Tippecanoe County Board of Commissioners

Meeting
Monday, October19, 2020
10:00 am
Tippecanoe Room, Tippecanoe County Office Building
20 N 3rd Street, Lafayette, Indiana

TENTATIVE AGENDA

Due to the public health emergency, public comment on agenda items may be submitted prior to the meeting at plbennett@tippecanoe.in.gov. Comments must include Name and Address to be heard. Members of the public may watch the live stream of the meeting at https://www.facebook.com/TippecanoeCountyIndiana/ and https://www.youtube.com/channel/UCJIeeA9ZQo9EllGdZTdjurQ/featured

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF MINUTES

Documents:

MINUTES 10.05.2020 CM DRAFT.DOCX

III. PRESENTATION OF ACCOUNTS PAYABLE VOUCHERS- PAULA BENNETT

IV. PRESENTATION OF PAYROLL- PAULA BENNETT

V. CHANGE ORDERS

FAIRGROUNDS

- Brand Electric, Inc., - Change Order: BP4 885-005 $6000
- Denney Excavating Inc., - Change Order: BP5 885-002 $4,394

TIPPECANOE COUNTY CENTRAL OFFICES (Old Y Property)

- TECTON Professional Services - Change Order: 899-001 $225,891

TIPPECANOE COUNTY COURTHOUSE RENOVATION

- Stull Woodworks Inc., - Change Order: 903-001 <$57,111.86>

Documents:

CHANGEORDER10192020FAIRGROUNDSBRANDELECTRICBP4885-005.PDF
CHANGEORDER10192020FAIRGROUNDSDENNEYEXCAVATINGBP5885-002.PDF
CHANGEORDER10192020TIPPCOCENTRALOFFICES(OLDYMCA)899-001.PDF
CHANGEORDER10192020TIPPCOCOURTROOMSTULLWOODWORKS903-

001.PDF

VI. GRANTS- SHARON HUTCHISON

VII. UNFINISHED/NEW BUSINESS

VIII. REPORTS ON FILE

- Animal Spay & Neuter Contract
- Tippecanoe County Public Library
- Treasurer

Documents:

AGENDA10192020ANIMALSPAYNEUTERCLINIC.PDF
AGENDA10192020TIPPCOUNTYPUBLICLIBRARY.PDF
AGENDA10192020TREASURERSEPT2020.PDF

IX. PUBLIC COMMENT

Due to the public health emergency, public comment on agenda items may be submitted prior to the meeting at plbennett@tippecanoe.in.gov. Comments must include Name and Address to be heard. Members of the public may watch the live stream of the meeting at https://www.facebook.com/TippecanoeCountyIndiana/ and https://www.youtube.com/channel/UCJIeeA9ZQo9EllGdZTdjurQ/featured

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Tippecanoe County Board of Commissioners

Meeting Minutes

Monday, October 5, 2020
10:00 am
Tippecanoe Room, Tippecanoe County Office Building
20 N 3rd Street, Lafayette, Indiana

Commissioners present President Tracy A. Brown, Vice President Thomas P. Murtaugh and Member David S. Byers.
Also present: Attorney Doug Masson, Auditor Robert Plantenga, Commissioners' Assistant Paula Bennett, and Recording Secretary Jennifer Wafford.

I. PLEDGE OF ALLEGIANCE – President Brown called the meeting to order and led the Pledge of Allegiance

II. APPROVAL OF MINUTES from Monday, September 21, 2020.

- Commissioner Murtaugh moved to approve the minutes as presented, second by Commissioner Byers. Motion carried.

III. PRESENTATION OF ACCOUNTS PAYABLE – Paula Bennett

The claims from September 23, 2020, through October 5, 2020, were recommended for approval without exception.

- Commissioner Byers moved to approve the Accounts Payable as presented, second by Commissioner Murtaugh. Motion carried.

IV. PRESENTATION OF PAYROLL – Paula Bennett

The payroll from October 2, 2020, was recommended for approval without exception.

- Commissioner Byers moved to approve the Payroll as presented, second by Commissioner Murtaugh. Motion carried.

V. BRAVO FOR THE ARTS PROCLAMATION – Tippecanoe Arts Federation

The Commissioners read the proclamation designating Wednesday, October 14, 2020, as Bravo for the Arts Day. The Commissioners invite the community to celebrate the arts' power and the work of the many arts and cultural providers in our region.

VI. ORDINANCE 2020-15-CM (2ND READING)- Doug Masson

Withdrawing Assignment of Jurisdiction to Dayton Redevelopment Commission

- Commissioner Murtaugh moved to consider ORDINANCE 2020-15-CM, second by Commissioner Byers.

The ordinance withdraws parcels assigned to the Dayton Redevelopment Commission in 2019. The parcels assigned, through a Resolution, were for a Redevelopment project and construction that included Yost Road. Since the passing of that Resolution, the Dayton Board has decided not to proceed with the redevelopment project. As a result of this decision, the Tippecanoe County Commissioners have decided to withdraw the assignment and reassign the parcels back to Tippecanoe County.

President Brown called for the vote:

- Auditor Plantenga recorded the vote:

Commissioner Brown	Y
Commissioner Murtaugh	Y
Commissioner Byers	Y

Ordinance 2020-15-CM passed with a vote of 3-0 on Second Reading.

VII. PROFESSIONAL SERVICES AGREEMENT– Tom Murtaugh

A Professional Services agreement with Browning Day Mullins Dierdorf for Architectural services for Phase 2 of the Tippecanoe County Central Office project. A schedule of rates was included, depending on what services may be required to complete the project.

