

Tippecanoe County Board of Commissioners

Meeting
Monday, May 4, 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/UCJleeA9ZQo9EIIgDZTdjurQ/featured>

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF MINUTES

Monday, April 20, 2020

Documents:

[AGENDA05042020MINUTESFROM04202020.PDF](#)

III. PRESENTATION OF ACCOUNTS PAYABLE VOUCHERS- PAULA BENNETT

IV. PRESENTATION OF PAYROLL - PAULA BENNETT

V. HIGHWAY- STEWART KLINE

Awarding of Bid- 500 North and 50 West Intersection Improvement Project
Letter for Approval of Highway Maintenance Division Summer Hours
Staff Position Change

Documents:

[AGENDA05042020HIGHWAYLETTEROFAPPROVALSUMMERHOURS.PDF](#)

[AGENDA05042020PERSONNELCOMMITTEEREVIEWPROCESS.PDF](#)

[AGENDA05042020HIGHWAYADMINASSTPOSITION.PDF](#)

VI. HUMAN RESOURCES- SHIRLEY MENNEN

Castlight Contract
Castlight Service Order Form
Reciprocity Agreement for MASE Trust Clinics

VII. GRANTS- SHARON HUTCHISON

VIII. 1 CHANGE ORDER FOR CENTRAL OFFICES PROJECT

1950 S 18th Street, former YMCA

Documents:

[AGENDA05042020CHANGEORDERCENTRALOFFICES1.PDF](#)

IX. REPORTS ON FILE

X. UNFINISHED/NEW BUSINESS

XI. PUBLIC COMMENT

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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/](https://www.facebook.com/tippecanoeindiana/) and [HTTPS://WWW.YOUTUBE.COM/CHANNEL/UCJIEEA9ZQO9ELLGDZTDJURQ/FEATURED](https://www.youtube.com/channel/UCJIEEA9ZQO9ELLGDZTDJURQ/FEATURED)

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), Tippecanoe County Government will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For more information visit www.tippecanoe.in.gov/ada

Tippecanoe County Board of Commissioners

Meeting Minutes

Monday, April 20, 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 Max Walling from the DoIT Department.

- I. **PLEDGE OF ALLEGIANCE** – President Brown called the meeting to order and lead the Pledge of Allegiance. President Brown also asked for a moment of silence for former Building Commissioner Ron Highland who passed away recently.
- II. **APPROVAL OF MINUTES** - Monday, April 6, 2020 Regular Meeting
 - Commissioner Murtaugh moved to approve the minutes as presented, second by Commissioner Byers. *Motion carried.*
- III. **PRESENTATION OF ACCOUNTS PAYABLE**
 - After recommendation for approval from Commissioners' Assistant Paula Bennett to approve the claims without exception, Commissioner Byers moved to approve the Accounts Payable from April 10 through April 20, 2020 for \$6,437,425.74, second by Commissioner Murtaugh. *Motion carried.*
- IV. **PRESENTATION OF PAYROLL**
 - After recommendation from Commissioners' Assistant Paula Bennett to approve payroll without exception, Commissioner Byers moved to approve the Payroll of April 17, 2020 for \$2,491,049.61, second by Commissioner Murtaugh. *Motion carried.*
- V. **HIGHWAY** – Stewart Kline, Highway Executive Director
 - Executive Director Kline stated that due to the Coronavirus Pandemic, travel has decreased approximately 41%. Most highway funding derived from gas tax; the department must adjust its budget due to reduced revenue. One service eliminated will be the dust control program. Projects with federal funding already allocated will proceed as planned while other projects will need to be prioritized.
 - Bids received and opened for the Tippecanoe County 500 North and 50 West intersection improvement project were as follows (alternate is a deduction for Alternate Maintaining Traffic):

	<u>Base Bid Total</u>	<u>Total Alternate #1</u>
○ Rieth Riley	\$1,194,884.50	\$1,055,384.50
○ Milestone	\$1,326,800.00	\$1,236,150.00

Commissioner Murtaugh moved to take the submitted bids under advisement, second by Commissioner Byers. *Motion Carried.*

- Stewart Kline presented Continuation Certificate for Indiana Gas Company d/b/a Vectren Energy Delivery of Indiana Inc. Commissioner Murtaugh moved to approve the

Continuation Certificate for \$5,000 for the period of June 30, 2019 and ending June 29, 2020 as presented, second by Commissioner Byers. Motion carried.

