALES PACKET NUMBER

DATE

### CUSTOMER INFORMATION

Customer Name: COUNTY OF MONROE	Customer Contact: Wendy Goss		
Billing Address: 501 N MORTON ST	Phone #: (181) 234-9252	Ext.	Customer PO #:
Suite #: ROOM 200	Meter Contact: Wendy Goss		Meter Phone: (181) 234-9252
City: BLOOMINGTON State: IN Zip: 47404	Meter Email: wgoss@co.monroe.in.us		

### METER COLLECTION CHOICES:



**What is Toshiba's Automated Meter Read Program (AMR)?** As part of your service contract with TBS, you are required to report usage data for all your printers, copiers, and multifunction devices. With manual reporting, you must go to each device, record the serial numbers and meter readings, and submit this information via email, fax or phone. Toshiba's AMR program automatically gathers usage data for each device and sends it securely to TBS at scheduled intervals. The result is more accurate and timely reporting, fewer billing errors, and less busy work for you.

**How much does Toshiba AMR cost me?**

Nothing. Ever.

**What information does AMR gather?**

The automated meter reading system captures all required information for billing purposes; Machine model, Serial number, and usage information.

**Is the transmission secure?**

Yes. Data is completely secure.

Toshiba Business Solutions IT Team will work with you to set up equipment meter collections in the priority listed below:

**1 Automated Meter Read (e-Bridge CloudConnect)**

Your Toshiba system will be equipped with two-way communication capabilities. TBS will provide updates, system back ups, and meter collection automatically. Equipment **MUST** be connected to your network.

**2 Automated Meter Read (On Site Software)**

TBS will provide free AMR software that will automatically pull meter information and input into TBS billing system. Equipment **MUST** be connected to your network.

**3 Meters Online (MOL)**

An automatic meter request is sent to the End User directly from the TBS billing system. End User collects the meter readings and goes to <http://meters.toshiba.com> and enters the meters online manually. All meters submitted via online are electronically imported into the TBS billing with no manual entry or interaction by TBS.

TBS may charge a fee to recover the cost of meter collections if meters are not submitted through the automated website. TBS reserves the right to convert Customer to a flat fee, based upon the greater of a specific unit's historical average volume or the device type's midpoint manufacturer recommended volume, if meters are not made available for the device(s) after 3 consecutive billing periods.

### ELECTRONIC INVOICING CHOICE:

Toshiba is committed to the environment through its worldwide green initiatives. One of the primary goals of Toshiba's green initiatives is environmental management through corporate social responsibility. One of TBS's Eco-Innovation initiatives is to convert to electronic invoicing whenever possible. Converting to electronic invoicing will enable TBS to decrease its consumption of environmental resources tremendously.

Please select if you will accept Electronic Invoices when possible:

Yes  No

Upon receipt of first TFS Lease invoice, visit [www.financing.eportaldirect.com](http://www.financing.eportaldirect.com) or call 1-800-328-9092 to register.

Please select preferred Electronic Invoice Method (TBS Invoices Only):

Email Attachment Only:   
PDF copy of invoice sent to email listed below

Invoice Portal Access:   
Link to web portal allowing invoicing viewing and E-Pay option. Email will be sent with link when new invoices generate.

Email Address for invoice notifications: wgoss@co.monroe.in.us

### CUSTOMER ACCEPTANCE:

Print Name: Julie Thomas

Signature: \_\_\_\_\_

Title: President

Date: \_\_\_\_\_

# TOSHIBA

## CONNECTIVITY OPTIONS AGREEMENT

# CA-1.0.0

SALES PACKET NUMBER

EFFECTIVE DATE

Sales Representative: Jim Williams

### CUSTOMER INFORMATION

Customer Name: COUNTY OF MONROE	Customer Contact: Wendy Goss
Billing Address: 501 N MORTON ST	Phone #: (181) 234-9252 Ext. Customer PO #:
Address 2: ROOM 200	IT Contact: Gregory Crohn IT Phone #: +1.812.349.2522
City: BLOOMINGTON State: IN Zip: 47404	eMail: gcrohn@co.monroe.in.us

### CONNECTIVITY OPTIONS (Check All That Apply)

 **OPTION A: Network Administrator Integration and Training FREE (\$400 VALUE) (Remote)**

Includes basic device configuration, print driver installation on up to three workstations and administrator training. Additional Professional Services will be billed at published TBS Professional Services rates. Includes Remote Orientation of an Administrator to controller on their network, installation of 3 workstations for printing, scanning, and PC faxing. Connection Project not to exceed 2 hours. Any additional time required beyond 2 hours will be billed at current Professional Services Rates. If less than 2 hours is required, no time is banked for future use. Includes installation of Re-Rite on client server, configuration of 8 advanced scanning workflows; Word, Excel, Text Searchable PDF, PDF Form, Slim PDF, Secure PDF. Workflows include one Advanced Scanning Template Group, 6 Templates, and 4 Re-Rite workflows, all delivered to a common output folder. One hour of MFP Training - No more than 5 users per session - Training covers basic copier functions; printing, and scanning.

 **OPTION B: Custom Network Integration - Variable / Additional Charges**

Qty

Charge

Unit Description

• Base Device Configuration - Setup of Network Protocols on Device			Device
• Print Driver Installation			Workstation
• PC Fax Driver Installation			Workstation
• Print Driver and PC Fax Driver on same Workstation			Workstation
• Scan to Copier Controller			Scanning Template
• Scan to Network Folder			Scanning Template
• Scan to Email - Initial Setup of communication to local SMTP server			Initial Setup
- Additional Setup per Scanning Template			Scanning Template
- Off-site SMTP Server			Hour Until Completion
- Additional Setup per Scanning Template			Scanning Template
• Incoming Fax Routing to Copier Controller			Fax Destination
• Incoming Fax Routing to Network Folder Location			Fax Destination
• Incoming Fax Routing to Email - Initial Setup of SMTP Server			Initial Setup
Communication to a Local SMTP Server			
- Additional Setup per Destination			Destination
- Off-site SMTP Server			Hour Until Completion
- Additional Setup per Destination			Destination
• User Code Enforcement			10 User Codes
• Copier Configuration Backup and Restore			Backup/Restore Event

### Total Connectivity Fee:

Note: Any Additional Connectivity Services performed not specified above will be billed at a rate of: \$200.00 per hour. Connectivity support may be completed remotely or on-site at the discretion of TBS. Support covers initial installation only.

### CUSTOMER ACCEPTANCE

You hereby acknowledge and agree that your electronic signature above shall constitute an enforceable and original signature for all purposes.

By signing this agreement, the customer acknowledges that he/she has read and understood the statement of work and terms and conditions of this agreement.

Print Name: Julie Thomas	Signature: X	Title: President	Date:
--------------------------	--------------	------------------	-------

### DECLINATION

Customer certifies that they have read the statement of work and that they have decided to decline all assistance from TBS regarding the installation of their copier/printer. TBS is under no obligation and has no liability concerning any aspect of the installation process.

Print Name:	Signature: X	Title:	Date:
-------------	--------------	--------	-------

### TBS ACCEPTANCE

Print Name:	Signature: X	Title:	Date:
-------------	--------------	--------	-------

## STATEMENT OF WORK

This Statement of Work for Connectivity & Security Options outlines the services and deliverables for the planned implementation. This Statement of Work is intended to detail the obligations of Toshiba Business Solutions (TBS) and the Customer.

### CONNECTIVITY OPTIONS - WORK TO BE PERFORMED

**Option B:** Covers the selected work only. Additional Professional Services fees apply for any additional work at the current TBS Professional Services rates.

**Base Device Configuration includes:**

1. Verify proper network settings, i.e., print queue configuration, TCP/IP address, etc.
2. Connect base unit to customer's network via customer supplied/installed cabling.
3. Perform color calibration on base unit and RIP device.

**Print Driver Installation Includes:**

1. Install print drivers onto designated workstations (up to three - Option A or as specified in Option B.)
2. Confirm print capabilities via standard print driver test page.

**Administrator Training Includes:**

1. Training on base unit, print driver and RIP software.
2. Orientation of the administrator to the print controller on the network.

While Toshiba print drivers are compatible with most common office applications, TBS does not provide training on specific printing applications.

### STATEMENT OF WORK ASSUMPTIONS

The following are the assumptions on which this Statement of Work is based. If any of these assumptions either change or are incorrect, changes to the Statement of Work may be required, which may result in changes to the Connectivity Services fee. Please review this section to make sure these assumptions are correct.

1. Client is responsible for ensuring that all applications and data are successfully backed up prior to TBS beginning work. TBS is not responsible for any lost information.
2. Building environmental conditions are within equipment specifications for airflow, temperature, humidity, and electrical quality.
3. Cabling and WAN Data Communication Lines are properly installed and tested. TBS is not responsible for any improper cabling or issues involving telecommunications lines. All troubleshooting and corrective action will be billed outside of this SOW on a time and materials basis.
4. TBS is not responsible for any conflicts with existing hardware that is no longer supported by the manufacturer.
5. TBS is only responsible for integration tasks outlined in this Statement of Work. Any work outside of this SOW will be handled through a Change Order Request Process, which may require additional billable time and materials. Customer will be informed before any out of scope work is performed.
6. Customer will provide systems personnel for the project familiar with all aspects of Customer's enterprise configuration - security, remote access, domain structure, WAN/LAN connectivity, applications used for this particular project - to work in conjunction with TBS on this implementation. Additionally, a desktop technician may be required to perform client-side duties.
7. All software being utilized is registered and authentic.
8. Equipment is connected to a dedicated power source per product specifications furnished by TBS.
9. All network addresses, print queue names and printer names, etc. are available upon request.