- Commissioner Murtaugh moved to approve the agreement as presented, second by Commissioner Byers. Motion carried.

VIII. AREA PLAN – Sallie Fahey

ORDINANCE 2020-16-CM. (Z-2800)-Ordinance was withdrawn by the Petitioner prior to the meeting.

ORDINANCE 2020-17-CM. (Z-2805)

- Commissioner Byers moved to consider ORDINANCE 2020-17-CM, second by Commissioner Murtaugh.

Attorney Dan Teder, representing petitioner, Midwest Rentals requesting the rezone from PDNR to GB of 5.23 acres located on the west side of Klondike Road, South of US 52, more specifically 3312 Klondike Road, Wabash 3 (SE) 23-5. Midwest Rentals had this property rezoned in 2010 for a portable toilet business. However, the business has now been sold, and Midwest Rentals is no longer using that site. The owners wish to sell the Klondike site, and to do that, they need to remove it from the planned development to be able to have another use. This requires a zoning classification change back to GB. The rezoning request received a favorable staff recommendation and a unanimous yes vote from the Area Plan Commission.

Commitment submitted with rezoning has been withdrawn.

Commissioner Byers asked Attorney Teder why the Commitment was originally filed and then withdrawn. Attorney Teder advised that there had been some confusion about the need for a commitment due to a GIS Map being incorrect. The GIS map has since been corrected, and it was determined that a commitment was not needed, so it was withdrawn.

President Brown called for the vote:

- Auditor Plantenga recorded the vote:

Commissioner Murtaugh	Y
Commissioner Byers	Y
Commissioner Brown	Y

Ordinance 2020-17-CM passed with a vote of 3-0.

IX. HIGHWAY – Stewart Kline presented and recommended:

A. Maintenance Bond with Duncan Robertson Inc. for Tippecanoe County Bridge #133 Replacement in the amount of $727,490.20
   - Commissioner Byers moved to approve the bond as presented, second by Commissioner Murtaugh. Motion carried.

B. Construction Maintenance Bond with Ikes Sewer Enterprises for work in the right-of-way at 3105 SR25 in the amount of $5,000.
   - Commissioner Murtaugh moved to approve the bond as presented, second by Commissioner Byers. Motion carried.

C. Sub-Division Street Maintenance Bond with Milestone Contractors LP for acceptance of streets in the Three Meadows Subdivision, Section One, Phase Two, in the amount of $24,150. A Sub-Division Street Maintenance Bond with Atlas Excavating Inc. for acceptance of streets in Three Meadows Subdivision, Section One, Phase Two, in the amount of $19,269.40. Also, a Street Acceptance in Three Meadows Subdivision, Section One, Phase Two for Twin Lakes Circle.

- Commissioner Murtaugh moved to approve the bonds and street acceptance as presented, second by Commissioner Byers. Motion carried.

D. Continuation Certificate with Frontier North, Inc. in the amount of $5,000.
- Commissioner Byers moved to approve the certificate as presented, second by Commissioner Murtaugh. Motion carried.

X. GRANTS – Sharon Hutchison presented and recommended:

Permission to Apply for Grants:

For Surveyor from SIA Foundation in the amount of $15,000, towards storage to hold rafts and other WOW and DeTrash the Wabash Supplies and equipment.
- Commissioner Murtaugh moved to approve applying for the grant as presented, second by Commissioner Byers. Motion carried.

Permission to Accept Grants funds:

A. For Community Corrections from BJA in the amount of $250,000 for the implementation of the Prison Rape Elimination Act (PREA) Standards, protecting inmates and safeguarding our community. Match to the County will be from salaries of current staff that will supervise.
- Commissioner Byers moved to accept the grant as presented, second by Commissioner Murtaugh. Motion carried.

B. For Community Corrections from Indiana Supreme Court and Justice Partners Addictions Response in the amount of $60,000, for the 2020 Sequential Intercept Model Grant Award.
- Commissioner Murtaugh moved to accept the grant as presented, second by Commissioner Byers. Motion carried.

C. For Health from the Indiana Department of Health, in the amount of $316,234, for identified COVID-19 related IT needs within the Health Department.
- Commissioner Byers moved to accept the grant as presented, second by Commissioner Murtaugh. Motion carried.

D. For Emergency Management from Indiana Homeland Security Foundation Grant, in the amount of $3,750, to purchase SCBA Bottles used by EMA for different life-saving incidents. This will fund five additional new tanks.
- Commissioner Murtaugh moved to accept the grant as presented, second by Commissioner Byers. Motion carried.

E. For TEMA from Indiana Department of Homeland Security, in the amount of $12,000, for the HEMP 2021 grant to cover the cost of delegation to attend the HAZMAT training conference.
- Commissioner Byers moved to accept the grant as presented, second by Commissioner Murtaugh. Motion carried.

F. For Superior Court 3 from the Indiana Supreme Court and HHS 2020 Court Improvement Program federal funds, in the amount of $9,000, for the paperless project and collaborative effort to review Quest data for JC/JT/JM cases in Tippecanoe County as well as Advisement of Rights Video production for JC/JT cases.
   - Commissioner Murtaugh moved to accept the grant as presented, second by Commissioner Byers. Motion carried.

MOU/Contract:

Ratification of the MOU for School Resource Officer Agreement between the Tippecanoe County Sheriff's office and Tippecanoe School Corporation to cover the COPS grant until 2024.

- Commissioner Byers moved to approve the contract addendum as presented, second by Commissioner Murtaugh. Motion carried.