VI. SURVEYOR – Zach Beasley presented and recommended:

- Storm Sewer Easement to the City of Lafayette. The easement in the SR38 and Creasy Lane area allows the City to tie into the #11 branch by crossing county property. Commissioner Murtaugh moved to approve the easement as presented, second by Commissioner Byers. Motion carried. The request will now be forwarded to the Drainage Board for approval.

VII. HEALTH DEPARTMENT

- Memorandum of Understanding with Jali LLC for lodging of individuals needing quarantined by the Health Department for individuals exposed, infected and/or tested positive for the Coronavirus at a rate of \$59 per night. Commissioner Murtaugh moved to approve the MOU, second by Commissioner Byers. Motion carried.

VIII. HUMAN RESOURCES

- Revision of the Declaration concerning COVID-19 Leave Benefit for County Employees requesting COVID-19 Leave extending the effective date from the original ending date to correspond with the federal guidelines. Commissioner Murtaugh moved to approve the policy change as presented, second by Commissioner Byers. Motion carried.

IX. GRANTS

- Motion made by Commissioner Murtaugh to apply for a \$250,000 Community Corrections Prison Rape Elimination Act Standards 2020 Grant with a 50% County match, second by Commissioner Byers. Motion carried.
- Motion made by Commissioner Murtaugh to apply for a Health Department \$250,000 COVID-19 Response grant for services associated with isolated and quarantined individuals, second by Commissioner Byers. Motion carried.
- Community Corrections Director Jason Huber detailed the comprehensive Opioid, Stimulant and Substance Abuse Program Mentor Site Selection. This is an application of a grant received previously under a different name. Commissioner Murtaugh moved to apply for the grant, second by Commissioner Byers. Motion carried.

X. PROPOSED 2021 SALARY INCREASES – Auditor Robert Plantenga

- Commissioners were presented with the fiscal impact by fund for 2021 if various percentage increases to salaries are granted. This is a recommendation to the County Council with the salary requests reflecting the Commissioner recommendation. The year 2021 is a difficult year to estimate the fiscal impact due to COVID-19. With stated agreement by all three Commissioners, Commissioner Murtaugh moved to recommend a 0% salary increase with longevity increases allowed, second by Commissioner Byers. Motion carried.

XI. CHANGE ORDERS FOR THE FAIRGROUNDS PROJECT

- Three change orders were presented: Infill wall on Swine Barn north bay and rough opening framing for overhead door for \$12,694.00; door openers and hand dryers for \$19,325.00; hand sink and water heaters for the restrooms for an increase of \$5,930.00

Commissioner Byers moved to approve the three change orders, second by Commissioner Murtaugh. Motion carried.

XII. CHANGE ORDERS FOR CENTRAL OFFICES (1950 S 18TH ST)

- Work on basement lock for an increase of \$165 requested. Commissioner Byers moved to approve the change order, second by Commissioner Murtaugh. Motion carried.

XIII. UNFINISHED or NEW BUSINESS

- President Brown stated that Governor Holcomb's Stay at Home Order was extended until May 1. The county will follow the order for government operations. Commissioner Murtaugh moved to extend the Commissioner's restricted public access order until May 4, 2020 to correspond with the date of the next regularly scheduled Commissioners Meeting, second by Commissioner Byers. Motion carried.

XIV. REPORTS ON FILE

- Clerk of the Circuit Court
- Tippecanoe County Public Library
- Weights & Measures

XV. PUBLIC COMMENT

- Email Public Comment request received from Edward Dawson. He requested the Commissioners consider a temporary open burning ban during this public health emergency. Neighbors burning of yard waste make breathing difficult was asthma. The stay at home order does not allow him the mobility to get away from the smoke. Commissioner Murtaugh stated in the past a temporary ban had been allowed for drought conditions due to fire hazard but no burning ordinance exists. No action taken.

Commissioner Murtaugh 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 5/4/2020



Stewart W. Kline, P.E. Executive Director
Mike Spencer, Assistant Executive Director

20 North Third Street
Lafayette, IN 47901

Phone: (765) 423-9210
Fax: (765) 423-9127

May 4, 2020

Tippecanoe County Commissioners

RE: Summer Hours

Dear Commissioners:

In order to improve efficiencies and reduce costs, we would like to have the Highway Maintenance Division begin working summer hours consisting of four (4) ten (10) hour days on Tuesday May 26, 2020, and return to our regular five (5) eight (8) hour days on Monday September 14, 2020.