### TERMS AND CONDITIONS

The following Terms and Conditions are an amendment to the TBS Maintenance contract. In the event that the Customer has declined a Maintenance contract, the following Terms and Conditions do not apply to this agreement.

Toshiba products and software are warranted to be compatible with hardware and operating systems listed on product specification sheet at time of installation. TBS does not guarantee compatibility with future operating systems or hardware.

**Inclusions - Hardware:** Service calls, replacement parts for connected devices that allow the equipment to interface with PC's and networks, e.g. printer interface cards, NIC cards, print controllers, print/scan enablers or any other items that enhance the functionality of these products.

**Diagnosis of device failures** will be limited to confirmation of print capabilities with a laptop computer connected via a crossover cable using a standard print driver test page.

**Inclusions - Software:** Service calls required as a result of the failure of Toshiba software. Upgrades to Toshiba software are included.

**Service Availability:** Service calls performed during normal business hours, Monday through Friday, 8:00am to 5:00pm, excluding company holidays.

**Exclusions:**

1. Electrical work external to the equipment.
2. Charges to install or improve telephone lines.
3. Charges to improve electrical service and/or network lines.
4. Network wiring to improve or connect the hardware to a computer or network.
5. Service necessitated as a result of malfunction of equipment when unauthorized parts, attachments, or conflicting software is used with the equipment.
6. Service necessitated as a result of alterations, malfunctioning computer or network hardware and/or operating systems.

In such event, TBS reserves the right to terminate the maintenance contract if it is determined that such changes, alterations or malfunctions make it impractical to continue to service the equipment.

7. Reinstallation of drivers and/or installation of connected devices due to changes in computer and/or network operating systems, system configuration, addition/upgrades to application software or malfunction of devices.

8. Reinstallation/service required due to the relocation of equipment.

Excluded services will be invoiced to the Customer at TBS's normal hourly labor rate then in effect for Digital Systems Integration Services.



# Monroe County Board of Commissioners Agenda Request Form

Date to be heard  Formal  Work session  Department

Title to appear on Agenda:  Vendor #

### Executive Summary:

The Health Department received additional grant funding from the Indiana Department of Health to use for an additional Disease Intervention Specialist position.

The Health Department did not receive approval to move forward with hiring the grant funded position under the hiring freeze, therefore, the Indiana Department of Health has issued an amendment to decrease grant funding.

Fund Name(s):	Fund Number(s):	Amount(s)
<input type="text" value="STD Strengthening Prevention"/>	<input type="text" value="8112"/>	<input type="text" value="-(58,835.00)"/>

Presenter:

### Speaker(s) for Zoom purposes:

Name(s)	Phone Number(s)
<input type="text"/>	<input type="text"/>

*(the speaker phone numbers will be removed from the document prior to posting)*

Attorney who reviewed:

## Monroe County Board of Commissioners Agenda Request - Grant

### REQUIRED

Federal Agency  Federal Program

CFDA#  Federal Award Number and Year (or other ID)

Pass Through Entity:

Request completed by:

*This document is to be submitted no later than the Friday at noon prior to the requested meeting date.*

Each agenda request and all necessary documents to the Auditor's Office (Anita Freeman) at: [afreeman@co.monroe.in.us](mailto:afreeman@co.monroe.in.us) AND to the Commissioner's Office e-mail: [commrequests@co.monroe.in.us](mailto:commrequests@co.monroe.in.us)

**AMENDMENT #2**  
**CONTRACT #000000000000000000091510**

This is an Amendment to the Grant Agreement (the "Grant") entered into by and between the Indiana Department of Health (the "State") and MONROE COUNTY (the "Grantee") approved by the last State signatory on October 20, 2025.

In consideration of the mutual undertakings and covenants hereinafter set forth, the parties agree as follows:

The Grant is hereby amended as follows:

1. The Grant is hereby not extended for an additional period. It shall terminate on February 28, 2026.
2. Grant funding is decreased by \$58,835.00. Therefore, the total amount of funding for this Grant is \$289,909.00. See Attachment B-2.
3. Section 12. Employment Eligibility Verification of the Grant is superseded and replaced with the following:

**12. Employment Eligibility Verification.** As a condition precedent to entering this Grant Agreement, and as required by IC § 22-5-1.7 and Executive Order 25-29, the Grantee swears or affirms under the penalties of perjury that the Grantee has not knowingly employed, and will not knowingly employ, an unauthorized alien. Grantee further affirms that:

- A. The Grantee has enrolled in, and verified the work eligibility status of all his/her/its employees through, the E-Verify program as defined in IC § 22-5-1.7-3. The Grantee is not required to participate should the E-Verify program cease to exist. Additionally, the Grantee is not required to participate if the Grantee is self-employed and does not employ any employees.
- B. The Grantee has not knowingly employed or contracted with, and shall not knowingly employ or contract with, an unauthorized alien. The Grantee has not retained, and shall not retain, an employee, and has not contracted and shall not contract with a person, that the Grantee subsequently learned or learns is an unauthorized alien.
- C. The Grantee has required and shall require his/her/its subcontractors, who perform work under this Grant Agreement, to certify to the Grantee that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Grantee agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor and to provide any and all such certifications to the State promptly upon request.

The State may terminate this grant agreement for default if the Grantee fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

4. The **Nondiscrimination** section of the Grant is superseded and replaced by the following:  
**Nondiscrimination.**

Pursuant to the Indiana Civil Rights Law, specifically IC § 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act:

- A. The Grantee covenants that it shall not discriminate against any employee or applicant for employment relating to this Contract with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee's or applicant's race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). The Grantee certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services. Breach of this subparagraph may be regarded as a material breach of this Contract, including for purposes of Indiana Code § 5-11-5.5-2, but nothing in this paragraph shall be construed to imply or establish an employment relationship between the State and any applicant or employee of the Grantee or any subGrantee.
- B. Grantee covenants that it does not and shall not operate any programs or engage in any practices promoting Diversity, Equity, and Inclusion (DEI), or other similar goals, that violate Indiana or Federal Civil Rights Laws by treating a person differently on the basis of race or sex, such as by considering race or sex when making recruitment, hiring, disciplinary, promotion, or employment decisions; requiring employees to participate in training or educational programs that employ racial or sex stereotypes; or attempting to achieve racial or sex balancing in the Grantee's workforce. The Parties agree that a breach of this subparagraph is a material breach of this Contract, including for purposes of Indiana Code § 5-11-5.5-2, but nothing in this paragraph shall be construed to imply or establish an employment relationship between the State and any applicant or employee of the Grantee or any subGrantee.

**All matters set forth in the original Grant and not affected by this Amendment shall remain in full force and effect.**

**Non-Collusion, Acceptance**

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Grantee, or that the undersigned is the properly authorized representative, agent, member or officer of the Grantee. Further, to the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Grantee, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Amendment other than that which appears upon the face hereof. **Furthermore, if the undersigned has knowledge that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the Amendment, the Grantee attests to compliance with the disclosure requirements in IC § 4-2-6-10.5.**

**Agreement to Use Electronic Signatures**

I agree, and it is my intent, to sign this Amendment by accessing State of Indiana Supplier Portal using the secure password assigned to me and by electronically submitting this Amendment to the State of Indiana. I understand that my signing and submitting this Amendment in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Amendment and this affirmation. I understand and agree that by electronically signing and submitting this Amendment in this fashion I am affirming to the truth of the information contained therein. I understand that this Amendment will not become binding on the State until it has been approved by the Department of Administration, the State Budget Agency, and the Office of the Attorney General, which approvals will be posted on the Active Contracts Database: <https://secure.in.gov/apps/idoa/contractsearch/>.

**In Witness Whereof**, the Grantee and the State have, through their duly authorized representatives, entered into this Amendment. The parties, having read and understood the foregoing terms of this Amendment, do by their respective signatures dated below agree to the terms thereof.

MONROE COUNTY

Indiana Department of Health

By:

By:

Title:

Title:

Date:

Date:

Electronically Approved by: Department of Administration  By: _____ (for) Brandon Clifton, Commissioner	
Electronically Approved by: State Budget Agency  By: _____ (for) Chad Ranney, State Budget Director	Electronically Approved as to Form and Legality by: Office of the Attorney General  By: _____ (for) Theodore E Rokita, Attorney General

## Attachment B-2

Name of Organization: Monroe County Health Dept.

