

# Tippecanoe County Board of Commissioners

## Meeting Minutes

Monday, July 15, 2019

10:00 am

Tippecanoe Room, Tippecanoe County Office Building  
20 N 3rd Street, Lafayette, Indiana

Commissioners present President David S. Byers, Vice President Tracy A. Brown and Member Thomas P. Murtaugh.

Also present: Attorney Doug Masson, Auditor Robert Plantenga, Commissioners' Assistant Paula Bennett, and Recording Secretary John Thomas.

- I. **PLEDGE OF ALLEGIANCE** – President Byers called the meeting to order and lead the Pledge of Allegiance.
- II. **RECOGNITION AWARDS** for:
  - P. J. Stearns, who recently received the Girl Scouts gold star award. Her service project was to fence in the recently completed baseball diamond in Clarks Hill.
  - Pat Scowden, who is retiring after almost 30 of service to the County. Initially at the Jail, then in Community Corrections, Work Release and finally in Weights and Measures.
- III. **APPROVAL OF MINUTES** from Monday, July 1, 2019.
  - Commissioner Murtaugh moved to approve the minutes as presented, second by Commissioner Brown. Motion carried.
- IV. **PRESENTATION OF ACCOUNTS PAYABLE VOUCHERS & PAYROLL** – Paula Bennett
 

The claims from July 2, 2019 through July 15, 2019, including payroll from July 12, 2019 were recommended for approval without exception.

  - Commissioner Brown moved to approve the Accounts Payable Vouchers and Payroll as presented, second by Commissioner Murtaugh. Motion carried.
- V. **HIGHWAY** – Stewart Kline presented and recommended:
  - A. **Ordinance 2019-18-CM**, vacates a portion of old County Road 200 N right-of-way
    - Commissioner Brown moved to hear ORDINANCE 2019-18-CM on first reading, second by Commissioner Murtaugh.

This vacates a remnant from a previous realignment of the road in preparation for the Love's Travel Stops and Country Stores. The vacation notice was published in the Journal and Courier, notifications went out and the utilities do not have any objections. Sara Harville, from the engineering CESO Inc representing Love's, spoke in favor of the vacation.

President Byers called for the vote and Auditor Plantenga recorded:

    - Auditor Plantenga recorded the vote:
 

Commissioner Byers	yes
Commissioner Brown	yes
Commissioner Murtaugh	yes

Ordinance 2019-18-CM passed 3-0 on first reading.

    - Commissioner Murtaugh moved to suspend the rules and hear ORDINANCE 2019-18-CM on second and final reading, second by Commissioner Brown. Motion carried.
    - Commissioner Murtaugh moved to hear ORDINANCE 2019-18-CM on second and final reading, second by Commissioner Brown.

President Byers called for the vote and Auditor Plantenga recorded:

- Auditor Plantenga recorded the vote:
 

Commissioner Brown	yes
Commissioner Murtaugh	yes
Commissioner Byers	yes

Ordinance 2019-18-CM passed 3-0 on second and final reading.

- B. Opening of Bids for a new traffic signal at the intersection of CR 50 W and CR 500 N. Attorney Masson opened the one and only bid from Hawk Enterprises with a base bid of \$261,148.
  - Commissioner Murtaugh moved to take the bid under advisement, second by Commissioner Brown. Motion carried.
- C. 1-year Continuation Certificates to Frontier North Inc (Bond #K08438742) for \$5,000 and to Indiana Gas Company d/b/a Vectren Energy (Bond #105764286) for \$5,000.
  - Commissioner Murtaugh moved to approve the certificates as presented, second by Commissioner Brown. Motion carried.
- D. Purchase of Real Estate from Concord Partners South
 

Attorney Masson stated that this is for .52 acres of land by the County Highway Garage that clarifies the ownership and boundaries for \$41,240. It also includes a lease agreement, an easement for storm water discharge and authorizes the President to execute the purchase offer, convey it to Concord Partners and sign other necessary documents.

  - Commissioner Brown moved to approve the purchase as stated, second by Commissioner Murtaugh. Motion carried.