Recommend by:

Approved by:

Tippecanoe County Commissioners

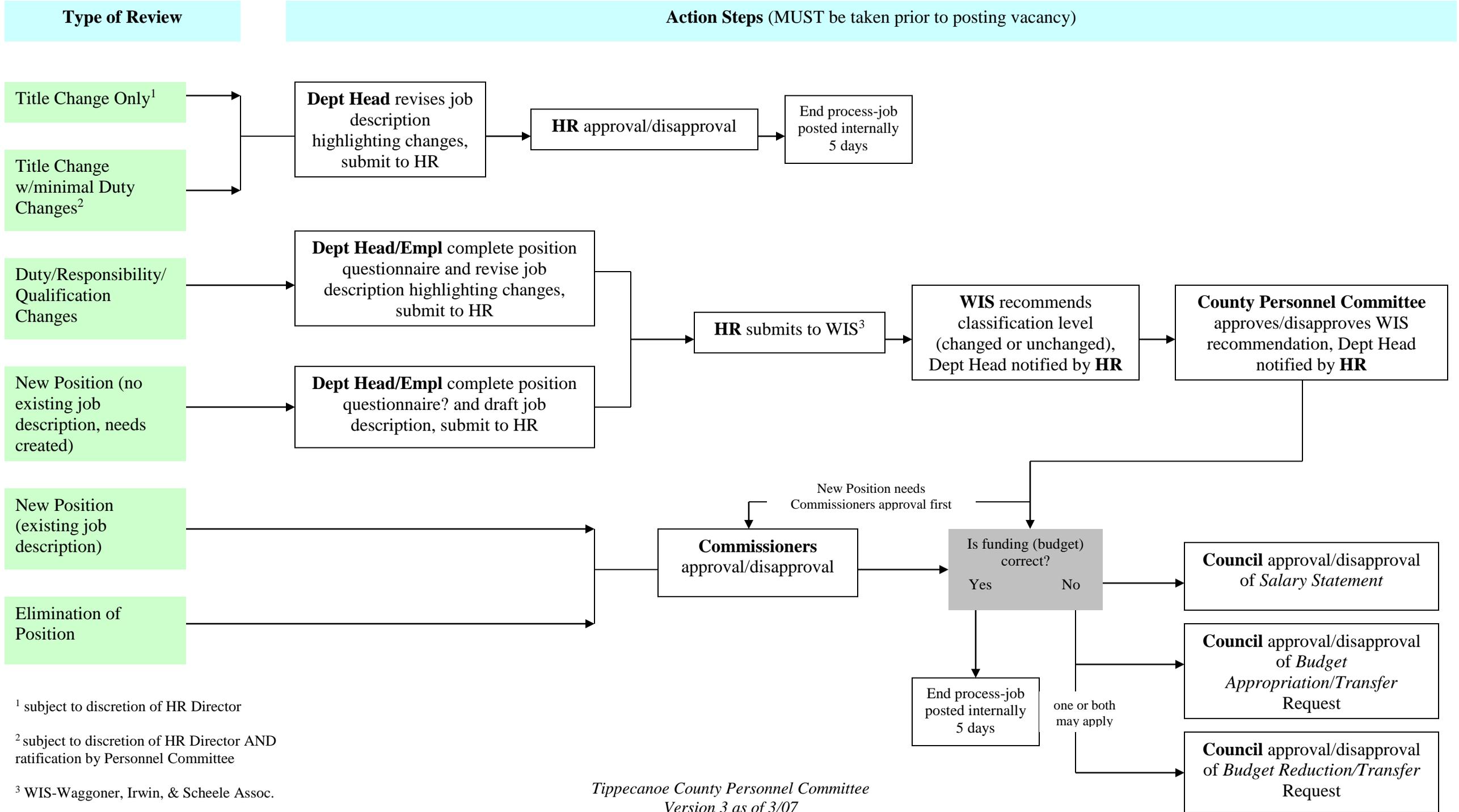
Stewart W. Kline
Executive Director,
Highway Department

Tracy A Brown

Thomas P Murtaugh

David S Byers

Position Review/Reclassification Process



¹ subject to discretion of HR Director
² subject to discretion of HR Director AND ratification by Personnel Committee
³ WIS-Waggoner, Irwin, & Scheele Assoc.

