

**TIPPECANOE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
May 16, 2016**

The Tippecanoe County Commissioners met on Monday, May 16, 2016 at 10:00 a.m. in the Tippecanoe Room in the County Office Building. Commissioners present were: President David S. Byers, Vice President Tracy A. Brown and Member Thomas P. Murtaugh. Also present were: Attorney Doug Masson, Auditor Bob Plantenga, Commissioners' Assistant Paula Bennett and Recording Secretary Tillie Hennigar.

PLEDGE OF ALLEGIANCE

President Byers called the meeting to order and led the Pledge of Allegiance.

APPROVAL OF MINUTES

May 2, 2016

- Commissioner Murtaugh moved to approve the May 2, 2016 meeting minutes with one correction. At the bottom of page 56, it should read June 6 instead of May 6, second by Commissioner Brown; motion carried.

PRESENTATION OF ACCOUNTS PAYABLE VOUCHERS AND PAYROLL - Paula Bennett

Commissioners' Assistant Bennett recommended the Claims from May 5 through May 16, 2016 and Payroll for May 6, 2016 be approved, without exception.

- Commissioner Murtaugh moved to approve the Accounts Payable Vouchers and Payroll as presented, second by Commissioner Brown; motion carried.

HIGHWAY - Opal Kuhl

Opening of Bids – Tippecanoe County Bridge 165 Project - CONTINUED TO 5/23/16 MEETING

Attorney Masson recommended acceptance and read each of the following Warranty Deeds and Temporary Easement Grants with respect to the Klondike Road Project:

Warranty Deed – Klondike Road Project – Parcel 3, 3A, Barbara A. Garrison

Temporary Easement Grant – Klondike Road Project – Parcel 3B, 3C, Barbara A. Garrison

Warranty Deed – Klondike Road Project – Parcel 11, Sharon E. Epping

Warranty Deed – Klondike Road Project – Parcel 13, Jared and Sara Dishman

Warranty Deed – Klondike Road Project – Parcel 15, Allen D. Howard, Jr.

Warranty Deed – Klondike Road Project – Parcel 17, Ryan and Kara Clayton

Warranty Deed – Klondike Road Project – Parcel 18, 18A, SRSRE, LLC.

Temporary Easement Grant – Klondike Road Project – Parcel 18B, SRSRE, LLC.

Warranty Deed – Klondike Road Project – Parcel 34, Francisco J. and Luz E. Casas

Warranty Deed – Klondike Road Project – Parcel 36, 36A, Lafayette Venetian Blind, Inc.

Temporary Easement Grant – Klondike Road Project – Parcel 36B, 36C, 36D, Lafayette Venetian Blind, Inc.

Warranty Deed – Klondike Road Project – Parcel 41, 41A, George M. and Carol Loraine King

- Commissioner Murtaugh moved to approve the Warranty Deeds and Temporary Easement Grants as presented, second by Commissioner Brown; motion carried.

Acceptance of Streets – Blackthorne Subdivision, Phase 3 – Jasmine Court, 696.91’; Maitland Drive, 764.01’

3 Year Sub-Division Street Maintenance Bond – Blackthorne Subdivision, Phase 3 - Midwest Paving, LLC in the amount of \$30,981.50

Highway Director Kuhl presented the Acceptance of Streets in Blackthorne Subdivision, Phase 3- Jasmine Court and Maitland Drive and also the 3 year Maintenance Bond from Midwest Paving, LLC.

- Commissioner Murtaugh moved to approve the acceptance of streets and the Maintenance Bond for Jasmine Court and Maitland Drive in Blackthorne Subdivision as presented, second by Commissioner Brown; motion carried.

Performance Bond – 2016 Tippecanoe County Erosion Control King Arthur Drive – R & W Contracting, Inc. in the amount of \$59,980

1 Year Maintenance Bond - 2016 Tippecanoe County Erosion Control King Arthur Drive – R & W Contracting, Inc., in the amount of \$59,980

Director Kuhl presented a Performance Bond and a 1 year Maintenance Bond for R & W Contracting, Inc. for erosion control of King Arthur Drive.