XI. CHANGE ORDER FOR FAIRGROUNDS RENOVATION PROJECT

Change order #6 with Shepler Construction Company, for an increase of $91,500, to complete the following on the Swine Barn:

1. Remove the existing roofing & eave trim and haul away for proper disposal.
2. Existing insulation will be saved for reuse.
3. Remove the gutter straps & roof-to-wall flashing on cupola (both upper and lower) and haul away for proper disposal.
4. Remove all valley metal and ridge cap.
5. Remove all rake trim and save for reinstallation.
6. Install new roofing and eave trim over the existing insulation.
7. Install new gutter straps and roof-to-wall flashing on both cupolas.
8. Install new valley metal and ridge cap.
9. Supply & Install new rake trim on the East end of the building.
10. Remove skylights and install new insulation and roofing over the skylight opening.
11. Including bond.

- Commissioner Byers moved to approve the change order as presented, second by Commissioner Murtaugh. Motion carried.

Change order #4 with Mulhaupt's Inc, in the amount of $2,173, to:

1. Add door, frame, and hardware at Door 221A for an added penthouse on mezzanine.
2. Provide and deliver a hollow metal knock-down cased opening frame for the kitchen opening marked by sheet keynote #11/A-102.2. Note the FRP on both sides of the wall.
3. Installation by others.

- Commissioner Byers moved to approve the change order as presented, second by Commissioner Murtaugh. Motion carried.

Change order #6 with Davidson Excavating, in the amount of $21,509, to add drain downspout drain piping per IB#13.

- Commissioner Byers moved to approve the change order as presented, second by Commissioner Murtaugh. Motion carried.

Change order #7 with Brenneco Inc, in the amount of $143.00, to add a 1-1/2" gas valve at the west side Area D to isolate east and west rooftop units.

- Commissioner Byers moved to approve the change order as presented, second by Commissioner Murtaugh. Motion carried.

XII. UNFINISHED/NEW BUSINESS

Commissioner Byers welcomed Kellie Barker to the County. She has taken the vacant position of Office Manager for the Commissioner's office.

XIII. REPORTS ON FILE

-Tippecanoe County Building Commission
-Tippecanoe County Parks & Recreation

XIV. PUBLIC COMMENT-None

Commissioner Byers moved to adjourn. President Brown adjourned the meeting.

BOARD OF COMMISSIONERS OF
THE COUNTY OF TIPPECANOE

_____
Tracy A. Brown, President

_____
Thomas P. Murtaugh, Vice-President

_____
David S. Byers, Member

ATTEST:

_____
Robert A Plantenga, Auditor 10/19/2020

Minutes prepared by Jennifer Wafford, Recording Secretary

AIA® Document G701/CMa™ – 1992

Change Order - Construction Manager-Adviser Edition

PROJECT *(Name and address)*:
885-Fairground Renovations
1406 Teal Rd.
Lafayette, IN 47905

CHANGE ORDER NUMBER: BP4 885-005
INITIATION DATE: 10/1/2020

OWNER: ☒
CONSTRUCTION MANAGER: ☒
ARCHITECT: ☐
CONTRACTOR: ☒
FIELD: ☐
OTHER: ☐

TO CONTRACTOR *(Name and address):*
Brand Electric, Inc.
6274 East 375 South
Lafayette, IN 47905

PROJECT NUMBERS: 885 / 885
CONTRACT DATE: August 22, 2019
CONTRACT FOR: 4O-Electrical

THE CONTRACT IS CHANGED AS FOLLOWS:

EWO 885-060

[] Change communication and data 4" conduits, junction boxes, and innerduct to a wire tray system.

Subtotal for EWO 885-060: **-<$8,500.00>**

EWO 885-085

[] Add power to added electric hot water heater in Serving Kitchen 135.

Subtotal for EWO 885-085: **$625.00**

EWO 885-095

[] Add circuits and Cat5 daisy chain for 5 ea. remote IntelliPurge valves for the dry fire suppression system.

[] Deduct to omit 10 ea. outlets on the roofs shown on E-206.2 and E-207.2.

Subtotal for EWO 885-095: **$9,950.00**

EWO 885-102

[] Added hot water heater circuit for showers in Rooms 134 and 135.

Subtotal for EWO 885-102: **$675.00**

EWO 885-112

[] Change W1A wall sconces at east canopies (3 ea.) to VCPG Ultimate LED soffit mounted light fixtures.

Subtotal for EWO 885-112: **$1,400.00**

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User Notes: (3B9ADABE)

EWO 885-119

[] Add electrical trough on the west wall of Electrical Room 132 to accommodate the addition of drywall for fire rating.

Subtotal for EWO 885-119: **$1,150.00**

EWO 885-125

[] Provide and install 17 ea. White Rodgers Durable Metal, lockable, F29-0192 ore equal thermostat guards.

Subtotal for EWO 885-125: **$700.00**

Total **INCREASE** for this Change Order: **$6,000.00**

CHANGE ORDER BP4 885-005 (EWO 885: 60; 85; 95; 102; 112; 119; 125)

The original Contract Sum was	$	1,745,000.00
Net change by previously authorized Change Orders	$	975.00
The Contract Sum prior to this Change Order was	$	1,745,975.00
The Contract Sum will be increased by this Change Order in the amount of	$	6,000.00
The new Contract Sum including this Change Order will be	$	1,751,975.00

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged..