Program Description: STI Prevention DIS

Budget Period: 3/1/2025 - 2/28/2026

	Original	Amend 1	Amend 2
Salaries and Wages	\$ 163,943.00	\$ 39,324.00	\$ (39,324.00)
Fringe Benefits	\$ 80,151.00	\$ 19,511.00	\$ (19,511.00)
Consultants			
Contractual		\$ -	\$ -
Supplies	\$ 2,350.00	\$ -	\$ -
Equipment			
Travel	\$ 25,325.00		
Other Operating	\$ 18,140.00	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 289,909.00</b>	<b>\$ 58,835.00</b>	<b>\$ (58,835.00)</b>

**From:** [Kim Shell](#)  
**To:** [Lori Kelley](#); [County Council](#)  
**Cc:** [Lehua Aplaca](#); [Employee Services](#)  
**Subject:** RE: DIS  
**Date:** Thursday, November 6, 2025 10:40:45 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)

---

Good Morning Lori,

A notice was forwarded to the County Council on Monday, November 3rd regarding your request to fill the Disease Intervention Specialist vacancy. The deadline for Council members to respond was 11:50 am on Wednesday, November 5, 2025 if they wished to have your request placed on an agenda for a Council review.

After reviewing my emails as well as the Council Office email group, (November 3rd-5th), Council Staff did not receive an email to have your vacancy request placed on an agenda for Council review.

Therefore, per **Resolution 2025-42 Section 2, Item 4** is applicable, and you shall not move forward with hiring the requested position as the hiring freeze is applicable. (See snip image from the resolution.)

4. If no Council Members requests to discuss at a public meeting of the Council the possibility of allowing the Elected Official and/or Department Head to continue with the hiring of the requested position (providing an exemption to this Resolution). then the Elected Official and/or Department Head shall not move forward with the hiring and/or transfer of the requested position as the hiring freeze would be applicable.

Per **Section 6** of the Resolution, the Hiring Freeze is in effect until December 31, 2026.

6) This Resolution will automatically expire December 31, 2026, unless renewed, revoked and/or amended by the Council.

*Have a great rest of the day.*

*Kim Shell*

**Kimberly Shell**  
**Council Administrator**



Monroe County Council  
100 W Kirkwood Avenue, Ste 306  
Bloomington IN 47404  
Office: 812-349-2516

[Monroe County Council Website](#)  
[Monroe County Council Facebook](#)

**From:** Lori Kelley <lkelley@co.monroe.in.us>

**Sent:** Wednesday, November 5, 2025 4:25 PM

**To:** Kim Shell <kshell@co.monroe.in.us>

**Cc:** Peter Iversen <piversen@co.monroe.in.us>; David Henry <dhenry@co.monroe.in.us>

**Subject:** DIS

Kim,

Since I have not received a reply about the Disease Intervention Specialist vacancy I wanted to confirm that this means the item will not move to the full council for discussion of hiring, is that correct? I will need to update the Indiana Department of Health that we will not be able to fulfill the grant terms and wanted to confirm before contacting them.

Thank you,

*Lori Kelley*

Health Administrator

Monroe County Health Department

119 West 7<sup>th</sup> Street

Bloomington, In 47404

812-349-2068

[lkelley@co.monroe.in.us](mailto:lkelley@co.monroe.in.us)



# Monroe County Board of Commissioners Agenda Request Form

Date to be heard

Formal

Work session

Department

Title to appear on Agenda:

Vendor #

Executive Summary:

---

Fund Name(s):

Fund Number(s):

Amount(s)

---

Presenter:

Speaker(s) for Zoom purposes:

Name(s)

Phone Number(s)

---

*(the speaker phone numbers will be removed from the document prior to posting)*

Attorney who reviewed:

## Agreement for Services

This Agreement is made between **Koenig Equipment, Inc.** ("Contractor") and the Monroe County Parks and Recreation Board and Monroe County Board of Commissioners (collectively, "Monroe County"). The Contractor and Monroe County mutually agree as follows:

The terms of the agreement enlist Contractor to perform repairs to equipment owned by Monroe County. The following terms shall apply:

1. **Scope of Project.** Monroe County wishes to retain the professional services of Contractor at the hourly rates as set forth in "Exhibit A," consisting of one (1) page, which is incorporated herein and made part of this Agreement. Services performed may include but may not be limited to repairs to equipment owned by Monroe County. Hourly rates are established by Contractor and Contractor reserves the right to change the rates at their discretion. Contractor agrees to provide written notice to the Monroe County at least thirty (30) days in advance of any change in the hourly rates outlined in "Exhibit A." Monroe County shall accept or decline in writing any change in hourly rates. In the event that Monroe County declines the acceptance of a change in hourly rates, Monroe County shall provide notice of termination of this Agreement as outlined below.
  - a. Parties agree that any terms and conditions not contained or outlined within this Agreement are inapplicable. If either party wishes to include additional terms and conditions, the consent of both parties is required in writing and must be approved in the same manner that that this Agreement was approved prior to the commencement of any approved project.
  - b. Parties agree for any project that exceeds the not to exceed amount outlined below or the replacement cost of the equipment, the approval of a separate MOU is required. Funds available pursuant to this Agreement shall not be used as a partial payment for any project.
2. **Price.** The total amount paid to Contractor under this Agreement for any **one individual project shall not exceed Three Thousand Dollars (\$3,000.00)** without further written approval by Monroe County. Contractor shall submit an invoice for each project, including the times and dates worked, and a detailed description of the work performed. Invoices can be submitted to Kelli Witmer, Monroe County Parks and Recreation Director, at [kwitmer@co.monroc.in.us](mailto:kwitmer@co.monroc.in.us) and/or 501 N. Morton St., Suite 111, Bloomington, IN 47404. The Monroe County Parks and Recreation Department shall pay Contractor's submitted invoices within forty-five (45) days of receipt.
3. **Term.** The term of this Agreement shall be from the date executed by both parties, below, and shall terminate on **November 1, 2027**. This Agreement may be extended by both parties if done so mutually and in writing and approved in the same manner as this Agreement. Either party may terminate this Agreement by giving written notice to the other party at least thirty (30) days in advance of the intended date of termination.
4. **Indemnity.** Contractor assumes all risks and responsibilities for accidents, injuries or damages to person(s) or property related to performance pursuant to this Agreement and agrees to indemnify and save harmless Monroe County from all claims, costs or suits of whatever nature, including attorneys' fees, related to performance of the Agreement, except such claims, costs or suits arising out of the negligence of Monroe County or its employees.

**5. Worker's Compensation.** Contractor shall purchase and maintain a policy of Worker's Compensation Insurance as required by the laws of the State of Indiana and furnish a certificate of such insurance to Monroe County before commencement of work on a project. Failure to provide this certificate may be regarded by Monroe County as material breach of this Agreement and may result in its cancellation without further cause. It shall be in Monroe County's sole discretion whether there is a material breach under this paragraph and whether the breach should result in cancellation of this Agreement.

**6. Liability Insurance.** Contractor shall purchase and maintain comprehensive general liability insurance in amounts of at least One (1) million per occurrence, and Two (2) million dollars aggregate, and furnish proof of such insurance to Monroe County before commencement of work on a project. Failure to provide this certificate may be regarded by Monroe County, in its, sole discretion, as a material breach of this Agreement, and may result in its cancellation without further cause. It shall be in Monroe County's sole discretion whether there is a material breach under this paragraph and whether the breach should result in cancellation of this Agreement.

**7. Non-discrimination.** In the performance of work under this contract, it is agreed that Contractor, any of its subcontractors, or any person acting on their behalf shall not, in any manner, discriminate against or intimidate any employee or job applicant with respect to his hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his race, religion, color, sex, national origin, ancestry, sexual orientation, gender identity, disability, housing status, or status as a veteran – or discriminate by reason of such factors, against any citizen of the State of Indiana who is qualified and available to perform the work.

Contractor shall comply with all federal, state, and local laws and regulations. Contractor has been made aware of Monroe County's policy on non-discrimination and agrees to comply with the policy. In addition, Contractor has been made aware of the Monroe County's policy prohibiting harassment in all regards, including, but not limited to, employment practices. Contractor agrees to make the Commissioners aware of any conduct which may violate any County policy including, but not limited to, the policies prohibiting discrimination and harassment.

**8. Compliance with Law.** Contractor shall comply with all State of Indiana and Monroe County applicable laws and regulations, including the County's policy prohibiting harassment. Contractor shall indemnify and save harmless Monroe County for any fines or expenses of any nature which it might incur from Contractor's noncompliance. *If required by law*, Contractor will comply with IC 22-5-1.7 et seq. Specifically including the following:

- a. Contractor to enroll in and verify the work eligibility status of all newly hired employees of the Contractor through the E-Verify program.
- b. Contractor is not required to verify the work eligibility status of all newly hired employees of the Contractor through the E-Verify program, if the E-Verify program no longer exists.
- c. Contractor must sign an affidavit affirming that Contractor does not knowingly employ an unauthorized alien.

**9. Independent Contractor.** It is understood and agreed that Contractor executes this Agreement as an independent contractor and shall not be considered an employee or agent of the Board for any purpose. Contractor shall have exclusive control over the means, methods and details of fulfilling its obligations under this Agreement. Contractor shall pay all taxes, withholdings and

Koenig MOU 2

contributions required by Social Security (FICA) laws, Indiana and federal income tax laws, and Indiana unemployment insurance laws.