- Commissioner Brown moved to approve the Performance Bond and 1 Year Maintenance Bond for R & W Contracting, Inc. as presented, second by Commissioner Murtaugh; motion carried.

Continuation Certificate – Mulberry Cooperative Telephone, Inc. in the amount of \$5,000

Director Kuhl presented a Continuation Certificate for Mulberry Cooperative Telephone in the amount of \$5,000 to perform work in the right-of-way.

- Commissioner Murtaugh moved to approve the Continuation Certificate for Mulberry Cooperative Telephone as presented, second by Commissioner Brown; motion carried.

Continuation Certificate – United Telephone Company of Indiana, Inc. in the amount of \$5,000

Director Kuhl presented a Continuation Certificate for United Telephone Company in the amount of \$5,000 to perform work in the right-of-way.

- Commissioner Brown moved to approve the Continuation Certificate for United Telephone Company in the amount of \$5,000 as presented, second by Commissioner Murtaugh; motion carried.

Rider Certificate – Name change - Duke Energy Indiana, Inc. to Duke Energy Indiana, LLC

Director Kuhl said Duke Energy Indiana, Inc. changed their name to Duke Energy Indiana, LLC and presented the Rider Certificate for the change.

- Commissioner Murtaugh moved to approve the Rider Certificate to change the name as presented, second by Commissioner Brown; motion carried.

SURVEYOR - Zach Beasley

Cooperative Agreement with INDOT concerning Reconstruction of the Waples McDill Legal Drain

Surveyor Beasley presented an agreement between INDOT and the County for the Waples McDill Regulated Drain project, estimated to be approximately \$650,000. The Drainage Board opened and awarded the bids at their last meeting. INDOT will reimburse the County for the actual construction cost of installing pipe under SR 28 in an amount not to exceed \$25,000.

- Commissioner Brown moved to approve the agreement with INDOT for reconstruction of the Waples McDill Legal Drain as presented, second by Commissioner Murtaugh; motion carried.

ROMNEY REGIONAL SEWER DISTRICT AGREEMENT

Attorney Masson stated that the agreement is between the County and the Romney Regional Sewer District. The County is providing a bridge loan in order for the Romney Sewer District to purchase the land necessary for the construction of the sewer facility. The Romney Sewer District will receive a grant and the bridge loan will be repaid.

- Commissioner Murtaugh moved to approve the agreement with the Romney Regional Sewer District as presented, second by Commissioner Brown; motion carried.

COMMUNITY CORRECTIONS - Dave Heath / PROBATION- Dave Hullinger

DOC Grant Continuation

Community Corrections Director Heath said grant funding has been awarded from the Indiana Department of Corrections (DOC) for the 2016-2017 fiscal year in the amount of \$1,408,364. Adult Community Corrections is allocated \$1,316,864 of the total. Chief Probation Officer Hullinger stated the portion of the grant allocated to Probation is \$91,500. Approximately \$30,000 will be used for KIOSK services and he plans to use \$61,500 toward hiring an additional Probation Officer. Director Heath said the \$61,500 is not enough to cover a full time Probation Officer with benefits; it is the amount DOC set for a full time position with benefits - some Counties will need more; others less. Community Corrections plans to use \$272,000 to hire four Correction Officers. The amount will not be sufficient and Project Income funds will be used to cover the difference.

- Commissioner Brown moved to approve the DOC Continuation Grant for Community Corrections and Probation as presented, second by Commissioner Murtaugh; motion carried.

GRANTS - Sharon Hutchison

Permission to Apply for Grant:

Grant Facilitator Hutchison requested permission to apply for a grant for the Prosecutor's Office in the amount of \$150,000 from the Office of Juvenile Justice Delinquency Prevention (OJJDP) fiscal year 2016 Internet Crimes against Children Task Force. The grant is for a position in forensic capacity by Wounded Veterans in Tippecanoe County and covers the salary and benefits of this newly created position for a minimum of two years.

- Commissioner Murtaugh moved to approve permission to apply for the grant for the Prosecutor's Office as presented, second by Commissioner Brown; motion carried.