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Tecton Construction Management	NA
CONSTRUCTION MANAGER *(Firm name)*	**ARCHITECT** *(Firm name)*
102 North 3rd Street Suite 201 Lafayette, IN 47901	NA
ADDRESS	**ADDRESS**
BY *(Signature)*	**BY** *(Signature)*
Mike Roberts 10/7/2020	NA
(Typed name) **DATE:**	*(Typed name)* **DATE:** NA
Brand Electric, Inc.	Tippecanoe County Commissioners
CONTRACTOR *(Firm name)*	**OWNER** *(Firm name)*
6274 East 375 South Lafayette, IN 47905	20 N.Third Street Lafayette, IN 47901
ADDRESS	**ADDRESS**
BY *(Signature)*	**BY** *(Signature)*
Kameron Brand 10/6/2020	David Byers
(Typed name) **DATE:**	*(Typed name)* **DATE:**

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User Notes: (3B9ADABE)

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Change Order - Construction Manager-Adviser Edition

PROJECT *(Name and address)*:
885-Fairground Renovations
1406 Teal Rd.
Lafayette, IN 47905

CHANGE ORDER NUMBER: BP5 885-002
INITIATION DATE: 10/1/2020

OWNER: ☒
CONSTRUCTION MANAGER: ☒
ARCHITECT: ☐
CONTRACTOR: ☒
FIELD: ☐
OTHER: ☐

TO CONTRACTOR *(Name and address):*
Denney Excavating, Inc.
2050 S. Harding St.
Indianapolis, IN 46221

PROJECT NUMBERS: 885 / 885
CONTRACT DATE: March 12, 2020
CONTRACT FOR: 5A-DEMOLITION

THE CONTRACT IS CHANGED AS FOLLOWS:

EWO 885-120

Time and Material:

[] $125.00/HR for operator and equipment

[] $400.00 for crushing concrete

[] Provide site specific safety controls for demolition work, including signage, safety barrels and barricades as needed around immediate demolition area.

[] Remove and dispose of structures in their entirety, including elevated concrete slab, block knee wall. Footings and foundations to remain.

[] Remove (3) existing pads outside of the pool area and break off pole base at wall opening below grade.

[] Provide proper disposal of all materials, all concrete materials to be added to the crushing pile and any fill material under the elevated slab will be placed in the pool area.

[] Rough grade all disturbed areas upon completion of work.

[] DEI is to retain all salvage rights.

Per Email: Details and pictures:

[] 8'x 60' concrete slab, 4” thick on about 1’ of fill

[] (2) 4’ wide concrete steps

[] Block knee wall 4’ tall x 4” wide

[] Access through exterior door with skid steer from back of building

[] Material could be combined with Fairgrounds material that is being recycled

Total **INCREASE** for this Change Order: **$4,394.00**

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User Notes: (3B9ADABF)

CHANGE ORDER BP5 885-002 (EWO 885-120)

The original Contract Sum was	$	258,400.00
Net change by previously authorized Change Orders	$	2,000.00
The Contract Sum prior to this Change Order was	$	260,400.00
The Contract Sum will be increased by this Change Order in the amount of	$	4,394.00
The new Contract Sum including this Change Order will be	$	264,794.00

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged..

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Tecton Construction Management	NA
CONSTRUCTION MANAGER *(Firm name)*	**ARCHITECT** *(Firm name)*
102 North 3rd Street Suite 201 Lafayette, IN 47901	NA
ADDRESS	**ADDRESS**
BY *(Signature)*	**BY** *(Signature)*
Mike Roberts 10/7/2020	NA
(Typed name) **DATE:**	*(Typed name)* **DATE:** NA
Denney Excavating, Inc.	Tippecanoe County Commissioners
CONTRACTOR *(Firm name)*	**OWNER** *(Firm name)*
2050 S. Harding St. Indianapolis, IN 46221	20 N.Third Street Lafayette, IN 47901
ADDRESS	**ADDRESS**
BY *(Signature)*	**BY** *(Signature)*
Randy Denney	David Byers
(Typed name) **DATE:**	*(Typed name)* **DATE:**

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User Notes: (3B9ADABF)

AIA® Document G802™ – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*	AGREEMENT INFORMATION:	AMENDMENT INFORMATION:
899-Tippecanoe Co Central Offices - TCCO 1950 South 18th Street Lafayette, IN 47905	Date: November 14, 2019	Amendment Number: 899-001 Date: 10/6/2020
OWNER: *(name and address)* Tippecanoe County Commissioners 20 N. 3rd Street Lafayette, IN 47901	Construction Manager Substitute Tecton Construction Management for Architect references.	

The Owner and Construction Manager amend the Agreement as follows:

ADD TO WORK - Phase 2 of the project.

The Construction Manager's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

ADD TO TECTON PROFESSIONAL SERVICES COMPENSATION

[] Field Staff	**$121,700.00**
[] Overhead	**$55,966.00**
[] Construction Management Fee	**$48,225.00**
Total **INCREASE** for this Change Order:	**$225,891.00**

Schedule Adjustment:

[] **Schedule not affected.**

SIGNATURES:

Tecton Construction Manager Construction Manager	Tippecanoe County Commissioners OWNER *(Firm name)*
SIGNATURE	SIGNATURE
Mike Roberts, President PRINTED NAME AND TITLE	Tracy Brown, County Comissioner PRINTED NAME AND TITLE
10/7/2020 DATE	DATE

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User Notes:
(3B9ADA63)

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Change Order - Construction Manager-Adviser Edition

PROJECT *(Name and address)*: 903-Tippecanoe County Court Room Renovations 301 Main Street Lafayette, IN 47901	CHANGE ORDER NUMBER: 903-001 INITIATION DATE: 10/1/2020	OWNER: ☒ CONSTRUCTION MANAGER: ☒ ARCHITECT: ☐ CONTRACTOR: ☒
TO CONTRACTOR *(Name and address)*: Stull Woodworks Inc. 55 Marybill Drive S. Troy, OH 45373	PROJECT NUMBERS: 903 / 903 CONTRACT DATE: February 11, 2020 CONTRACT FOR: 1B-Millwork / Casework	FIELD: ☐ OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:

EWO 903-007

[] **DEDUCT** - Wainscot, trim, and Gallery rail

Total **DECREASE** for this Change Order: -<$57,111.86>

The original Contract Sum was	$	392,745.00
Net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	392,745.00
The Contract Sum will be decreased by this Change Order in the amount of	$	57,111.86
The new Contract Sum including this Change Order will be	$	335,633.14

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged..