**VI. SUPERIOR COURT 3 – Matthew Boulac, IV-D Commissioner, presented and recommended:**

Dossett Consulting contract, with Additional Terms & Conditions, for accounting, claim processing and reporting for the child support program. Jeff Kemper, with Dossett, spoke about the firms experience with other Indiana Counties and clarified that the fee is \$500 per month.

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

**VII. VILLA – Tammy Mullendore, Assistant Director, presented and recommended:**

Proposal to increase the rate charged for private pay residents at the Villa. The rate has not been increased in ten years and will go from \$47 to \$52 per day. It will generate approximately \$18,000 annually from the 10 or 11 (out of 77) private pay residents.

- Commissioner Murtaugh moved to approve the rate increase as presented, second by Commissioner Brown. Motion carried.

**VIII. HUMAN RESOURCES – Shirley Mennen presented and recommended:**

There were 28 new positions originally requested for 2020 and one for 2019 with only 9 of the new positions recommended. The requested positions and changes to existing positions were reviewed:

Cary Home:

- Add one (1) “Trainer” (PAT II for 2019) position and eliminate one of the two “Youth Development Supervisor” positions (PAT II). This was recommended by the Personnel Committee.
  - Upgrade the remaining “Youth Development Supervisor” position to a PAT III because a new state law requires a bachelor’s degree. This was recommended by the Personnel Committee.
  - Add one (1) new “School Based Youth Liaison” position (PAT II) for budget year 2020 that will be funded by user fees. This was recommended by the Personnel Committee.
- Net 1 new position for Cary Home for 2020.

Prosecutor’s Office:

- Change the title of "Secretary" (COMOT III) position to "Legal Assistant" (COMOT IV) for 2019. This was recommended by the Personnel Committee.
  - Add three (3) new "Legal Assistant" (COMOT IV) positions for 2020. This was not recommended by the Personnel Committee.
  - Add one (1) "Administrative Coordinator" (PAT II) position for 2019. This was not recommended by the Personnel Committee.
  - Add four (4) new "Deputy Prosecuting Attorney" positions for 2019. This was not recommended by the Personnel Committee.
- Net 0 new positions for Prosecutor for 2020

#### Department of Information Technology

- Change the title of the "PC Tech" (PAT III) position to "Service Desk Tech" (PAT III) and add one additional "Service Desk Tech" for 2020. The Personnel Committee recommended the title change but not the additional position.
  - Add one (1) IT "Project Manager" position (SO) at a salary level of \$66,000 per year. This was recommended by the Personnel Committee.
  - Add one (1) "Digital Media Administrator" position. This was not recommended at this time by the Personnel Committee.
- Net 1 new position for DoIT for 2020

#### Surveyor Office:

- Add a "Surveyor/Drainage Coordinator" (PAT IV) position for 2020. This was not recommended by the Personnel Committee.
- Net 0 new positions for Surveyor for 2020

#### Human Resources

- Add an "Administrative Assistant" (COMOT II) position for 2020. This was not recommended by the Personnel Committee.
- Net 0 new positions for Human Resources for 2020

#### Sheriff Department

- Add a "Property/Evidence/Sex Offender Registry Assistant" (POLE II) position. This was recommended by the Personnel Committee.
  - Add three (3) "Merit Deputies" (Merit 0-12 month) positions. The Personnel Committee recommended two (2) positions.
  - Add six (6) "Jail Deputies" (Corrections Officers – POLE II) positions. The Personnel Committee recommended two (2) positions.
  - Add two (2) "Dispatchers" (POLE II) positions. This was not recommended by the Personnel Committee.
- Net 5 new positions for Sheriff for 2020

#### Probation Department

- Add a "Probation Officer" (Adult Division-Probation Pay Chart) position. This was recommended by the Personnel Committee.
- Net 1 new position for Probation for 2020

#### Court Services

- Add an "Evaluator" (PAT III) position. This was recommended by the Personnel Committee.
- Net 1 new position for Court Services for 2020; making a total of 9 new positions recommended for 2020

- Commissioner Murtaugh moved to approve the 9 new positions (School Based Youth Liaison, IT Project Manager, Property/Evidence/Sex Offender Registry Assistant, 2 Merit Deputies, 2 Jail Deputies, Probation Officer and Evaluator) as presented, second by Commissioner Brown. Motion carried.
- Commissioner Murtaugh moved to add a new position for 2019 of "Trainer" (PAT II) at Cary Home and eliminate a "Youth Development Supervisor" position (PAT II) as presented, second by Commissioner Brown. Motion carried.