- 10. **Captions.** The captions of the Agreement are for convenience only, and do not in any way limit or amplify its terms.
- 11. **Governing Law.** This Agreement shall be governed in accordance with the laws of the State of Indiana. The venue for any litigation resulting from or related to this Agreement shall be Monroe County, Indiana.
- 12. **Entirety of Agreement.** This Agreement, consisting of three (3) pages and one (1) exhibit marked as "Exhibit A", constitutes the entire agreement between the parties and may be modified only in writing referencing this Agreement and signed by both parties.

IN WITNESS WHEREOF, Contractor and Monroe County have executed this Agreement as dated below in two counterparts, each of which shall be deemed an original.

Adam J. Koenig CFO  
Koenig Equipment Representative

11/15/25  
Date

APPROVED BY THE MONROE COUNTY BOARD OF COMMISSIONERS this \_\_\_\_\_ day of \_\_\_\_\_, 2025, pursuant to Monroe County Code.

MONROE COUNTY BOARD OF COMMISSIONERS

"AYES"

"NAYS"

\_\_\_\_\_  
Julie Thomas, President

\_\_\_\_\_  
Julie Thomas, President

\_\_\_\_\_  
Lee Jones, Vice President

\_\_\_\_\_  
Lee Jones, Vice President

\_\_\_\_\_  
Jody Madeira, Commissioner

\_\_\_\_\_  
Jody Madeira, Commissioner

ATTEST:

\_\_\_\_\_  
Brienne Gregory, Auditor

Koenig MOU 3

**Exhibit A – Hourly Rates**

Labor per hour = \$205.00

Koenig Equipment



# Monroe County Board of Commissioners Agenda Request Form

Date to be heard  Formal  Work session  Department

Title to appear on Agenda:  Vendor #

### Executive Summary:

The Monroe County Substance Use Disorder Awareness Commission (SUDAC) serves as an advisory committee to the Board of Commissioners that is tasked with planning and organizing educational community conversations including the Substance Use Awareness Summit, and gathering community information relating to substance abuse issues. Currently, SUDAC is made up of eleven (11) members. Due to quorum issues, it is being proposed that the size of SUDAC be reduced.

Ordinance 2025-49 proposes amendments to the composition of the membership for SUDAC to ensure that SUDAC can continue to assist Monroe County in addressing the myriad of community issues resulting from the opioid epidemic including issues affecting public health, economic opportunities, and the quality of life of all Monroe County residents. The duties of SUDAC are also further clarified.

Fund Name(s):	Fund Number(s):	Amount(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Presenter:

### Speaker(s) for Zoom purposes:

Name(s)	Phone Number(s)
<input type="text"/>	<input type="text"/>

*(the speaker phone numbers will be removed from the document prior to posting)*

Attorney who reviewed:

## **ORDINANCE 2025- 49**

An Ordinance to Amend the Substance Use Disorder Awareness Commission

**WHEREAS**, in 2017, the Monroe County Board of Commissioners (“Board of Commissioners”) established the Monroe County Opioid Advisory Commission pursuant to Monroe County’s Home Rule Authority; and,

**WHEREAS**, in 2021, the Commission was renamed to the Monroe County Substance Use Disorder Awareness Commission (“SUDAC”) to expand the scope of the Commission from opioid substance use disorders to all substance use disorders; and,

**WHEREAS**, SUDAC is responsible for serving as an advisory role to assist the Monroe County Government in planning and organizing educational community conversations including the Substance Use Awareness Summit, and gathering community information relating to substance abuse issues; and

**WHEREAS**, the Board of Commissioners find it necessary and in the best interest of the County to make amendments to the composition of the membership for SUDAC to ensure that SUDAC can continue to assist Monroe County in addressing the myriad of community issues resulting from the opioid epidemic including issues affecting public health, economic opportunities, and the quality of life of all Monroe County residents.

**NOW, THEREFORE**, be it ordained by the Board of Commissioners of Monroe County, Indiana as follows:

Any prior resolutions establishing membership, terms and duties of SUDAC are repealed, and this Resolution, shall establish governing procedure for SUDAC. This Resolution shall take full effect January 1, 2026.

### **1. Membership and Terms.**

- A. The Monroe County SUDAC shall be composed of seven (7) members. Members should be residents of the County and/or employees of County departments. The Members should be appointed as follows
  - i. One (1) representative from the Monroe County Health Department chosen by the Monroe County Board of Commissioners;
  - ii. One (1) Commissioner chosen by the Monroe County Board of Commissioners;
  - iii. One (1) representative recommended by the City of Bloomington and appointed by the Board of Commissioners;
  - iv. One (1) representative chosen by the Monroe County Council;
  - v. Three (3) representatives chosen by the Board of Commissioners who either possess:
    - 1. Professional experience in working with community members facing substance use disorders, community members providing treatment for

substance use disorders and/or other relevant experience relating to the opioid crisis; or

2. Lived experience as it pertains to the opioid crisis and/or a substance use disorder.

- B. Members shall serve terms of two (2) years in duration in accordance with Monroe County Code Chapter 216.

## **2. DUTIES.**

- A. SUDAC shall serve in an advisory role to assist the Government of Monroe County in planning and organizing educational community conversations regarding substance use throughout the year including a least a biannual Substance Use Disorder Awareness Summit, collaborating with stakeholders and gathering community information relating to substance issues and concerns. In years without the Summit, SUDAC shall plan and organize at least three (3) public events concerning substance use including a community event held in September for National Recovery month.
- B. For the Summit and other public events, SUDAC shall work with the Board of Commissioners office to execute any necessary service contract in accordance with applicable laws including the Monroe County Code. In advance of securing any contractor or service provider for SUDAC purposes, SUDAC shall work with the Board of Commissioners office to ensure said event is properly funded and approved.
- C. SUDAC shall work with the Board of Commissioners to establish a budget and spend in accordance with the budget for the Summit in years when the Summit is to be held.
- D. SUDAC shall report its activities to the Board of Commissioners on at least one annual basis.
- E. SUDAC shall seek approval from the Board of Commissioners to undertake other duties and may proceed to perform such duties when specifically directed to do so by the Board of Commissioners.

*(remainder of the page is left blank intentionally)*

PRESENTED AND APPROVED BY THE MONROE COUNTY BOARD OF COMMISSIONERS this \_\_\_\_\_ day of December 2025.

**MONROE COUNTY BOARD OF COMMISSIONERS**

***"AYES"***

***"NAYS"***

\_\_\_\_\_  
Julie Thomas, President

\_\_\_\_\_  
Julie Thomas, President

\_\_\_\_\_  
Lee Jones, Vice President

\_\_\_\_\_  
Lee Jones, Vice President

\_\_\_\_\_  
Jody Madeira, Commissioner

\_\_\_\_\_  
Jody Madeira, Commissioner

ATTEST:

\_\_\_\_\_  
Brienne Gregory, Auditor

\_\_\_\_\_  
Date



# Monroe County Board of Commissioners Agenda Request Form

Date to be heard  Formal  Work session  Department

Title to appear on Agenda:  Vendor #

### Executive Summary:

Due to the expiration of the current plan, which uses all the funds for a new Justice Facility, a new plan must be approved. Attached to this is the Ordinance, the draft plan, and the draft plan with Council recommendations.

Fund Name(s):	Fund Number(s):	Amount(s)
<input type="text" value="EDIT"/>	<input type="text" value="1112"/>	<input type="text" value="EDIT Cash Balance (\$22,501,043.70) and estimated Revenues"/>

Presenter:

### Speaker(s) for Zoom purposes:

Name(s)	Phone Number(s)
<input type="text"/>	<input type="text"/>

*(the speaker phone numbers will be removed from the document prior to posting)*

Attorney who reviewed:

**ORDINANCE 2025-50**

**AN ORDINANCE ADOPTING  
THE COUNTY ECONOMIC DEVELOPMENT INCOME TAX  
CAPITAL IMPROVEMENT PLAN FOR MONROE COUNTY, INDIANA**

**WHEREAS**, pursuant to Ind. Code § 6-3.6-6-9.5, the Board of Commissioners of Monroe County, Indiana (the “County”) may adopt a capital improvement plan specifying the uses of additional revenue to be allocated for economic development purposes; and

**WHEREAS**, the County desires to use revenues generated from the County Economic Development Income Tax (“**CEDIT**”) for economic development purposes, as well as any other permitted use; and

**WHEREAS**, Ind. Code § 6-3.6-6-9.5(e) provides that the capital improvement plan must encompass a period of not less than two (2) years, and must be adopted before a county, city, or town may receive its certified distribution of revenue.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of Monroe County, Indiana, that:

1. The Board of Commissioners hereby adopts the Capital Improvement Plan of Monroe County, Indiana, which Plan is attached as Exhibit A.
2. This Ordinance Adopting the County Economic Development Income Tax Capital Improvement Plan for Monroe County, Indiana, shall become effective on December 31, 2025, and shall continue until December 31, 2027.

Ordinance 2025-50 approved this 18<sup>th</sup> Day of December 2025.