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Tecton Construction Management, Inc. CONSTRUCTION MANAGER *(Firm name)* 102 North 3rd Street, Suite 201, Lafayette, IN 47901 ADDRESS	NA ARCHITECT *(Firm name)* NA ADDRESS
BY *(Signature)* Mike Roberts 10/8/2020 *(Typed name)* DATE:	BY *(Signature)* NA *(Typed name)* DATE: NA
Stull Woodworks Inc. CONTRACTOR *(Firm name)* 55 Marybill Drive S., Troy, OH 45373 ADDRESS	Tippecanoe County Board of Commissioners OWNER *(Firm name)* 20 N. Third Street, Lafayette, IN 47901 ADDRESS
BY *(Signature)* Brian Stull *(Typed name)* DATE: 10/8/2020	BY *(Signature)* Tom Murtaugh *(Typed name)* DATE:

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User Notes: (3B9ADABF)

Low Cost Spay Neuter Clinic Inc.

Low Cost Spay Neuter Clinic

Tippecanoe County Statistic Report

September 1- September 30, 2020

	Cats			Dogs			Actual	Budget	Difference
	Male	Female		Male	Female				
September Actuals	350	430		131	131		1,042	839	+203

Monthly Surgery Numbers

	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	YTD Total
Actual	910	668	698	198	962	1,199	1,097	1,103	1,042	-	-	-	7,877
Budget	810	839	839	839	839	839	839	839	839	839	839	515	9,715

Surgery Number Breakdown

Source:	
Individual Pet Owners	355
Rescue Groups	373
Feral or Outdoor Cats	287
Almost Home Humane Society	27
September Surgery Total	**1,103**

Actual Number of Surgeries Year to Date as of Septeber2020: 7,877

Budgeted Number of surgeries for 2020: 9,715

Total Surgeries Since Opening as of August 31, 2020: 15,143

During the month of September, the Clinic has provided individuals in need with $150.00 of services, including free spay or neuter, vaccines and medical care to the public. Year to date the clinic has provided $3,011.00 in free services to those in need.

Due to the Covid-19 pandemic, and Indiana's Stay at Home Order, the clinic was closed from March 25 - May 3, 2020 for the saftey of our staff and clients. We did two days of surgeries for rescues and shelter in the month of April as needed.

Tammy Sollenberger

Tammy Sollenberger
Executive Director
317.706.0537

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR MONTHLY BOARD MEETING
Tuesday, October 6th, 2020

McAllister Room B
627 South Street, Lafayette, Indiana, 7:00 pm

5:45 P.M. – Strategic Planning Meeting

RECEIVED
OCT 05 2020

Call to order
Pledge of Allegiance
Approval of Minutes: September 1st, 2020
County Librarian's Report for October 2020
Approval of Personnel Actions October 6th, 2020

COMMITTEE REPORTS

Facilities	Finance	**Personnel**
Nominating	**Foundation Liaison**	Friends Liaison

OTHER REPORTS:

Friends of TCPL
TCPL Levy Rate – Update

OLD BUSINESS:

Automation Position

NEW BUSINESS:

2021 Budget Adoption

OTHER BUSINESS:

Approval of Claims
Comments from the Public
Comments from the Board
Comments from the Director

ADJOURNMENT

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
September 1, 2020

MINUTES

Notice of the date, time, place and agenda for this meeting was posted in prominent public view at the Library and mailed to requesting media on Thursday, August 27, 2020 in conformity with the Indiana Open Meeting Act.

PRESENT:
Gail Summers, President
Stephen Bultinck, Vice-President
Mary Springer, Secretary
Dave Lahr, Treasurer
Brandon Hawkins, Member (via Zoom)
Lora Goonewardene, Member

ABSENT:
Mida Grover, Member

GUESTS
Jim Plantenga, Friends President
Jos N. Holman, County Librarian

Prior to the Board meeting at 7:00 p.m. Vice-President Stephen Bultinck convened a Public Hearing on the 2021 budgets. No one from the public spoke to the 2021 budgets. Board Treasurer Dave Lahr moved to adjourn the public hearing at 7:03 p.m. Board Secretary Mary Springer provided a second and the motion passed.

Board Vice-President Stephen Bultinck chaired the regular Board meeting and called it to order at 7:04 p.m. A quorum was declared to conduct business for the library. Mr. Bultinck requested Board member Brandon Hawkins lead the Board in reciting the Pledge of Allegiance. He did so.