- Commissioner Murtaugh moved to change a “Secretary” position (COMOT III) in the Prosecutor’s office for 2019 to “Legal Assistant” (COMOT IV) and delete the “Secretary” position as presented, second by Commissioner Brown. Motion carried.
- Commissioner Brown moved to change the “PC Tech” (PAT III) position to “Service Desk Tech” (PAT III) as presented, second by Commissioner Murtaugh. Motion carried.

**IX. GRANTS – Sharon Hutchison presented and recommended:**

**Contracts with Youth Services:**

- A. Oliver Educational Services to update the Teen Brain Curriculums for \$7,450.
  - Commissioner Murtaugh moved to approve the agreement as presented, second by Commissioner Brown. Motion carried.
- B. Mike Daley for juvenile law training for Policing the Teen Brain in the amount of \$2,250.
  - Commissioner Murtaugh moved to approve the agreement as presented, second by Commissioner Brown. Motion carried.
- C. Matt Aalsma for Adolescent Brain Development Training in the amount of \$3,000.
  - Commissioner Brown moved to approve the agreement as presented, second by Commissioner Murtaugh. Motion carried.
- D. Sanford Swanson, Miriah Anderson and Misty Robinson for Back on Track Facilitators in the amount of \$2,280 each.
  - Commissioner Murtaugh moved to approve the agreements as presented, second by Commissioner Brown. Motion carried.
- E. Sanford Swanson and Ben North for Juvenile Justice Jeopardy Facilitators in the amount of \$720 each.
  - Commissioner Brown moved to approve the agreements as presented, second by Commissioner Murtaugh. Motion carried.
- F. Jon Holley and Amanda Guzman for Teen Court Judges in the amount of \$3,141 each.
  - Commissioner Murtaugh moved to approve the agreements as presented, second by Commissioner Brown. Motion carried.
- G. Rebecca Humphrey, Lindsey Wright, Devon Moore, Alisha Phillips, Kaitlin Romza and Emily Hardy for Safe Place On Call Therapists in the amount of \$7,3000 each.
  - Commissioner Murtaugh moved to approve the agreements as presented, second by Commissioner Brown. Motion carried.

**X. CORONER– Donna Avolt presented and recommended:**

A Memorandum of Understanding with Covenant Emergency Services LLC for monthly bio-hazard cleaning of the morgue for \$450 per month. This is needed to maintain state certification and protect employees.

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

**XI. AUDITOR – Bob Plantenga presented:**

The 2020 Salary Statements that reflect the Wagner, Irwin and Scheele recommendations plus a 3% wage increase (2.1% for the Probation Department as required by the State). The budget requests submitted by departments for General Fund money increased by 14%. The Department of Local Government Finance will provide updated revenue projections in time for the budget hearings.

**XII. FAIRGROUNDS RENOVATION PROJECT– Dave Byers presented and recommended:**

Changer Order with Heartland Excavating for a deduction of \$3,976 and an increase of \$1,865.

- Commissioner Brown moved to approve the Change Order as presented, second by Commissioner Murtaugh. Motion carried.

**XIII. UNFINISHED/NEW BUSINESS**

On behalf of the Community Corrections Department Shirley Mennen requested that two 2019 part time Secretary positions be eliminated, and one new full time Secretary position be added. Jason Huber stated that user fees will cover the costs without an new appropriation.

- Commissioner Murtaugh moved to approve the personnel changes as presented, second by Commissioner Brown. Motion carried.

**XIV. REPORTS ON FILE**


- Tippecanoe County Public Library
- Central Mail and Duplicating


**XV. PUBLIC COMMENT – None**

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

BOARD OF COMMISSIONERS OF  
THE COUNTY OF TIPPECANOE

  
\_\_\_\_\_  
David S. Byers, President

  
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Tracy A. Brown, Vice-President

  
\_\_\_\_\_  
Thomas P. Murtaugh, Member

ATTEST:

  
\_\_\_\_\_  
Robert A Plantenga, Auditor 8/5/2019

Minutes prepared by John Thomas, Recording Secretary