TIPPECANOE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
December 16, 2013

The Tippecanoe County Commissioners met on Monday, December 16, 2013 at 10:00 a.m. in the Tippecanoe Room in the County Office Building. Commissioners present were: President David S. Byers, Vice President John L. Knochel, and Commissioner Thomas P. Murtaugh. Also present were: Attorney David W. Luhman, Auditor Chief Deputy Dawn Fay, Commissioners' Assistant Frank Cederquist, and Recording Secretary Tillie Hennigar.

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

APPROVAL OF MINUTES

- Commissioner Knochel moved to approve the minutes of the regular meeting held December 2, 2013, second by Commissioner Murtaugh; motion carried.

PRESENTATION OF ACCOUNTS PAYABLE VOUCHERS

- Commissioner Knochel moved to approve the accounts payable vouchers for December 4, 5, 6, 11, 12, 13, and 16, 2013 as submitted without exception, second by Commissioner Murtaugh; motion carried.

TAX ABATEMENT – JESSUP PAPER BOX

Lauren Davis with Greater Lafayette Commerce stated they are present to support Jessup Paper Box and the application for tax abatement. Ms. Davis introduced Butch Huber. Mr. Huber said he is the owner and President of Jessup Paper Box. Currently, the company is located in Brookston, where they have been for 55 years. The company was started by Mr. Robert Jessup in 1959, primarily making boxes called a set-up box; a rigid box with preformed corners used for board games, candy, and stationery. Mr. Huber bought the company in 2002 and has invested a significant amount of money in new equipment to be more competitive. He also purchased equipment from Warren Industries, the company who made jigsaw puzzles; his company now makes jigsaw puzzles in addition to the production of boxes. The company revenue has increased fivefold in the past eleven years and they now have 24 employees. They operate out of several buildings in Brookston and are outgrowing those facilities. Mr. Huber stated the company is looking to operate under one roof and to become more efficient and competitive. He is looking to invest approximately $2 million in a new building on the south side of Tippecanoe County.

- Commissioner Knochel moved to approve the tax abatement as presented, second by Commissioner Murtaugh; motion carried.

ACCEPTANCE OF RFP's FOR COUNTY PARKING GARAGE

Attorney Luhman opened the Request for Proposals (RFP) for the County Parking Garage.

Link Management Inc., 201 Main Street, Suite 605, Lafayette, IN 47902
Main Street Management, P.O. Box 745, Lafayette, IN 47902

Attorney Luhman stated that since the response is a Request for Proposals, the contents cannot be disclosed. The Commissioners may review the RFPs, make a selection of the preferred contractor, and

negotiate offers. Once the contract is entered into; the proposals can be made public. Attorney Luhman recommended the proposals be taken under advisement.

Commissioner Murtaugh thanked the bidders that submitted bids and said interviews will be held within the next week to two week period. Also, the agenda includes an addendum to the current Dennison parking garage contract to extend their contract an additional 30 days (to the end of January); allowing more time for transition.

- Commissioner Knochel moved to take the proposals under advisement, second by Commissioner Murtaugh; motion carried.

SUPERIOR COURT 3 *– Judge Faith Graham*
Professional Service Agreement

Judge Graham requested approval of the Professional Service Agreement for Dr. Ascough to complete psychological evaluations for Superior Court 3. Council approved the budget line item.

- Commissioner Knochel moved to approve the agreement as presented, second by Commissioner Murtaugh; motion carried.

HIGHWAY *– Opal Kuhl*
Awarding of Bids– Rental of Equipment

Highway Director Kuhl recommended acceptance of the bid from Rieth-Riley and also Milestone Contractors for the rental of equipment in 2014. Both companies are used during the year when there is an emergency, such as a log jam, and larger equipment is needed. Acceptance of both is necessary for access to specialized equipment.

- Commissioner Knochel moved to approve the rental of equipment bids as presented, second by Commissioner Murtaugh; motion carried.

