TIPPECANOE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
May 20, 2013

The Tippecanoe County Commissioners met on Monday, May 20, 2013 at 10:00 a.m. in the Tippecanoe Room in the County Office Building. Commissioners present were: President David S. Byers and Commissioner Thomas P. Murtaugh. Also present were: Attorney David W. Luhman, Auditor Jennifer Weston, Commissioner's Assistant Frank Cederquist, and Recording Secretary Tillie Hennigar. Vice President John L. Knochel was absent.

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

ACCEPTANCE OF PROPOSALS FOR DISTRICT 4 ADMINISTRATIVE COORDINATOR

TEMA Director "Smokey" Anderson said the person in the District 4 Administrative Coordinator position is resigning and the position was advertised for applicant proposals. Attorney Luhman opened the proposal.

Attorney Luhman said one proposal was received from Jeff Houston in the amount of $57,500 annually. Attorney Luhman recommended the proposal be taken under advisement for compliance and review.

- Commissioner Murtaugh moved to approve the proposal be taken under advisement, second by President Byers; motion carried.

DECLARATION OF LOCAL DISASTER EMERGENCY

Attorney Luhman said the Declaration is in respect to the severe weather experienced by Tippecanoe County on April 18 through recent days. To apply for Federal assistance due to the heavy rain and flooding, a Declaration of Disaster Emergency is required.

Attorney Luhman read the Declaration.

DECLARATION OF A LOCAL DISASTER EMERGENCY
DUE TO SEVERE WEATHER IN TIPPECANOE COUNTY

WHEREAS, an emergency has arisen by reason of the occurrence of severe weather in the County of Tippecanoe creating a natural disaster; and

WHEREAS, Tippecanoe County, Indiana has been impacted by or is immediately threatened by a natural disaster in connection with and as a result of the heavy rains that the County has experienced since April 18, 2013; and

WHEREAS, the safety and welfare of the residents of the County of Tippecanoe requires a declaration of a local disaster/emergency as provided for in IC 10-14-3-29;

NOW, THEREFORE, acting under and by virtue of the power and authority vested in the Board of Commissioners of the County of Tippecanoe; and pursuant to Indiana Code 10-14-3 and Title III, Chapter 32 of the Tippecanoe County Code, the Tippecanoe County Board of Commissioners declares that a local disaster emergency exists in the county and that we hereby invoke and declare those portions of the Indiana Code which are applicable to the conditions and have caused the issuance of this proclamation, to be in full force and effect in the county for the exercise of all necessary emergency authority for protection of the lives and property of the people of Tippecanoe County and the restoration of local government with a minimum of interruption.

IT IS HEREBY ORDERED that a Flooding Emergency exists in the County of Tippecanoe and the powers available to us pursuant to Indiana Code 10-14-3 and Title III, Chapter 32 of the Tippecanoe County Code are hereby invoked; and

IT IS FURTHER ORDERED that the County of Tippecanoe Emergency Operations Plan is hereby activated authorizing the furnishing of aid and activating all response and recovery aspects of said plan.

IT IS FURTHER ORDERED that all public offices and employees of Tippecanoe County are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in execution of emergency laws, regulations and directives-state and local.

IT IS FURTHER ORDERED that all citizens are called upon and directed to comply with necessary emergency measures, to be cooperative with public officials and disaster services forces in executing emergency operations plans, and to obey and comply with the lawful directions of properly identified officers.

IT IS FURTHER ORDERED that all operating forces will direct their communications and requests for assistance and operations directly to the Tippecanoe County Emergency Management Operating Center.

[**THIS DECLARATION** by David Byers, as President of the Board of Commissioners and principal executive officer of the County of Tippecanoe, and pursuant to Indiana Code 10-14-3 and Title III, Chapter 32 of the Tippecanoe County Code is to be effective as of 10:15 AM. on the 20th day of May, 2013, and shall not continue for more than seven (7) days from the effective date, unless renewed by the Board of Commissioners of the County of Tippecanoe.]

Attorney Luhman said with the adoption of the Declaration, the County can apply for available emergency aid in respect to the April flooding.

- Commissioner Murtaugh moved to adopt the Declaration of Local Disaster Emergency as presented, second by President Byers; motion carried.

APPROVAL OF MINUTES

- Commissioner Murtaugh moved to approve the minutes of the regular meeting held May 6, 2013, second by Commissioner Knochel; motion carried.