MONROE COUNTY BOARD OF COMMISSIONERS

---

Julie Thomas, President

---

Lee Jones, Vice President

---

Jody Madeira, Commissioner

ATTEST:

---

Brianne Gregory, Monroe County Auditor

## EXHIBIT A

### **ECONOMIC DEVELOPMENT INCOME TAX CAPITAL IMPROVEMENT PLAN OF MONROE COUNTY, INDIANA**

#### **Introduction**

This document is the Capital Improvement Plan (“Plan”) for Monroe County, Indiana (“County”). It is intended for adoption by the Board of Commissioners of the County in conformance with IC 6-3.6.

#### **Term**

The term of the Plan is five (5) years from the date of its adoption

#### **Plan Objectives**

IC 6-3.6-6-9.5 requires the adoption of the Plan by the Board of Commissioners before the County may receive distribution of the economic development portion of the Local Income Tax revenue, which is allocated solely for economic development purposes. The Plan must specify the uses for which the County proposes to use the economic development portion of the Local Income Tax revenue, which is allocated solely for economic development purposes.

#### **Description of Capital Projects (collectively, the “Projects”):**

##### **Justice Center Project:**

**General Description** – County Justice Center

**Estimated Total Cost** - \$225,000,000

**Source of Funding** – The economic development portion of the Local Income Tax revenue, the Correctional Income Tax, and County Use Income Tax which can be implemented beginning in 2028.

**Planning, Development and Construction Schedule** – Due to State Legislative Changes in 2025 regarding County Income tax the County lacks the authority to utilize income tax bond for this project. With out legislative changes the bonding for this project cannot occur prior to 2028. Legislative Changes required for this to progress before 2028 are:

1. Implement the tax for future bond obligations effective January 1, 2026; and,
2. Income tax rates that have been dedicated to payment of bonds automatic, not subject to the annual renewal; and,
3. Raise the pledge limit to allow for funding the project.

OR

Separate income tax and bonding authority.

If the legislature makes changes that would allow this project to move forward sooner, than this project would be the highest priority, and this plan will be reviewed and amended to reflect the legislative changes.

**Project 1:**

**General Description** - 2026 Operational Costs

**Estimated Total Cost** - \$4,668,000

**Source of Funding** - The economic development portion of the Local Income Tax revenue, which is allocated solely for economic development purposes.

**Planning, Development and Expenditure Schedule** - The amount is intended to be expended in 2026 for County Operational expenses as budgeted by the County Council for 2026.

**Project 2:**

**General Description** - Airport Terminal Building, including necessary utility extension costs

**Estimated Total Costs** - \$20,000,000

**Source of Funding** - The economic development portion of the Local Income Tax revenue.

**Planning, Development and Construction Schedule** - It is anticipated that the project will be completed by December 2030.

**Project 3:**

**General Description** - Sanitary Sewer Expansion

**Estimated Total Cost** - \$10,000,000

**Source of Funding** - The economic development portion of the Local Income Tax revenue. Any additional funding must be provided by sewage utility.

**Planning, Development and Construction Schedule** - In 2026, development of a priority matrix for expansion of the South-Central Regional Sewer Districts current infrastructure. 2027 design the highest priority expansions. 2028-2030 construct the expansion.

**Project 4:**

**General Description** - Transit Expansion

**Estimated Total Cost** - The estimated total cost shall be two Hundred Thousand Dollars (\$200,000.00) annually over the life of the Plan.

**Source of Funding** - EDIT revenues received from Monroe County's distributive share of Monroe County EDIT.

**Project 5:**

General Description – Monroe Fire Protection District Capital Support

Estimated Total Cost – The county share will not exceed \$4,000,000.

Source of Funding – EDIT revenues received from Monroe County’s distributive share of Monroe County EDIT.

**Planning, Development and Construction Schedule** – In 2026, development of a priority matrix for capital needs of the district, including additional ambulances. 2027-31 expend funds in accordance with the priority matrix.

**Seventy-five Percent (75%) Test**

In accordance with IC 6-3.6-6-9.5(e), the Plan incorporates projects, the cost of which projects is a least seventy-five percent (75%) of the fractional amount of additional revenue allocated for economic development purposes that is expected to be received by the County during the term of the Plan, as follows:

**Expenditures during the term of the Plan:**

Project 1	\$ 4,668,000
Project 2	\$ 20,000,000
Project 3	\$ 10,000,000
Project 4	\$ 1,000,000
Project 5	\$ 4,000,000
<b>Total</b>	<b>\$39,668,000</b>

**Expected additional revenue to be allocated for economic development purposes during the term of the plan:**

2026.....	\$ 12,346,362 (estimated)
2027.....	\$ 12,346,362 (estimated)
<b>Total:.....</b>	<b>\$ 24,692,724 (estimated)</b>

**Percentage of total to be allocated to the  
Projects during the term of the Plan:..... 144%\***

**\*The Current EDIT Fund cash balance is sufficient to fund the difference between the additional revenue and plan expense estimates.**

**EXHIBIT A**

**ECONOMIC DEVELOPMENT INCOME TAX  
CAPITAL IMPROVEMENT PLAN  
OF MONROE COUNTY, INDIANA**

**Introduction**

This document is the Capital Improvement Plan (“Plan”) for Monroe County, Indiana (“County”). It is intended for adoption by the Board of Commissioners of the County in conformance with IC 6-3.6.

**Term**

This Plan will expire on December 31, 2027.

**Plan Objectives**

IC 6-3.6-6-9.5 requires the adoption of the Plan by the Board of Commissioners before the County may receive distribution of the economic development portion of the Local Income Tax revenue, which is allocated solely for economic development purposes. The Plan must specify the uses for which the County proposes to use the economic development portion of the Local Income Tax revenue, which is allocated solely for economic development purposes.

**Description of Capital Projects (collectively, the “Projects”):**

**Project 1:**

**General Description** – County Justice Center and/or County Jail Project

**Estimated Total Cost** - \$150,000,000

**Source of Funding** – The economic development portion of the Local Income Tax revenue, the Correctional Income Tax, and County Use Income Tax which can be implemented beginning in 2028.

**Planning, Development and Construction Schedule** – Due to State Legislative Changes in 2025 regarding County Income tax the County lacks the authority to utilize income tax bond for this project. With out legislative changes the bonding for this project cannot occur prior to 2028. Legislative Changes required for this to progress before 2028 are:

1. Implement the tax for future bond obligations effective January 1, 2026; and,
2. Income tax rates that have been dedicated to payment of bonds automatic, not subject to the annual renewal; and,
3. Raise the pledge limit to allow for funding the project.

OR

Separate income tax and bonding authority.

If the legislature makes changes that would allow this project to move forward sooner, than this project would be the highest priority, and this plan will be reviewed and amended to reflect the legislative changes.

**Project 2:**

**General Description** - 2026 Operational Costs

**Estimated Total Cost** - \$4,668,000

**Source of Funding** - The economic development portion of the Local Income Tax revenue, which is allocated solely for economic development purposes.

**Planning, Development and Expenditure Schedule** - The amount is intended to be expended in 2026 for County Operational expenses as budgeted by the County Council for 2026.

**Project 3:**

**General Description** - Airport Terminal Building, including necessary utility extension costs

**Estimated Total Costs** - \$20,000,000

**Source of Funding** - The economic development portion of the Local Income Tax revenue.

**Planning, Development and Construction Schedule** - It is anticipated that the project will be completed by December 2030.

**Project 4:**

**General Description** - Sanitary Sewer Expansion

**Estimated Total Cost** - \$10,000,000

**Source of Funding** - The economic development portion of the Local Income Tax revenue. Any additional funding must be provided by sewage utility.

**Planning, Development and Construction Schedule** - In 2026, development of a priority matrix for expansion of the South-Central Regional Sewer Districts current infrastructure. 2027 design the highest priority expansions. 2028-2030 construct the expansion.

**Project 5:**

**General Description** - Transit Expansion

**Estimated Total Cost** - The estimated total cost shall be two Hundred Thousand Dollars (\$200,000.00) annually over the life of the Plan.

**Source of Funding** - EDIT revenues received from Monroe County's distributive share of Monroe County EDIT.

**Project 6:**

General Description – Monroe Fire Protection District Capital Support

Estimated Total Cost – The county share will not exceed \$4,000,000.

Source of Funding – EDIT revenues received from Monroe County’s distributive share of Monroe County EDIT.

**Planning, Development and Construction Schedule** – In 2026, development of a priority matrix for capital needs of the district, including additional ambulances. 2027-31 expend funds in accordance with the priority matrix.

**Seventy-five Percent (75%) Test**

In accordance with IC 6-3.6-6-9.5(e), the Plan incorporates projects, the cost of which projects is a least seventy-five percent (75%) of the fractional amount of additional revenue allocated for economic development purposes that is expected to be received by the County during the term of the Plan, as follows:

**Expenditures during the term of the Plan:**

Project 1	\$ 4,668,000
Project 2	\$ 20,000,000
Project 3	\$ 10,000,000
Project 4	\$ 1,000,000
Project 5	\$ 4,000,000
<b>Total</b>	<b>\$39,668,000</b>

**Expected additional revenue to be allocated for economic development purposes during the term of the plan:**

2026.....	\$ 12,346,362 (estimated)
2027.....	\$ 12,346,362 (estimated)
<b>Total:.....</b>	<b>\$ 24,692,724 (estimated)</b>

**Percentage of total to be allocated to the  
Projects during the term of the Plan:..... 144%\***

**\*The Current EDIT Fund cash balance is sufficient to fund the difference between the additional revenue and plan expense estimates.**



# Monroe County Board of Commissioners Agenda Request Form

Date to be heard  Formal  Work session  Department

Title to appear on Agenda:  Vendor #

### Executive Summary:

The contract is changed in two ways. The Exhibit has been updated to include the actual projects and expenditures, which had changed slightly from the original agreement. In addition, the final payment date has been extended to June 1st due to delivery delays on some items.