Awarding of Bid - Gasoline, and Diesel Fuel

Director Kuhl recommended acceptance of the bid from Ceres Solutions for gasoline and diesel fuel for 2014. Ceres Solutions is the only bid received for gasoline and fuel this year. Currently, the prices in the bid are approximately $.20 lower for gasoline and diesel.

- Commissioner Knochel moved to approve the Ceres Solutions bid as presented, second by Commissioner Murtaugh; motion carried.

GRANTS *– Laurie Wilson*

Grant Facilitator Wilson requested permission to accept a grant for TEMA in the amount of $5,179.77 from the Indiana Department of Homeland Security. The grant will be used for equipment tracking software and Emergency Operation Center (EOC) equipment.

- Commissioner Knochel moved to approve permission to accept the grant as presented, second by Commissioner Murtaugh; motion carried.

Grant Facilitator Wilson requested permission to apply for a grant for Youth Services in the amount of $30,000 from the Indiana Department of Corrections for JDAI Coordination. $15,000 will be used for a Data Coordinator and $15,000 will be for a Disproportionate Minority Contact Assistant.

- Commissioner Knochel moved to approve permission to apply as presented, second by Commissioner Murtaugh; motion carried.

Grant Facilitator Wilson requested permission to apply for a grant for Youth Services in the amount of $38,131.60 from the Indiana Department of Corrections for Alternatives to Detention. $25,000 will be used for training for law enforcement; $1,931.60 for thumb drives and lunches for training; and $11,200 for drug screening.

- Commissioner Knochel moved to approve permission to apply as presented, second by Commissioner Murtaugh; motion carried.

Grant Facilitator Wilson requested permission to apply for a grant for TEMA in the amount of up to $15,000 from the Indiana Department of Homeland Security for HAZ MAT personal production equipment.

- Commissioner Knochel moved to approve permission to apply as presented, second by Commissioner Murtaugh; motion carried.

Grant Facilitator Wilson requested permission to apply for a grant for the Sheriff's Department in the amount of $4,000 from SAA Foundation for the Project Lifesaver program. The grant will pay for ten people to be on the program for one year, providing a tracking bracelet for those having Alzheimer's or cognitive disabilities.

- Commissioner Knochel moved to approve permission to apply as presented, second by Commissioner Murtaugh; motion carried.

***CARY HOME** – Rebecca Humphrey*
Contract with Clarian for Pediatric Services

Cary Home Director Humphrey said she has four contracts for 2014; all have been approved by Attorney Luhman's office. The contract with Clarian is for ongoing Pediatric Services. The change is minor to change the wording from Arnett to Clarian.

- Commissioner Knochel moved to approve the contract as presented, second by Commissioner Murtaugh; motion carried.

Contract for Quality Assurance Coordinator

Director Humphrey said the contract was previously called Community Engagement Coordinator; a contract for Karah Rawlings. It also takes the place of the Evidence Based Practices position which is paid for through a Community Corrections grant. The contract insures meeting State regulations by Ms. Rawlings performing *Observational Coding* with Cary Home staff on a monthly basis. Ms. Rawlings is also the liaison for the Relias web-based training.

- Commissioner Knochel moved to approve the contract as presented, second by Commissioner Murtaugh; motion carried.

Contract with Lafayette School Corporation

Director Humphrey said the contract with Lafayette School Corporation is a sub-recipient agreement for a grant. Through the Criminal Justice Institute, funds are given to Lafayette School Corporation for a tutor mentor program. The contract is funded through March 31, 2014; however, it is anticipated that funds will not be extended so the contract has been extended through December 31, 2014. It is a continuation contract.

- Commissioner Knochel moved to approve the contract as presented, second by Commissioner Murtaugh; motion carried.

Contract with Electronic System Group for Annual Inspections

Director Humphrey said the contract for Electronic System Group is for annual inspections of the surveillance camera and the fire alarm and detection system in the girl's unit at Cary Home. The required addendum has been signed electronically.

- Commissioner Knochel moved to approve the contract as presented, second by Commissioner Murtaugh; motion carried.

2014 Admission Application

Director Humphrey presented the admission application for Cary Home residential with a few changes including the addition of *emergency shelter care,* entries reflecting cultural awareness, and a new line indicating who signs the youth out upon discharge.