Mr. Hawkins moved the **Board Minutes** of August 4th, 2020 be approved as presented. Board Treasurer Dave Lahr provided a second. The motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman reported on a few activities associated with library operations. Mr. Holman indicated the retirement of Alison Moss at the end of October 2019, left TCPL's Reference department without a full-time supervisor. TCPL hired a new Head Reference Librarian, Victoria (Tori) Tracy. Tori started work August 24th and is training with the County Librarian. Tori's professional library experience covers public and academic libraries and includes a stint as a library director at a small public library in Illinois. Also a new Library Assistant started in the Reference department on Monday, August 31. Carissa Yonan is a Purdue graduate who has worked with rare manuscripts and is planning to enroll in a remote learning MLS program. Mr. Holman reported the first collaboration between the Wea Prairie Branch and Wea Ridge Elementary took place Thursday, August 13th, 2020, when two TCPL staff members participated in a school event called ***"Meet the Kindergarten Teacher"***. Staff members interacted with an estimated 75 kindergarten students and their families. Staff members were able to create ten library accounts, replace five lost cards, and renew several library accounts as well. TCPL anticipates more

opportunities for collaboration in the future. Mr. Holman announced plans are being made for TCPL Staff Day which takes place on Monday, October 12th. A key aspect of the morning activity will include engaging work with strategic plan consultant, Amanda Standefer. Likely, activities this year will be shortened to spend fewer hours together in a large group, but lunch is still planned for the staff. Finally, Mr. Holman informed the Board that starting September 8th, TCPL would make the first open hour available to all library customers, not just seniors and others at risk. Based on current use and visitor numbers, it appears TCPL can make this change without any negative impact on current users. By consensus, the Board supported the change.

Board member Brandon Hawkins moved to approve the September 1st, 2020 **Personnel Actions.** Mrs. Springer provided a second to the motion. The motion passed.

There were no **Committee Reports.**

Under the heading of **Other Reports,** President Jim Plantenga reported on activities taking place with the Friends of TCPL. Mr. Plantenga indicated the Friends were very pleased with the results of the Kids Grab Bag Sale. The Friends sold 250 bags of children's books at $5 per bag. The Friends are also planning a one day "Friends members only" sale on Saturday, September 19 in the employee parking lot. The event is being governed by guidance from the Tippecanoe County Board of Health and will include hand sanitizer, cleaning supplies, and gloves. The total number of attendees per hour will also be governed by health department guidelines. Also, under the heading of **Other Reports,** Mr. Holman presented information about TCPL's tax levy. Based on a proposal put together by representatives from Baker Tilly, formerly Umbaugh and Associates, the proposal showed the estimated tax levy for new debt TCPL might issue in 2021. Because of making the final payment on the bond for Wyandotte in 2020, TCPL needs to consider its future tax rate. The proposal highlighted what the debt levy would be with $8 million in new debt. The Board had several questions and thoroughly discussed TCPL's finances as it relates to future capital projects activities. No action was taken on this topic.

Under the heading of **New Business,** there were several items to consider. The County Librarian presented information on new state laws found in Senate Enrolled Act 410. There are several required items in the newer law that applies to public libraries. One item requires libraries to have criminal history check policies on file by December 31, 2020. The law also allows libraries to use the Indiana State Police for this service. Mr. Holman indicated with a new policy, TCPL would continue to use its current provider or another third party to do its background checks. The Board discussed the draft policy written by Human Resources Coordinator, Steve Berman. The policy incorporates TCPL's current practice for background checks. Vice-President Bultinck asked the pleasure of the Board in taking action or not. Mrs. Springer moved to accept and approve the new Background Check Policy. Mr. Lahr seconded the motion. The motion passed. Next, the County Librarian presented information on another aspect of SEA 410. As another part of the new law, by October 1st, 2020, TCPL is required to select and declare a fiscal body through an adopted resolution. This resolution must be filed with the Indiana State

Library. This activity is to confirm who TCPL would be subject to in a binding review of its budget submission. TCPL has consistently used the Tippecanoe County Council as its fiscal body for additional appropriations and issuing new bonds. The Board reviewed the one page document and decided to approve the resolution. Mr. Hawkins moved to adopt the Resolution to declare a fiscal body as presented. Mrs. Springer provided a second to the motion and the motion passed.

Finally, under the heading of **New Business,** the Board considered a draft job description for a new position in the Automation department. Mr. Holman acknowledged the Board's Personnel committee did not have a chance to meet and discuss the new position. He stated that for two decades, TCPL heavily relied on Automation Coordinator, Tom Funkhouser to handle and resolve the majority of the library's technology challenges. Knowing for several years Tom's duties needed to be shared and delegated, TCPL is finally doing something about it. Divisional Librarian Neal Starkey has created a new position, Automation Analyst, to work alongside Tom to help TCPL achieve its technological goals. Tom will participate in making assignments for the new position. A draft job description was shared with the Board. The classification of the position is equal to the professional librarian position. The Board discussed this draft job description position. The Board decided to defer the review of the draft job description, and its place in the TCPL organization chart, to the Personnel committee. The committee will make a recommendation to the full Board under Old Business at its next meeting.

Under the heading of **Other Business,** Mr. Lahr moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 30018 through 30104. The prewritten claims were $246,575.13 and the regular claims were $127,399.11 for a grand total of $373,974.24. Mrs. Springer seconded the motion. The motion passed.

Under **Comments from the Director**, the County Librarian mentioned two things. First, he commented on the upcoming steps connected with the development of the new Strategic Plan. One of those steps includes a one-hour meeting with the Board of Trustees and a four-hour retreat with the Board as well. Mr. Holman discussed potential dates for the first one-hour meeting. The Board agreed to meet at 5:45 p.m. on Tuesday, October 6th, just prior to the regular Board meeting. The four-hour retreat will be scheduled at a later date. Next, Mr. Holman stated to the Board that TCPL will remain closed on Sundays for the immediate future. He does not believe there is enough library business to have staff in on Sundays at this time. This decision will be reviewed again in the fall of 2020.

Mr. Hawkins moved to adjourn the regular Board meeting at 8:02 p.m. Mrs. Springer seconded the motion. The motion passed.

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Mary Springer, Secretary

EXHIBITS AND OTHER MATERIALS REFERENCED IN THESE MINUTES CAN BE INSPECTED AND COPIED IN THE ADMINISTRATIVE OFFICE, TIPPECANOE COUNTY PUBLIC LIBRARY, 627 SOUTH STREET, LAFAYETTE, INDIANA 47901-1470.

County Librarian's Report
October 2020

1. The Planning Team working on the logistics for the development of the new strategic plan met via Zoom for the first time on Thursday, October 1st. Along with five staff members and two Board members, two community members, Amy Wood with L.A.R.A. and Michelle Brantley with G.L.C. are members of the Planning Team. Consultant Amanda Standefer led the group through several topics including the time line for the project and the three major phases of the process.
2. This year, TCPL is participating in a low key way with the mostly Purdue sponsored Fall 2020 Big Read (BR) program. The selected title is Naomi Novik's "*Spinning Silver*", a fantasy novel that re-envisions the fairy tale "Rumpelstiltskin". Because the kick-off reception for the BR did not occur in March as scheduled, communication and participation by TCPL has been limited. In early October TCPL will have "honor copies" of the title available to library customers. Forty copies of the book were provided to TCPL by the English Department of Purdue University
3. The application to Indiana Bond Bank (IBB) was completed and electronically submitted. The application was for a $300,000 loan to fund the purchase of a new vehicle for outreach services in the community. The IBB is "shopping the application around" to see the best interest rate TCPL can get with the loan. The loan would be funded through various lending institutions. The funding of the loan and formal paperwork is expected to be completed by November 2, 2020.
4. A new MLS department head joined TCPL in the person of Angela White who is the new Branch Manager at the Klondike Branch. Angela came to TCPL from the Crawsfordville Public Library where she most recently served as the IT Manager and interim Head of Circulation. Also, at Klondike, construction repairs have started to correct the problem of the building overhang on the north side of the building.
5. For the month of September, TCPL acknowledged and promoted National Library Card sign-up month. As part of the annual celebration each September, TCPL provides a simple give-away and stickers to each person who gets a new library card. TCPL waives the $1 fee for library customers who get a replacement card. Thus far 326 new library cards have been issued and 267 replacement cards throughout the system.
6. The "Declaration of Fiscal Body" resolution has been sent to the Indiana State Library as required by SEA 410. The County Librarian attended the monthly meeting of the Tippecanoe County Council to present information and answer questions on the resolution. The Council was supportive of the resolution once they understood their role in the activity and with advice and interpretation from their attorney.
7. There is one major construction based activity that remains unresolved at the new Wea Prairie Branch. In late fall, a soil erosion issue was discovered at the southwest corner of the retention pond. Kettelhut, Schneider Geomatics, and the County Librarian have discussed the matter and reached an agreement for a specific approach. There is consensus that the repair must be a long term solution. Whatever is done will be covered by the one-year warranty with Kettelhut. The question remains what is the total cost of this approach and how long will it take to do the work? More details will be shared at a later date.
8. The County Librarian will participate in a special walking tour of the Wabash Avenue neighborhood. The "Walk the Plan" tour will offer the opportunity for walking guests to hear about several key individuals who contributed to the development and success of the Wabash neighborhood. The County Librarian will present biographical information of Dr. Thomas Chestnut in the third person.
9. The County Librarian plans to participate in the Library Journal Virtual Summit on Tuesday, October 6th. The theme of the summit is "*What's Next? Libraries Adapt to the New Abnormal*". The summit is free with featured speakers from across the country.

Prescribed by State Board of Accounts

Required by IC 36-2-10-16 and IC 5-13

MONTH ENDING: September 2020

CHARGES:

1 Total Taxes Collected (Not Receipted to Ledger or Refunded)		$11,815,557.64
2 Advance Collection of Taxes		$30,906.94
3 Bank,Building and Loan and Credit Union	UNSAFE BUILDING LEIN	$0.00
4 Bad Checks		$522.50
5 Cash Change Fund		$600.00
6 Conservancy District Collections		$6,716.35
7 Demand Fees		$260.00
8 Duplicate Billings		$43.00
9 Drainage Assessments		$54,476.02
10 Auto Rental Excise Tax	+HEAVY EQUIP RENTAL EXCISE	$143,160.17
11 Special Assessment Fee		$900.00
12 Vehicle License Excise Tax		$6,271,987.57
13 Sewage Collections	STORMWATER, SEWAGE,WEED,SIDEWALK, PENALTY ON SPA LIENS, MONEY OWED CTY	$19,630.93
14 Tax Sale Costs		$6,500.00
15 Aircraft License Excise Tax		$494.49
16 SURPLUS	+OUT OF STATE	$18,019.89
17 Watercraft Title and Registration Fees		$75,685.32
18 Watercraft Use Tax./RECONSTUCTION	RECONSTRUCTION	$24,680.29
19 Innkeepers	+OVERPAYMENT	$90,961.27
Personal Property Collection Fees		$520.96
Ineligible Standard Homestead Ded Tax		$4,586.29
20 LOTTERY		$2,399,623.37
21 Total Balances of all Ledger Accounts-Cash		$101,279,781.91
22 Total Balances of all Ledger Accounts-Investments		$70,000.00
23 Total Charges		$122,315,614.91

CREDITS:

24 Depository Balances as Shown by Daily Balance of Cash and Depositories Record(List Detail On Reverse Side)			$115,241,352.69
25 Investments as Shown by Daily Balance of Cash and Depositories Record (Column 12, Line 41)			$7,070,000.00
26 Total Cash on Hand at Close of Month:	$2,757.72		
Currency	$600.00		
Coins			
Checks, Money order,etc			
Total Bad checks not included	$0.00		$3,357.72
27 Bad Check Not Collected			$0.00
28 _____			
30 Total			$122,314,710.41
31 Cash Short/Under (Add)			$904.50
32 Cash Long/Over (Deduct)			$0.00
33 Proof		$122,315,614.91	$122,315,614.91