Fund Name(s):	Fund Number(s):	Amount(s)
<input type="text" value="EDIT"/>	<input type="text" value="1112"/>	<input type="text" value="EDIT Cash Balance (\$22,501,043.70) and estimated Revenues"/>

Presenter:

### Speaker(s) for Zoom purposes:

Name(s)	Phone Number(s)
<input type="text"/>	<input type="text"/>

*(the speaker phone numbers will be removed from the document prior to posting)*

Attorney who reviewed:

# AMENDMENT TO THE MOU BETWEEN MONROE COUNTY BOARD OF COMMISSIONERS AND THE MONROE COUNTY CONVENTION CENTER MANAGEMENT COMPANY

A Contract was entered into on the 18th day of December, 2024, by and between Board of Commissioners of Monroe County, Indiana and Monroe County Convention Center Management Company. The parties wish to amend Section 3 of the contract as follows (Deleted items are ~~struck through~~ and **highlighted**, added items are underlined):

## Section 3. Management's Responsibilities and Statements

1. Management shall provide oversight, including confirming the work is complete, for all the contracts shown in Exhibit BA. Exhibit A is the original project exhibit that is being replaced.
- ~~2. Management will contract for improvements in the Audio/Visual infrastructure for a portion of the building.~~
3. Management will contract for any other improvements within the allocation indicated in Section 2.
4. Convention Center Management Company will ensure that all projects are complete, and invoices are sent to the Commissioners prior to **064**/01/2026.
5. Management certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from or ineligible for participation in any Federal assistance program by and Federal department or agency, or by any department, agency, or political subdivision of the State of Indiana. The term "principal" for purposes of the Agreement means an officer, director, owner, partner, key employee, or their person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operation of Management.
6. Management certifies, by entering into this Agreement, that is does not engage in investment activities in Iran as more particularly described in IC 5-22-16.5.
7. Management shall provide immediate written notice to County if, at any time after entering into this Agreement, Management learns that its certifications were erroneous when submitted, or Management is debarred, suspended, proposed for debarment, declared ineligible, has been included on a list or received notice of intent to include on a list created pursuant to IC 5-22-16.5, voluntarily excluded from or becomes ineligible for participation in any Federal assistance program. Any such event shall be the cause for termination of this agreement as provided herein.
8. Management shall not subcontract with any party which is debarred or suspended or is otherwise excluded from on ineligible for participation in any Federal assistance programs by any federal department or agency, or by any department, agency or political subdivision of the State of Indiana.

Exhibit A is replaced with the Exhibit attached to this Amendment.

**The remainder of the contract remains unchanged.**

IN WITNESS WHEREOF, Commissioners and Management have executed this Agreement as dated below in three counterparts, each of which shall be deemed an original. So amended on December 18, 2025.

MONROE COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Julie Thomas, President

\_\_\_\_\_  
Lee Jones, Vice President

\_\_\_\_\_  
Jody Madeira, Commissioner

ATTEST:

\_\_\_\_\_  
Brienne Gregory, Monroe County Auditor

Monroe County Convention Center Management Company:

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

## Exhibit A

Completed Items				
Meeting Date	Vendor	Contract Amount	Expended Amount	Unexpended
5/22/2024	Carpet (Cook and Hanson & Zebendon Rooms)- Bounds Flooring	\$ 33,487.86	\$ 33,487.86	\$ -
5/22/2024	Interior Lighting Upgrate (2 rooms)- Cassady Electrical Contractors	\$ 4,850.00	\$ 4,850.00	\$ -
5/22/2024	Ceiling tile and wall prep - General Interiors	\$ 18,201.00	\$ 18,201.00	\$ -
5/22/2024	Paint and wallpaper - Rose Painting	\$ 21,650.00	\$ 21,650.00	\$ -
7/10/2024	Boiler - Harrell-Fish Inc	\$ 39,750.00	\$ 39,750.00	\$ -
7/10/2024	Amplifier - Force Technology Solutions	\$ 4,164.94	\$ 4,164.94	\$ -
7/31/2024	Security Fence - Belcher Fencing	\$ 760.00	\$ 760.00	\$ -
11/20/2024	Fire watch - Marshall Security LLC	\$ 973.70	\$ 973.70	\$ -
<b>Subtotals</b>		<b>\$ 123,837.50</b>	<b>\$ 123,837.50</b>	<b>\$ -</b>

Remaining Items				
Meeting Date	Vendor	Contract Amount	Expended Amount	Unexpended
10/25/2023	Professional Services - RQAW	\$ 103,750.00	\$ 90,955.40	\$ 12,794.60
5/1/2024	Cooling Tower - Harrell-Fish Inc	\$ 505,309.00	\$ -	\$ 505,309.00
5/15/2024	Freight Elevator - American Elevator	\$ 147,500.00	\$ -	\$ 147,500.00
7/10/2024	Window Shades - Indiana Window Coverings	\$ 9,800.00	\$ -	\$ 9,800.00
7/10/2024	Tuck Pointing - King Contracting	\$ 15,859.00	\$ -	\$ 15,859.00
11/6/2024	Breezeway A/C - Harrell-Fish Inc	\$ 31,500.00		\$ 31,500.00
12/11/2024	West Lot Lights - Cassady Electric	\$ 6,800.00		\$ 6,800.00
12/11/2024	Interior Lighting Upgrate - Cassady Electrical Contractors	\$ 36,700.00		\$ 36,700.00
12/11/2024	Carpet (Finch & Olcott Rooms)- Bounds Flooring	\$ 27,857.94		\$ 27,857.94
TBD	Audio/Visual Contract(s)	\$ 50,086.56		\$ 50,086.56
<b>Subtotals</b>		<b>\$ 935,162.50</b>	<b>\$ 90,955.40</b>	<b>\$ 844,207.10</b>

<b>Total</b>		<b>\$ 1,059,000.00</b>	<b>\$ 214,792.90</b>	<b>\$ 844,207.10</b>
--------------	--	------------------------	----------------------	----------------------

## Exhibit B

Completed Items					
Meeting Date	Vendor	Contract Amount	Expended Amount	Expended Amount (1/1/2025-12/31/2025)	Unexpended
5/22/2024	Carpet (Cook and Hanson & Zebendon Rooms)- Bounds Flooring	\$ 33,487.86	\$ 33,487.86	\$ -	\$ -
5/22/2024	Interior Lighting Upgrate (2 rooms)- Cassidy Electrical Contractors	\$ 4,850.00	\$ 4,850.00	\$ -	\$ -
5/22/2024	Ceiling tile and wall prep - General Interiors	\$ 18,201.00	\$ 18,201.00	\$ -	\$ -
5/22/2024	Paint and wallpaper - Rose Painting	\$ 21,650.00	\$ 21,650.00	\$ -	\$ -
7/10/2024	Boiler - Harrell-Fish Inc	\$ 39,750.00	\$ 39,750.00	\$ -	\$ -
7/10/2024	Amplifier - Force Technology Solutions	\$ 4,164.94	\$ 4,164.94	\$ -	\$ -
7/31/2024	Security Fence - Belcher Fencing	\$ 760.00	\$ 760.00	\$ -	\$ -
11/20/2024	Fire watch - Marshall Security LLC	\$ 973.70	\$ 973.70	\$ -	\$ -
<b>Subtotals</b>		<b>\$ 123,837.50</b>	<b>\$ 123,837.50</b>	<b>\$ -</b>	<b>\$ -</b>