- Commissioner Knochel moved to approve the Admission Application as presented, second by Commissioner Murtaugh; motion carried.

AREA PLAN COMMISSION *– Sallie Fahey*
Ordinance 2013-46-CM – Amending Fee Schedule – *2nd Reading*

- Commissioner Knochel moved to hear Ordinance 2013-46-CM, second by Commissioner Murtaugh.

Area Plan Commission Director Fahey said this is the second reading of the Ordinance to add the adopted fee schedule to the County Code.

President Byers invited public comment in favor of or opposed to the Ordinance. There were none.

Auditor Chief Deputy Fay recorded the vote.

Byers	Aye
Knochel	Aye
Murtaugh	Aye

Ordinance 2013-46-CM passed 3-0 on second and final reading.

FAIRGROUNDS
Ordinance 2013-47-CM – Amending Tippecanoe County Code – Fairgrounds Fees and Charges – *2nd Reading*

- Commissioner Knochel moved to hear Ordinance 2013-46-CM, second by Commissioner Murtaugh.

Roberta Crabtree from the County Extension Office said this is the second reading of the Ordinance. The Ordinance will change the fees and charges for buildings and facilities at the Fairgrounds.

President Byers invited public comment in favor of or opposed to the Ordinance. There were none.

Auditor Chief Deputy Fay recorded the vote.

Byers	Aye
Knochel	Aye
Murtaugh	Aye

Ordinance 2013-47-CM passed 3-0 on second and final reading.

BUILDING COMMISSION *– Ken Brown*
Public Hearing: Unsafe Structure: 9028 Yorktown St, Stockwell

Building Commissioner Brown said at the prior Commissioner's meeting, President Byers inquired about the progress at the Yorktown Street property in Stockwell. The building has been sealed; however, there didn't appear to be progress on the roof construction. The property owner Mr. Wilbur is present to answer questions and receive recommendations. Mr. Wilbur said he continues to work on a house in Lafayette; it should be completed in approximately two more weeks. Once the house in Lafayette is completed, he will work on the "shop" in Stockwell. He has money earmarked for trusses and hopes to have money at tax time to purchase sheet metal. Mr. Wilbur requested an extension until the end of May for completion of repairs. Building Commissioner Brown said the front has been cleaned up and vehicles removed as previously requested.

- Commissioner Knochel moved to extend the deadline to May 31, 2014 for completion of repairs of the Stockwell property and continue the hearing on Monday, June 2, 2014, second by Commissioner Murtaugh; motion carried.

SURVEYOR *– Zach Beasley*
Cell Phone Allowance Policy
Clothing Allowance

Surveyor Beasley requested approval of the cell phone allowance and clothing allowance for field staff of the Surveyor's office. The cell phone allowance is the same policy as adopted by other departments; $22.00 per month reimbursement. The clothing allowance request is more than other departments as the field staff needs to purchase coveralls; a pair of Carhartt coveralls can cost $200. Surveyor Beasley is requesting $250; the clothing allowance for the Highway Department is $100. Those in the Highway Department also get uniforms provided and spend more time in their vehicles during the winter. Commissioner Knochel agreed that the request from Surveyor Beasley is appropriate for what the field staff does and the time they spend outside with surveying equipment. President Byers said he would like to see uniformity and prefer $200 versus $250.

- Commissioner Knochel moved to approve the cell phone policy and the clothing allowance at $250 for the Surveyor's field staff, second by Commissioner Murtaugh. President Byers was opposed; motion carried 2-1.

WIC – Colleen Batt
Cell Phone Allowance Policy

In the absence of WIC Director Batt, Commissioner's Assistant Cederquist said the request from WIC is for a $30 cell phone reimbursement. President Byers said cell phone reimbursement should be uniform for County employees; other employees receive $22.

- Commissioner Murtaugh moved to approve the cell phone allowance policy for WIC in the amount of $22 per month, second by Commissioner Knochel; motion carried.