PRESENTATION OF ACCOUNTS PAYABLE VOUCHERS

- Commissioner Murtaugh moved to approve the accounts payable vouchers for May 8, 9, 10, 16, 17, and 20, 2013 as submitted without exception, second by President Murtaugh; motion carried.

HIGHWAY – Opal Kuhl
Petition for the Vacation of Unimproved Street and Alleys in the Town of Americus

Highway Director Kuhl presented a petition for vacation of unimproved streets and alleys in Americus. Through the past year, the highway department has been working on cleaning up areas that were platted but never constructed. The petition will be followed by a published notice, followed by a public hearing at the June Commissioner meeting.

- Commissioner Murtaugh moved to accept the petition for the vacation of unimproved streets and alleys in the town of Americus as presented and set a public hearing for the June 17, 2013 Commissioner meeting at 10:00 a.m., second by President Byers; motion carried.

Petition for the Vacation of County Road 800 North located between the East Right-of-Way line of County Road 1000 East and the West Right-of-Way line of State Road 25

Director Kuhl presented a petition for vacation of a portion of County Road 800 North, which was cut off by the Hoosier Heartland project. There are no homes on the section of road; one side is farmland, the other is wooded. The petition will be followed by a published notice, followed by a public hearing at the June Commissioner meeting.

- Commissioner Murtaugh moved to accept the petition for the vacation of County Road 800 North as presented and set a public hearing for the June 17, 2013 Commissioner meeting at 10:00 a.m., second by President Byers; motion carried.

Bridge #63 Project – Award Bid and Approve Bid Bond

Director Kuhl recommended the acceptance of the low bid and bid bond from Rieth-Riley for Bridge #63 in the amount of $259,684.54. The original budget for the project was $300,000; $130,000 was added to reach the anticipated estimate. The Rieth-Riley bid is lower than bids received last year for a partial repair.

- Commissioner Murtaugh moved to approve the bid from Rieth-Riley in the amount of $259,684.54 for Bridge #63 as presented, second by President Byers; motion carried.

Tandem Axle Dump Trucks – Award Bid and Approve Bid Bond

Director Kuhl said the bid for the tandem axle dump trucks was accepted at the last meeting but the State form was not included and needs signatures. Attorney Luhman said no further approval was necessary; they may sign the forms.

Agreement for Design Services Amendment No. 3 – Lindberg Road from McCormick Road to Klondike Road from Strand Associates, Inc.

Director Kuhl presented an agreement with Strand Associates for additional design services. The agreement is amendment number 3 for the project on Lindberg Road from McCormick Road to Klondike

Road in the amount of $26,000. The County is working with West Lafayette since a portion of the area will be annexed; West Lafayette will share in the cost for Cumberland, Klondike, and Lindberg Roads.

- Commissioner Murtaugh moved to approve the agreement for design services with Strand Associates in the amount of $26,000 as presented, second by President Byers; motion carried.

Continuation Certificate from Mulberry Cooperative Telephone Co., Inc. in the amount of $5,000 to work in all County Right-of-Way

Director Kuhl said the Continuation Certificate from Mulberry Cooperative Telephone is for work in the right-of-way in the amount of $5,000.

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

Highway Garage Summer Hours

Director Kuhl announced the garage started summer hours on May 6. The employees at the Highway garage work from 6:00 a.m. to 4:30 p.m. through approximately October 1.

MITS – Dave Sturgeon
Reimbursement Policy for Tablet Computers

MITS CIO Sturgeon presented the reimbursement policy for tablet computers, saying it is partial reimbursement for elected officials, department heads, and deputies. The policy encourages the use of the devices while avoiding the need for the County to license the device. The policy applies to exempt employees only, allowing reimbursement of the lesser of $300.00 or two thirds (2/3) of the cost once every three (3) years. Funding will come from the MITS budget.

Commissioner Murtaugh said the policy was discussed and recommended for approval at the MITS Advisory Board meeting. It was modeled after Hamilton County's policy and he spoke with one of the Commissioners from Hamilton County who said it is working well.

Commissioner Murtaugh read a portion of the policy that states: *"reimbursement will be considered for only Elected Officials, their Chief Deputies, and Departments Heads who are classified as "exempt" from the Fair Labor Standards Act"*. He said an additional statement was added by the County Attorney reading *"eligible employees must certify that they have purchased and are using an eligible device in connection with their duties as a County employee"*. The effective date is July 1, 2013.

- Commissioner Murtaugh moved to approve the reimbursement policy for tablet computers, second by President Byers; motion carried.

CARY HOME/YOUTH SERVICES – Rebecca Humphrey
Indiana Criminal Justice Institute Grant Administration Agreement

Cary Home Director Humphrey requested approval of an agreement with Caruthers and Associates for training, funded through a Community Corrections grant. The representative from Caruthers and Associates came last year and provided supervisory training. The representative has been invited to return due to her expertise in diversity and cultural awareness training; items which were noted on site assessments as needing additional training.

- Commissioner Murtaugh moved to approve the Indiana Criminal Justice Institute Grant Administration Agreement for Department of Corrections as presented, second by President Byers; motion carried.

UNFINISHED/NEW BUSINESS

Roberta Crabtree from the Extension Office introduced and welcomed new employee Lindsey Myers as the 4-H Educator. Lindsey is a ten year 4-H member from Hamilton County.

President Byers reminded everyone of the Red Cross Fish Fry scheduled for June 7th at the Fairgrounds. Tickets can be purchased from the Commissioners.

In the absence of Ron Cripe, Human Resources Coordinator Shirley Mennen spoke regarding the sponsorship agreement for Paint the Town Purple. The agreement was approved; however a luminary ceremony scheduled for Wednesday, May 22 was not presented with the agreement.

- Commissioner Murtaugh moved to approve the luminary ceremony as a part of the Paint the Town Purple event at the Courthouse on Wednesday, May 22, 2013, second by President Byers; motion carried.

Auditor Weston presented a handout of Compensation Estimates to assist with salary recommendations as the Commissioners prepare for the 2014 budget.

Preliminary Compensation Estimates for 2014 Budget

		Wages	Soc Sec 7.65%	PERF 11.20%	Total
Per each 1%		$246,991	$18,895	$27,663	$293,549
PERF from 10% to 11.2%				$283,980	$283,980
Total increase over 2013 Budget		$246,991	$18,895	$311,643	$577,529
General Fund (83%)		$205,003	$15,683	$258,664	$479,350
All other funds (17%)		$41,988	$3,212	$52,979	$98,179
Each 1% change by Classification:	*% of total*				
COMOT (Clerical, Office, Machinery)	*20.8%*	51,472	3,938	5,765	61,175
PAT (Professional, Administrative, Technological)	*18.8%*	46,325	3,544	5,188	55,057
POLE (Police Officer, Law Enforcement)	*14.4%*	35,590	2,723	3,986	42,299
LTC (Labor, Trades, Crafts)	*11.4%*	28,175	2,155	3,156	33,486
SO (Special Occupation)	*8.3%*	20,496	1,568	2,296	24,360
EXEC (Executive)	*1.9%*	4,629	354	518	5,501
Deputies (Sheriff - Merit)	*9.9%*	24,368	1,864	2,729	28,961
Elected & Chief Deputies	*4.2%*	10,286	787	1,152	12,225
Probation, per State Schedule*	*5.2%*	12,921	988	1,447	15,356
DPA's (Prosecutor)	*5.2%*	12,729	974	1,426	15,129
Total All Charts		$246,991	$18,895	$27,663	$293,549

*State Schedule not yet available

Notes:
2008/2009 Study fully funded 2013
2014 Estimates do not consider longevity increases; also do not consider turnover
2014 Estimates do not include WIC or Community Corrections

Having completed the 2008-2009 compensation study, Auditor Weston looked at an incremental 1% increase. For each 1%, the wages are $246,991; with corresponding Social Security and PERF. PERF is increasing from 10% to 11.2%, totaling nearly $284,000 on current salaries. The total increase of $577,529 includes all funds with the exception of Community Corrections and WIC as they are on a different fiscal year.

The most employees and cost is associated with the COMOT chart. Auditor Weston noted the Probation schedule set by the State is not yet available; however, a 1% increase is included on the chart. The estimates do not consider longevity increases or turnover. She asked for recommendations at the next meeting, June 3, in order to get the salary statements out to departments. Signed salary statements are due to the Commissioners by July 1.

REPORTS ON FILE

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

Public Library
Clerk of the Circuit Court

DISTRICT 4 ADMINISTRATIVE COORDINATOR PROPOSAL

TEMA Director Anderson returned to the meeting after reviewing the proposal for District 4 Administrative Coordinator. The proposal meets the requirements and he recommended the contract be approved, pending Attorney review. The proposal was for a 12 month period and funds are available for 15 months.

- Commissioner Murtaugh moved to accept the proposal, subject to review by Attorney Luhman, second by President Byers; motion carried.

PUBLIC COMMENT

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

Meeting adjourned at 10:30 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

Jennifer Weston, Auditor 06/03/2013

/th