Remaining Items					
Meeting Date	Vendor	Contract Amount	Expended Amount (as of 12/31/2024)	Expended Amount (1/1/2025-12/18/2025)	Unexpended
10/25/2023	Professional Services - RQAW (contract for \$103,750. Came in under budget.)	\$ 102,805.24	\$ 90,955.40	\$ 11,849.84	\$ -
5/1/2024	Cooling Tower - Harrell-Fish Inc	\$ 505,309.00	\$ -	\$ 505,309.00	\$ -
5/15/2024	Freight Elevator - American Elevator	\$ 147,500.00	\$ -	\$ 147,500.00	\$ -
7/10/2024	Window Shades - Indiana Window Coverings	\$ 9,800.00	\$ -	\$ 9,800.00	\$ -
7/10/2024	Tuck Pointing - King Contracting	\$ 15,859.00	\$ -	\$ 15,859.00	\$ -
11/6/2024	Breezeway A/C - Harrell-Fish Inc	\$ 31,500.00	\$ -	\$ 31,500.00	\$ -
12/11/2024	West Lot Lights - Cassidy Electric	\$ 6,800.00	\$ -	\$ 6,800.00	\$ -
12/11/2024	Interior Lighting Upgrate - Cassidy Electrical Contractors	\$ 36,700.00	\$ -	\$ -	\$ 36,700.00
12/11/2024	Carpet (Finch & Olcott Rooms)- Bounds Flooring	\$ 27,857.94	\$ -	\$ 27,857.94	\$ -
8/21/2025	Water Heater Replacement - Harrell-Fish Inc	\$ 21,050.00	\$ -	\$ 21,050.00	\$ -
9/4/2025	Rose Painting	\$ 17,700.00	\$ -	\$ 17,700.00	\$ -
11/13/2025	Landscaping Invasives - Wells Landscaping	\$ 6,973.80	\$ -	\$ -	\$ 6,973.80
12/11/2025	Vinyl Tile Hall - Wylie's Floor Covering	\$ 3,661.00	\$ -	\$ -	\$ 3,661.00
TBD	Utility Room - Core Restorations	\$ 1,646.52	\$ -	\$ -	\$ 1,646.52
<b>Subtotals</b>		<b>\$ 935,162.50</b>	<b>\$ 90,955.40</b>	<b>\$ 795,225.78</b>	<b>\$ 48,981.32</b>

<b>Total</b>		<b>\$ 1,059,000.00</b>	<b>\$ 214,792.90</b>	<b>\$ 795,225.78</b>	<b>\$ 48,981.32</b>
--------------	--	------------------------	----------------------	----------------------	---------------------



# Monroe County Board of Commissioners Agenda Request Form

Date to be heard

Formal

Work session

Department

Title to appear on Agenda:

Vendor #

### Executive Summary:

The department is requesting approval of Change Order #1 which is a decrease on the project construction cost. The decrease is due to cost savings on the project during construction in 2024/2025. The change order is needed to close out the project.

Fund Name(s):

Fund Number(s):

Amount(s)

Presenter:

### Speaker(s) for Zoom purposes:

Name(s)

Phone Number(s)

*(the speaker phone numbers will be removed from the document prior to posting)*

Attorney who reviewed:

**CHANGE ORDER NO. 1**

**PROJECT: MOORES CREEK ROAD RECONSTRUCTION**

**LOCHGROUP PROJECT: 119-0063-01C**

**\*\*EXISTING PAY ITEMS\*\***

Item	Description	Unit	Unit price	Quantities	Amount
5	Inspection Hole, Deeper than 3 Ft. Deep or Less (Undistributed)	EACH	\$550.00	-2.00	-\$1,100.00
6	Pipe, Remove	LFT	\$20.00	5.00	\$100.00
7	Common Excavation	CYS	\$21.50	134.25	\$2,886.38
8	Borrow	CYS	\$55.00	-999.87	-\$54,992.85
12	Subgrade Treatment, Type IBL	SYS	\$15.00	-879.11	-\$13,186.65
13	Structure Backfill, Type 1	CYS	\$66.25	28.68	\$1,900.05
14	Compacted Aggregate No. 8 (Undistributed)	CYS	\$119.00	-123.00	-\$14,637.00
15	Compacted Aggregate No. 53, Base	TONS	\$39.00	-40.72	-\$1,588.08
16	Compacted Aggregate No. 53, for Shoulder	TONS	\$43.00	-204.60	-\$8,797.80
17	Compacted Aggregate, No. 73 for Driveways	TONS	\$137.00	5.23	\$716.51
18	HMA, Surface, Type B (12.5 mm)	TONS	\$90.40	109.11	\$9,863.54
19	HMA, Intermediate, Type B (19.0 mm)	TONS	\$87.00	-24.22	-\$2,107.14
20	HMA, Base, Type B (25.0 mm)	TONS	\$88.00	-15.00	-\$1,320.00
21	Joint Adhesive, Surface	LFT	\$0.75	-1493.00	-\$1,119.75
22	Joint Adhesive, Intermediate	LFT	\$0.75	-1493.00	-\$1,119.75
23	Liquid Asphalt Sealant	LFT	\$1.15	-1493.00	-\$1,716.95
24	Asphalt For Tack Coat	TONS	\$500.00	-2.00	-\$1,000.00
25	HMA For Approaches, Type B	TONS	\$145.00	16.14	\$2,340.30
28	Riprap, Ditch (Revetment)	TONS	\$65.00	1.69	\$109.85
29	Riprap, Class 1	TONS	\$117.00	-38.00	-\$4,446.00
30	Riprap, Revetment	TONS	\$172.00	76.35	\$13,132.20
31	Geotextile for Riprap, Type 1A	SYS	\$8.00	10.22	\$81.76
33	Mulching Material	TONS	\$693.00	1.08	\$748.44
34	Water	KGAL	\$50.00	-2.00	-\$100.00
35	Sodding	SYS	\$11.63	-65.78	-\$765.02
36	Seed Mixture, Floodplain	LBS	\$51.65	-7.95	-\$410.62
37	Water Main, 2 IN (Undistributed)	LFT	\$100.00	47.00	\$4,700.00
38	Water Main, 4 IN (Undistributed)	LFT	\$140.00	-20.00	-\$2,800.00

**\*\*NEW PAY ITEMS\*\***

Item	Description	Unit	Unit price	Quantities	Amount
46	Subgrade Treatment IBC - Additional Cost	DOL	\$1.00	6939.40	\$6,939.40

**Amount of This Change Order:      -\$67,689.18**

**REMARKS:** Change Order No 1 represents balancing of final quantities of the existing pay items. For all items that overran or underran original contract quantities were included. Total for the existing pay items resulted in an underrun of \$74,628.58 of the original contract amount.

This change order also represents an additional item that was needed to complete the subgrade treatment IBL pay item. Milestone performed testing on the fill dirt used to build up the road subgrade. This material was existing on site and used from the cut areas throughout the roadway and on existing slopes outside of the roadway. INDOT Testing Procedures were followed on the site material and the results concluded that a cement stabilizing mix should be used in lieu of the lime stabilization that was included in the original pay items. Attached are the test results and the recommendations to use cement. The use of Cement over lime resulted in an increase of \$6,939.40 to the contract. This amount will be added to the contract as a DOL pay item and the remainder of the stabilization will be paid under the pay item 12.

Total for this change order results in an underrun of \$67,689.18 to the contract. This brings the overall contract amount to \$524,860.82.

<b>Amount of This Change Order:</b>	<b>-\$67,689.18</b>
<b>Previous Change Orders:</b>	<b>\$0.00</b>
<b>Total Change Orders To Date:</b>	<b>-\$67,689.18</b>
<b>Original Contract Amount:</b>	<b>\$592,550.00</b>
<b>Current Contract Amount:</b>	<b>\$524,860.82</b>

**Jeff Phifer**

Digitally signed by Jeff Phifer  
DN: C=US,  
E=jeff.phifer@milestonelp.com,  
O=MilestoneLP, CN=Jeff Phifer  
Date: 2025.12.09 07:36:15-05'00'

**Milestone Contractors:**

Date

**Submitted for Consideration:**

**Project Supervisor:**

*LB*

Digitally signed by Jason Buck  
Date: 2025.12.09  
09:53 13-05'00'

Date

**Recommended for Approval:**

**County Engineer:**

Date

**LOCAL PUBLIC AGENCY:**

**Board of Commissioners:**

**Approved By:**

Date

**Approved By:**

Date

**Approved By:**

Date

# CHANGE ORDER REQUEST FORM

CONTRACT NO.	<b>Moores Creek Road</b>	DATE OF SUBMISSION	<b>December 9, 2024</b>
--------------	--------------------------	--------------------	-------------------------

PROJECT DESCRIPTION <i>(route / intersection / bridge no(s).)</i>	Change from lime stabilization to cement stabilization
CHANGE ORDER REQUEST SUMMARY DESCRIPTION	Change to cement from lime stabilization because of soil conditions
PROPOSED SOLUTION SUMMARY	

NOTE: Upon request from Engineer, enter detailed description on page 2.

ONSET DATE OF CHANGE	<b>10/28/24</b>	CHANGE ORDER TYPE	104.02 Changed Conditions
----------------------	-----------------	-------------------	---------------------------

## PROPOSED COST AND TIME ADJUSTMENT

COST COST INCREASE / (DECREASE): \$ **6939.40**

The cost adjustment shall include lump sum and/or estimated totaled unit-priced item costs. Attach a separate sheet of unit price items including item description, unit of measurement, estimated quantity and unit price.

### CHECK APPROPRIATE BOXES PER APPROPRIATE BASIS OF COST CHANGE:

109.03 Altered Quantities     109.05(a) Agreed Price     109.05(b) Force Account     109.05.02 Delay Costs

PROPOSED COST CHANGE INCLUDES:  Labor     Material     Equipment     Lease Agreement     Subcontractor

TIME ADJUSTMENT INCREASE / (DECREASE): (work days) **0**

### CHECK APPROPRIATE BOXES PER APPROPRIATE BASIS OF TIME CHANGE:

108.08(a) Excusable, Non-Compensable     108.08(b) Excusable, Compensable

NOTE: If **Compensable**, attach details based on 109.05.2(a) Allowable Delay Costs.

## SUPPLEMENTAL INFORMATION

Additional information.

CHANGE ORDER ORIGATION:	<input checked="" type="checkbox"/> INDOT / LPA <input checked="" type="checkbox"/> Contractor
DOCUMENTS AFFECTED:	
<input type="checkbox"/> Contract Specifications (ref. doc name/no.)	NA
<input type="checkbox"/> Contract Plans (ref. doc name/no.)	NA
CHANGE ORDER AFFECTS DBE PARTICIPATION:	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no

CONTRACT NO.

**Moores Creek Road**

7

**UPON WRITTEN REQUEST FROM THE ENGINEER, PROVIDE ADDITIONAL DETAIL**

DATE RECEIVED REQUEST FOR ADDITIONAL DETAIL	[Select Date]	SUBMITTAL DATE OF ADDITIONAL DETAIL	[Select Date]
---------------------------------------------	---------------	-------------------------------------	---------------

**DETAILED DESCRIPTION / JUSTIFICATION:**

*(Include location(s), actions of contractor, owner, and other stakeholders, key events and related cause(s), discoveries, discussions, meetings, and effect on the contract if no action is taken. Also include references to key documents attached or available to support this change order request.)*

<b>Material only change order for changing to cement from lime stabilization</b>

**PROPOSED SOLUTION – ADDITIONAL DETAILS:**

*(Include proposed scope of work, means & methods, materials, equipment, utility relocation required, subcontracted scope and the effect on the contract schedule. Also include references to attached documents including, but not limited to, sketches, calculations, photos, material information, and submittals and meeting minutes.)*

**SIGNATURE**

**Contractor:**

Name: (print) Jeff Phifer \_\_\_\_\_

(signature) \_\_\_\_\_ Date: 12/09/24 \_\_\_\_\_

*NOTE: The Contractor should retain a signed copy of this document for record.*

CONTRACT NO.

**Moores Creek Road**

# MT CARMEL STABILIZATION GROUP

# INVOICE

**Remit To:**

PO BOX 458  
MOUNT CARMEL, IL 62863

**Invoice:** 11842**Date:** 11/24/2024**Due Date:** 12/24/2024**Bill To:**

MILESTONE CONTRACTORS L.P.  
3110 N WESTBURY VILLAGE DR  
BLOOMINGTON, IN 47404

**Contract ID:** 245032-002**Description:** 245032 MOORES CREEK ROA**PO No:****Our Job No:** IN24068**Period Ending:** 11/24/2024**Customer No:** C52001

LINE #	ITEM CODE	DESCRIPTION OF ITEMS	UNIT	QTY BILLED	UNIT PRICE	TOTAL COST
1		STABILIZATION SUB	SY		12.80	
2		CHANGE ORDER FOR CHANGE TO CEMENT	LSQ	1.00	6,939.40	6,939.40

**Comments:** bloomington.payables@milestoneip.com**Total Work:** 6,939.40**Less Retainage:** 346.97**Total Amount:** 6,592.43**Terms:** NET 30 DAYS



"Subgrade Solutions Since 1949"

www.mtcsg.com

1611 College Drive, P. O. Box 458 Mt. Carmel, IL 62863 — Phone: 618-262-5118 — Fax: 618-263-4084

December 3, 2024

Milestone Contractors, LP  
4755 W. Arlington Rd.  
Bloomington, IN 47404

Moores Creek Road Reconstruction  
Change Order Request #1 for Cement

MCSG# IN24068

To Whom It May Concern,

This letter is our request for a change order on the aforementioned job due to site conditions requiring the use of type 1 cement instead of lime dust to perform the Subgrade Treatment as was contracted. This change order request is for the 104.55 tons of cement used October 28, 2024.

Date	Tons	Sq Yds
10/28/2024	104.55	3,123.00
	<u>104.55</u>	<u>3,123.00</u>

\$ 23,667.40 Total cost of delivered cement per invoice attached (Heidelberg Materials, Fraley and Schilling)  
 \$ 16,728.00 Less: 104.55 TNs of dust delivered @ \$160  
\$ 6,939.40 Change Order Request

If you have any questions, or require additional information, please give me a call at your convenience.

Sincerely,  
Mt. Carmel Stabilization Group, Inc.

Chase Emge  
CFO



# INVOICE

Inv No: 43510727  
 Inv Date: 10/31/2024 11-1-24  
 Acct No: 60300174  
 Terms: Net 30 days

Billing on behalf of:

**Heidelberg Materials US Cement LLC**

**Bill To:** MT CARMEL STABILIZATION GROUP  
 1611 COLLEGE DR  
 MOUNT CARMEL, IL 62863-2614

RECEIVED  
 NOV 04 2024

**Remit Payments to:**

PO Box 412345 | Boston, MA 02241-2345

To ensure proper credit, please include remittance advice with your payment

**Ship to:** 6001163310 | MT CARMEL-MOORES CREEK RD | IN24068/MOORES CREEK RD RECONSTRUCTION | MOORES CREEK RD | BLOOMINGTON, IN 47403  
**Plant:** U159 | Mitchell IN-CMD

Ship Date	BOL Number	PO Number	Terms	Product Code / Description	Qty	UOM	Unit Price	Amount
10/28/2024	159U102268 ✓	IN24068/MOORES CREEK RD RECONSTRUCT	FOB	10001305 / ECOCEMPLC (TYPE IL)	25.100	TON	\$180.00	\$4,518.00

-Product Summary-

10001305 / ECOCEMPLC (TYPE IL) 25.100 TON

Total Quantity 25.100 TON

11/24

Jax Exempt

25.10 T IN24068 402 6 4106  
 \$ 4518.00

11-20-24

Sub-Total: \$4,518.00

Questions? Please call Customer Care at: 888-895-3938

**Invoice Total: \$4,518.00**



# INVOICE

Inv No: 43510726  
 Inv Date: 10/31/2024 11-1-24  
 Acct No: 60300174  
 Terms: Net 30 days

Billing on behalf of:

**Heidelberg Materials US Cement LLC**

Bill To: MT CARMEL STABILIZATION GROUP  
 1611 COLLEGE DR  
 MOUNT CARMEL, IL 62863-2614

NOV 04 2024

Remit Payments to:

PO Box 412345 | Boston, MA 02241-2345

To ensure proper credit, please include remittance advice with your payment

Moore's Creek Rd

Ship to: 6001145882 | MT CARMEL - R-41862-A FULLERTON PIKE | IN24012/R-41862-A FULLERTON PIKE | 2075 W FULLERTON PIKE | BLOOMINGTON, IN 47403-4205  
 Plant: U159 | Mitchell IN-CMD

IN24068

Ship Date	BOL Number	PO Number	Terms	Product Code / Description	Qty	UOM	Unit Price	Amount
10/28/2024	159U102254	IN24012/R-41862-A FULLERTON PIKE	FOB	10001305 / ECOCEMPLC (TYPE IL)	26.600	TON	\$180.00	\$4,788.00
10/28/2024	159U102259	IN24012/R-41862-A FULLERTON PIKE	FOB	10001305 / ECOCEMPLC (TYPE IL)	26.370	TON	\$180.00	\$4,746.60
10/28/2024	159U102297	IN24012/R-41862-A FULLERTON PIKE	FOB	10001305 / ECOCEMPLC (TYPE IL)	26.480	TON	\$180.00	\$4,766.40

11/24

-Product Summary-

10001305 / ECOCEMPLC (TYPE IL) 79.450 TON  
 Total Quantity 79.450 TON

Tax Exempt

79.45 T IN24068 402 6 4106  
 \$14,301.00

11-20-24

Sub-Total: \$14,301.00

Questions? Please call Customer Care at: 888-895-3938

Invoice Total: \$14,301.00

# Fraleley & Schilling 11/3/24 Invoice

DATE	INV #	BOL	Shipper ID	Customer	ORIGIN	JOB #	DESTINATION	TONS	TONS / HOURS	HOURLY RATE	DAILY RATE	PREMIUM?	Linehaul	FSC Charge	FSC %	Toll Charge	Total Revenue
1	10/28/2024 2023327A	159U102254	LEHNMIT	MT CARMEL - CEMENT	Mitchel, IN	IN24068	Bloomington, IN	26.6	6.75	\$115.00			\$778.25	24.00%	\$186.30		\$962.25
2	10/28/2024 2023328A	159U102259	LEHNMIT	MT CARMEL - CEMENT	Mitchell, IN	IN24068	Bloomington, IN	26.37	7.75	\$115.00			\$891.25	24.00%	\$213.90		\$1,105.15
3	10/28/2024 2023329A	159U102268	LEHNMIT	MT CARMEL - CEMENT	Mitchell, IN	IN24068	Bloomington, IN	25.1	10	\$115.00			\$1,150.00	24.00%	\$276.00		\$1,426.00
4	10/28/2024 2023330A	159U102297	LEHNMIT	MT CARMEL - CEMENT	Mitchel, IN	IN24068	Bloomington, IN	26.48	9.5	\$115.00			\$1,092.50	24.00%	\$262.20		\$1,354.70
Mitchell, IN to Bloomington, IN-24068																	
\$4,848.40																	