MITS – Dave Sturgeon
Microsoft License Renewal Agreement

In the absence of CIO Sturgeon, Commissioner Murtaugh presented the Microsoft license renewal agreement that renews every three years, covering the Microsoft operating system and server licenses.

- Commissioner Murtaugh moved to approve the Microsoft license renewal agreement, second by Commissioner Knochel; motion carried.

COURT SERVICES – Cindy Houseman
Addendum to Lease Agreement

Court Services Director Houseman presented an addendum to the lease agreement, extending the contract a year until June 30, 2015. The current rate is $4,900 per month; it will be lowered to $4,400 per month from February through June, 2014. The rate from July through December, 2014 will decrease to $3,900 per month. The addendum extension allows time to locate additional office space.

- Commissioner Murtaugh moved to approve the addendum to the lease agreement for Court Services as presented, second by Commissioner Byers; motion carried.

COMMUNITY CORRECTIONS – Dave Heath
Addendum to Work Release Contract

Community Corrections Director Heath presented an addendum to the Work Release Contract with the Department of Corrections (DOC). Currently, Community Corrections holds ten State Work Release inmates. The State invited Tippecanoe County to house ten additional inmates; Director Heath accepted five at this time with the option of accepting five additional without returning for another addendum. Director Heath explained that the State pays Tippecanoe County $25 per day to house the inmates who are coming out of prison and into the Work Release program. Community Corrections screen the applicants and decide which ones to accept; if they encounter a problem with the inmate, a phone call returns them to the State.

- Commissioner Knochel moved to approve the Work Release contract addendum as presented, second by Commissioner Murtaugh; motion carried.

ADDENDUM TO PARKING GARAGE MANAGEMENT AGREEMENT

Commissioner Murtaugh said he contacted Denison, the current parking garage management company, to see if they would extend their contract for 30 days. The contract is due to expire on December 31, 2013. Denison agreed to do so for an additional $3,000 for the month of January; however they are willing to pro-rate the amount if a contract is established with another company prior to the end of January. A discussion followed regarding the RFPs for parking garage management. All decisions were postponed until the December 30, 2013 Commissioner's meeting.

ANIMAL SHELTERING AGREEMENT *– Frank Cederquist*

Commissioners' Assistant Cederquist presented the Animal Sheltering Agreement with Crystal Creek Boarding Kennel. There are no changes to the contract for 2014; it remains at $60,000 per year, payable at $5,000 per month.

- Commissioner Knochel moved to approve the agreement with Crystal Creek Kennel as presented, second by Commissioner Murtaugh; motion carried.

UNFINISHED/NEW BUSINESS

President Byers stated the next meeting will be December 30, 2013.

REPORTS ON FILE

The following reports will be on file in the Commissioner's office.

Public Library
Central Mail and Duplicating
Building Commissioner

PUBLIC COMMENT

Paul Wright – 4523 S County Line Rd, Westpoint – Mr. Wright inquired about the amount of the Microsoft agreement. Commissioner Murtaugh stated the agreement amount is $97,459.03. Mr. Wright questioned if the cell phone and clothing allowance is considered a taxable item to the employee. Chief Deputy Fay said yes, it is taxable to the employee. Mr. Wright stated he appreciates the file he received from the Auditor's office on Saturday. He continued to say the Auditor website includes a *payables* line; however the information is six to eight months old. The taxpayer deserves updated information; more timely information is necessary to be beneficial. He doesn't hold the Auditor's office responsible; however he does hold both the Journal and Courier and TV18 responsible for not publicizing that the website exists. He thanked Dave Heath for utilizing Community Correction inmates to assist with clearing the downtown sidewalks, saying that is an example of saving the taxpayer money.

As there were no additional comments, Commissioner Knochel moved to adjourn.

Meeting adjourned at 10:50 a.m.

BOARD OF COMMISSIONERS OF
THE COUNTY OF TIPPECANOE

David S. Byers, President

John L. Knochel, Vice President

Thomas P. Murtaugh, Member

ATTEST:

Jennifer Weston, Auditor 12/30/2013

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