ASSESSOR - Eric Grossman

Position Changes

Assessor Grossman requested the creation of two new positions with existing titles, effective May 29, 2016; both are Comot II Field Staff positions. Once the positions are filled, he will eliminate two positions – one is a Comot I, Reassessment Team Member and one is a Comot IV, Reassessment Supervisor. The net savings is approximately \$2,000 per year.

- Commissioner Murtaugh moved to approve two new Comot II Field Staff positions and eliminate a Comot I Reassessment Team Member and a Comot IV Reassessment Supervisor after the Comot II Field Staff positions are filled, second by Commissioner Brown; motion carried.

VILLA - DeAnna Sieber

Residential Care Assistance Program (RCAP) Changes

Villa Director Sieber presented amendments to the RCAP contract. In December, 2015 there was a rate increase and it has been rolled into the new contract. The amendment reflects the updated number of days allowed to submit changes. Attorney Masson reviewed and approved the amendments.

- Commissioner Brown moved to approve the Residential Care Assistance Program contract with the changes as presented, second by Commissioner Murtaugh; motion carried.

AUDITOR - Bob Plantenga

Proposed 2017 Salary Increases

Auditor Plantenga stated a new study was completed by Waggoner, Irwin, Scheele & Associates Inc. Depending on the classification, some have minor decreases, others have minor increases, and some of the PAT I and PAT II's have substantial increases. Going to the full job study with decreases and increases, the largest increase would be 13%; affecting a few County employees. The overall impact would be 2.81% which assumes a 2% increase for Probation Officers, Elected, and Chief Deputies. Of the almost 600 employees, 33 employees would receive an increase of more than 5%. Approximately half of the employees would receive less than a 2% increase. The 2.81% would be a goal to reach the job study salaries immediately. Auditor Plantenga provided the Commissioners the increase changes by classification.

President Byers said the proposed 2017 salary increases will be postponed until the June 6th Commissioner meeting; they will get Auditor Plantenga an answer by that time.

RESOLUTION 2016-17-CM (from 5/02/16 Commissioners' Meeting)

Approving Tax Abatement in an Existing Economic Revitalization Area - Wildcat Creek Partners, LLC

Attorney Masson stated the Resolution is a request for a tax abatement for Wildcat Creek Partners, LLC/Jessup Paper Box. Normally tax abatements are handled through the Council but since it is located in a TIF District the Commissioners must also approve the request. The schedule as set by Council is a five year abatement at 20% per year.

- Commissioner Murtaugh moved to approve Resolution 2016-17-CM as presented, second by Commissioner Brown; motion carried.

RESOLUTION 2016-19-CM

Adopting Internal Control Standards and Procedures Developed by Indiana State Board of Accounts and Adopting Materiality Standard

Attorney Masson said Resolution 2016-19-CM adopts the State Board of Accounts Internal Control Standards and also adopts a Materiality Standard. The General Assembly required the State Board of Accounts to define the acceptable minimum level of internal control standards and procedures for internal control systems of political subdivisions. That was accomplished by creating a *Uniform Internal Control Standards for Indiana Political Subdivisions*. The statute requires the Commissioners to adopt the standards and procedures. In addition, each officer or employee having access to government funds must undergo training of the standards and procedures. The Materiality Standard requires reporting to the Indiana State Board of Accounts for a loss, shortage, or theft of cash or other asset belonging to Tippecanoe County in an amount over \$500.

Auditor Plantenga said the State Board of Accounts provided a Power Point presentation and a video for training any employee having access to funds. President Byers advised department heads in attendance to be prepared for their employees to attend training.

- Commissioner Brown moved to approve Resolution 2016-19-CM adopting internal control standards and procedures as presented, second by Commissioner Murtaugh; motion carried.

PROPOSAL

General Financial Consulting - Financial Solutions Group, Inc.

President Byers stated the proposal is with Greg Guerrettaz, the Financial Consultant for Tippecanoe County. The proposal includes the Scope of Services and hourly rates with the total agreement not-to-exceed \$25,000 annually.

- Commissioner Murtaugh moved to approve the proposal with Financial Solutions Group as presented, second by Commissioner Brown; motion carried.

CONFLICT OF INTEREST DISCLOSURE STATEMENT - Sean Barnes

Commissioner Brown stated the Conflict of Interest Statement is from Sean Barnes who is a member of the Sheriff's department and has a contract for snow removal.

- Commissioner Brown moved to approve the Conflict of Interest Statement as presented, second by Commissioner Murtaugh; motion carried.

UNFINISHED/NEW BUSINESS

Clerk Christa Coffey, on behalf of the Election Board submitted the minutes of May 13 (below) recommending the Board of Commissioners terminate the contract with Robis Elections on behalf of Tippecanoe County. Attorney Masson said the contract is a "no fault" provision with a 30 day notice. Clerk Coffey said a new contract should be underway following demonstrations in June; hopefully set up and ready go for the Presidential election in November.

<p>MINUTES Friday, May 13, 2016 at 1:00pm Tippecanoe County Office Building 20 N 3rd Street, Tippecanoe Room Lafayette, IN 47901</p> <p>Present: Randy Vonderheide, E. Kent Moore, Christa Coffey, Ryan Munden, Brian Mangus, and Miranda Bilodeau.</p> <p>Pledge of Allegiance</p> <p>Approval of Minutes April 5 - May 3, 2016 meeting minutes <i>Motion by Kent Moore, seconded by Christa Coffey, and unanimously approved.</i></p> <p>Review of Absentee and Provisional Ballots <i>Provisional and absentee ballots held from Election Day were reviewed; 39 ballots were accepted. The listing of approved and rejected ballots is available in the Board of Election office.</i></p> <p>Certification of 2016 General Election <i>Approved and signed by Randy Vonderheide, Kent Moore, and Christa Coffey.</i></p> <p>Unfinished/New Business <i>Christa recommends and moves that the County Election Board recommend termination of the contract with Robis Elections to the Board of Commissioners; seconded by Randy Vonderheide. Following discussion, it was unanimously agreed to recommend the current contract be terminated.</i></p> <p>Public Comment <i>JoAnne Evers from the League of Women Voters thanked the Election Board for its service. She wants the League to continue working with the CEB to make elections smoother. Randy Vonderheide thanked JoAnne for her service and her comments.</i></p> <p>There being no other business to conduct, the meeting adjourned.</p> <p style="text-align: right;"><i>Attest: Christa Coffey Secretary - CEB</i></p>
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- Commissioner Murtaugh moved to approve the termination of the contract with Robis Elections, second by Commissioner Brown; motion carried.

Attorney Masson said there was a protest/rally at the Courthouse last week. For the record, it did not comply with the Display Events policy. The policy states that *only displays and events sponsored and prepared by a department or office of County Government will be allowed in the windows of the Tippecanoe County Office Building or on the grounds of the Tippecanoe County Courthouse. Said displays and events shall be scheduled through the Board of Commissioners in the County of Tippecanoe.* The rally was not sponsored by an office or department of the County and it was not approved by the

Board of Commissioners. Attorney Masson recommended all events funnel through one place and that a procedure be in place to approve or disapprove.

Commissioner Brown said it is National Police Week and also National EMS Week. There is a ceremony for law enforcement at Memorial Island in Columbian Park at 7:00 pm tonight.

REPORTS ON FILE

The following reports will be on file in the Commissioners' office:

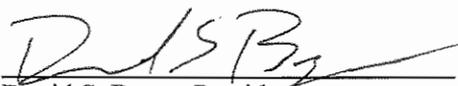
- Building Commission
- Clerk of the Circuit Court
- Crystal Creek Boarding Kennel
- Health Department
- Library

PUBLIC COMMENT

As there were no public comments, Commissioner Murtaugh moved to adjourn.

Meeting adjourned at 10:36 a.m.

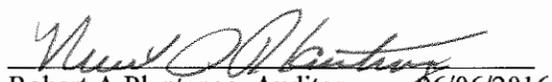
BOARD OF COMMISSIONERS OF THE COUNTY OF TIPPECANOE


David S. Byers, President


Tracy A. Brown, Vice-President


Thomas P. Murtaugh, Member

ATTEST:


Robert A. Plantenga, Auditor 06/06/2016