RECONCILEMENT WITH DEPOSITORIES

34 Balance in all Depositories Per DBR (Line 24 Above)	$122,311,352.69	
35 Outstanding Warrants-Checks(Detail by Deps on Reverse Side)	$447,403.58	
36 Bal in all Depositories Per Bk Stments(Detail on Rev Side)		$122,758,756.27
37 Deposits in Transit(Detail on Reverse Side)		$0.00
38 Proof	$122,758,756.27	$122,758,756.27

ANALYSIS OF CASH ON HAND AT CLOSE OF MONTH:

(a) Cash change Fund Advanced by County	$600.00
(b)Receipts Deposited in Depositories	$2,757.72
(c)Uncollected Items on Hand(List on Reverse Side)	$0.00
(d)Total(Must Agree With Line 26 Above)	$3,357.72

State of Indiana, Tippecanoe County: as: I, the undersigned Treasurer of aforesaid County and State hereby certify that the foregoing report is true and correct to the best of my knowledge and belief.

DATE 10/6/2020

Jennifer Weston
County Treasurer

FILED
OCT 06 2020
AUDITOR OF TIPPECANOE CO

Required by IC 36-2-10-16 and IC 5-13

TIPPECANOE COUNTY TREASURER'S STATEMENT OF DEPOSITORY FOR THE MONTH OF: September 2020

Depository	Account Number	Bank Statements	Transit (Add)	Warrant-Checks (Deduct)	Accrued Interest	Balance of Cash & Depositories
Centier - Comm NOW checking	102784450	$3,740,312.84	$0.00	$0.00	$764.39	$3,739,548.45
1st Source Bank - Checking	10222529	$5,004,410.88	$0.00	$0.00	$1,435.27	$5,002,975.61
First Merchants - High Balance	9000645459	$44,499,957.05	$0.00	$0.00	$12,278.90	$44,487,678.15
First Merchants - Primary	9000645416	$4,110,630.54	$0.00	$0.00	$684.45	$4,109,946.09
First Merchants - Claims	9000720361	$1,282,122.28	$0.00	$390,149.47	$598.39	$891,374.42
First Merchants - Payroll Retirement	9000645432	$0.00	$0.00	$0.00	$0.00	$0.00
First Merchants - Flex Benefits	9000645467	$185,888.33	$0.00	$0.00	$46.10	$185,842.23
First Merchants - Flex II	9001164616	$0.00	$0.00	$0.00	$0.00	$0.00
First Merchants - Cary Home	9000645475	$1,936.45	$0.00	$0.00	$0.51	$1,935.94
First Merchants - Cum Bridge-	8390584	$2,538,482.77	$0.00	$0.00	$764.60	$2,537,718.17
First Merchants - J&C Hwy Escrow	620072213 OY	$5,929.58	$0.00	$0.00	$0.37	$5,929.21
First Merchants - Drain Maintenance	9000986906	$2,622,644.22	$0.00	$0.00	$653.19	$2,621,991.03
First Merchants - Gen Drain Maintenance	9000986892	$2,804,322.46	$0.00	$0.00	$549.48	$2,803,772.98
First Merchants - Highway Escrow	9000981572	$63,780.19	$0.00	$0.00	$18.29	$63,761.90
First Merchants - LR&S	8390606	$1,903,736.80	$0.00	$0.00	$523.81	$1,903,212.99
First Merchants - MVHA	9000981580	$2,871,975.47	$0.00	$0.00	$908.40	$2,871,067.07
First Merchants - 2018 Bonds/Fairgrounds	100199904	$8,392,993.80	$0.00	$0.00	$2,587.83	$8,390,405.97
First Merchants - Online Pymts	9001029050	$144,059.95	$0.00	$0.00	$47.76	$144,012.19
First Merchants - Law Enforcement Warrant Fu	9001167445	$424,915.38	$0.00	$0.00	$107.25	$424,808.13
First Merchants - Landfill Closure	100545365	$84,338.17	$0.00	$0.00	$24.19	$84,313.98
Staley Credit Union - Savings	40359	$1,827.52	$0.00	$0.00	$0.02	$1,827.50
Cambridge/TWM - EDIT Landfill	803-111150-009	$2,920,821.92	$0.00	$0.00	$0.00	$2,920,821.92
Cambridge/TWM - High Balance	803-010082-009	$12,966,036.68	$0.00	$0.00	$19,906.55	$12,946,130.13
Stifel	50M-165606	$11,476,164.60	$0.00	$0.00	$1,900.41	$11,474,264.19
Multi Bank Securities	8900512385	$2,336,339.48	$0.00	$0.00	$7,200.00	$2,329,139.48
1st Source Bank - Investments	611230012	$5,305,128.91	$0.00	$0.00	$6,253.95	$5,298,874.96
SUBTOTAL		$115,688,756.27	$0.00	$390,149.47	$57,254.11	$115,241,352.69
INVESTMENT		$7,070,000.00	$0.00	$0.00	$0.00	$7,070,000.00
TOTALS		$122,758,756.27	$0.00	$390,149.47	$57,254.11	$122,311,352.69

SCHEDULE OF UNCOLLECTED ITEMS ON HAND
(Checks and other items returned by depositories and in process of collection at close of month)

Date Originally Received	Received From	For	Date Returned	Returned by (Name of Depository)	Reason for Return	Amount
Total						$0.00