**POSITION DESCRIPTION
COUNTY OF TIPPECANOE, INDIANA**

POSITION: Administrative Assistant
DEPARTMENT: Highway Garage
DIVISION: Maintenance
WORK SCHEDULE: 7:00 a.m. - 3:30 p.m., M-F
JOB CATEGORY: COMOT III (Computer, Office Machine Operation, Technician)

DATE WRITTEN: August 1998
DATE REVISED: August 2015, April 2020

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Tippecanoe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform the essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Administrative Assistant for the Highway Garage, responsible for performing computer data entry and clerical functions.

DUTIES:

Assists in answering telephone and greeting office visitors, responding to complaints, providing information and assistance, taking messages, or transferring to appropriate individual or department.

Transmits and receives radio communication, including dispatching personnel.

Prepares and processes department payroll, including calculating time cards, entering data on computer, preparing forms, printing reports and forwarding to Auditor. Maintains department personnel records for benefit time.

Processes claims and invoices, including reviewing for accuracy, determining appropriate account numbers as needs, assisting Accounting Coordinator in determining fund account numbers, matching claims to invoice accounting report, and resolving discrepancies with vendors, and placing vendor number on claims. Prepares list of outstanding purchases for new budget year.

Computes daily materials tickets from various vendors and prepares and updates daily account balances for Highway Supervisor. Tracks balances for material, labor, and time per project.

Notifies Accounting Coordinator when account line requires a transfer.

Maintains various department and project databases and enters data on computer, including but not limited to citizen complaints, work orders, dust control, daily fuel calculations, and various reports for use in presentations.

Performs various clerical duties such as maintaining files and composing, completing, typing, and processing various forms, reports, documents, notices, and correspondence.

Performs duties of Department personnel as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard office policies and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of basic bookkeeping principles and ability to perform arithmetic calculations.

Ability to read and interpret maps and blueprints, compile, collate, and coordinate data, and make determinations based on data analysis.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, fax, typewriter, copier, calculator, and two-way radio.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out oral and written instructions, and present findings in oral or written form.

Ability to work alone with minimum supervision, and with others in a team environment.

Ability to work rapidly for long periods, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to work with computer programs, including word processing and database software programs.

Ability to effectively communicate orally and in writing with co-workers, other County departments, utility companies, contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or to maintain confidentiality of department information and records according to State requirements.

Ability to occasionally work extended, evening, and/or weekend hours.

II. RESPONSIBILITY:

Incumbent performs standard, recurring duties according to a flexible, customary routine with priorities determined by supervisor. Work is reviewed for adherence to instructions/guidelines, technical accuracy, and appropriate service to the public. Errors in incumbent's work are usually prevented through procedural safeguards and detected through supervisory review. Undetected errors may result in loss of time for correction and inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, utility companies, contractors, and the public for purposes of explaining processes and procedures and exchanging information.

Incumbent reports directly to Highway Supervisor and/or Assistant Supervisor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment which may involve sitting for long periods, lifting/carrying objects weighing under 25 pounds, bending, close vision, crouching/kneeling, reaching, handling/grasping objects, and hearing communication.

Incumbent occasionally works extended, evening, and/or weekend hours.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Administrative Assistant for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Print/Type name

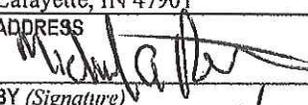
CHANGE ORDER BP1 899-001 (EWO 899-002)

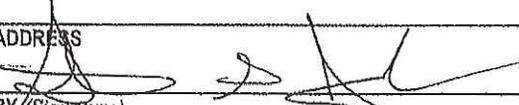
The original Contract Sum was	\$ 47,777.00
Net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 47,777.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 4,500.00
The new Contract Sum including this Change Order will be	\$ 43,277.00

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, Inc. CONSTRUCTION MANAGER <i>(Firm name)</i> 102 North 3rd Street Suite 201 Lafayette, IN 47901 ADDRESS  BY <i>(Signature)</i> Mike Roberts (Typed name)	NA ARCHITECT <i>(Firm name)</i> NA ADDRESS BY <i>(Signature)</i> NA (Typed name)
DATE: 04/29/2020	DATE: NA

Central Indiana Glass & Glazing, Inc. CONTRACTOR <i>(Firm name)</i> 707 Farabee Court Lafayette, IN 47905 ADDRESS  BY <i>(Signature)</i> Steve Julian (Typed name)	Tippecanoe County Commissioners OWNER <i>(Firm name)</i> 20 N. 3rd Street Lafayette, IN 47901 ADDRESS BY <i>(Signature)</i> Tracy Brown (Typed name)
DATE:	DATE: