

# Tippecanoe County Board of Commissioners

## Meeting Minutes

Monday, April 19, 2021

10:00 am

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

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

Also present: Attorney Doug Masson, Auditor Robert Plantenga, and Recording Secretary Jennifer Wafford. Absent: Commissioners' Assistant Paula Bennett.

- I. **PLEDGE OF ALLEGIANCE** – President Murtaugh called the meeting to order and led the Pledge of Allegiance
- II. **APPROVAL OF MINUTES** from Monday, April 05, 2021.
  - Commissioner Byers moved to approve the minutes as presented, second by Commissioner Brown. Motion carried.
- III. **PRESENTATION OF ACCOUNTS PAYABLE**

The claims from April 7, 2021 through April 16, 2021 were recommended for approval without exception.

  - Commissioner Brown moved to approve the Accounts Payable as presented, second by Commissioner Byers. Motion carried.
- IV. **PRESENTATION OF PAYROLL**

The payroll from April 16, 2021 was recommended for approval without exception.

  - Commissioner Brown moved to approve the Payroll as presented, second by Commissioner Byers. Motion carried.
- V. **HIGHWAY** – Stewart Kline presented and recommended:
  - A. A 3-year Subdivision Maintenance Bond with Fairfield Contractors, Inc., in the amount of \$38,280.50 for Barrington Lakes Subdivision, Section One, Phase One. Also, a 3-year Subdivision Maintenance Bond with Atlas Excavating Inc., in the amount of \$40,004.10 for Avalon Bluff Subdivision, Section Three, Phase 2.
    - Commissioner Byers moved to approve the Maintenance bonds as presented, second by Commissioner Brown. Motion carried.
  - B. Street Acceptance in Barrington Lakes Subdivision, Section One, Phase One for Wadsworth Court (817.97'), and Wallingford Street (409.16'). Also, Street Acceptance in Avalon Bluff Subdivision, Section Three, Phase Two for Gawain Drive (1,058.60'), and Dodson Drive (869.51').
    - Commissioner Brown moved to approve the street acceptance as presented, second by Commissioner Byers. Motion carried.
  - C. 2020 Annual Operational Report for Local Roads and Streets and Bridges to be submitted to Indiana Local Technical Assistance Program (LTAP).
    - Commissioner Byers moved to approve the annual report as presented, second by Commissioner Brown. Motion carried.

D. Letter approving the Highway Maintenance Division Summer Hours of Four Ten-hour days a week from May 24, 2021 to September 13, 2021 to provide more efficient use of employee time.

- Commissioner Byers moved to approve the summer hours as presented, second by Commissioner Brown. Motion carried.

**VI. AREA PLAN COMMISSION** – David Hittle presented and recommended:

An Agreement with Robert Dunlap to provide Traffic Count services, for Carroll County, in satisfaction of the APCTC's Small Urban and Rural Transportation Planning Assistance program.

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

**VII. 2022 SALARY CONSIDERATIONS** – Robert Plantenga presented and recommended:

The Commissioners were presented with the estimated fiscal impact by fund for 2022, if various percentage increases to salaries are approved. This is a recommendation to the County Council, with the salary requests reflecting the Commissioner recommendation. A 3% salary increase would impact the General Fund, in the amount of \$973,634. If a 4%-6% increase was approved, then the General Fund impact would be \$1million - \$2 million. Due to the anticipated impact of COVID-19, there was no increase approved for 2021 budget.

The Commissioners took the Salary consideration under advisement and will make a recommendation at the next Commissioner meeting.

**VIII. TIPPECANOE COUNTY JAIL PROJECTS** – Tony Dildine presented and recommended:

A. A contract with Midland Engineering, in the amount of \$43,500, to repair the Jail roof and extend the need to replace roof for 5 years.

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

B. A contract with North Mechanical Services, in the amount of \$94,514.00, to replace a PVI water heater at the Jail, with (2) PVI Conquest 80L units.

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

**IX. GREATER LAFAYETTE CLIMATE ACTION PROGRAM PHASES III & IV-** Tracy Brown presented:

A. A Professional Services Agreement with Greeley & Hansen, in the amount of \$61,480, for professional engineering services in connection with the Greater Lafayette Climate Action plan.

- Commissioner Brown moved to approve the agreement as presented, second by Commissioner Byers. Motion carried.

B. An Inventory Services Agreement with Matthew Vining, in the amount of \$487.50 weekly for 14 weeks, to assist the County with preparing a county-wide greenhouse gas inventory.

- Commissioner Brown moved to approve agreement as presented, second by Commissioner Byers. Motion carried.

C. A Memorandum of Understanding between Tippecanoe County and the City of Lafayette, for the City of Lafayette to provide a primary work space and supervision of the intern for the Climate Action Plan project.

- Commissioner Brown moved to approve the MOU as presented, second by Commissioner Byers. Motion carried.

D. A Professional Services Agreement with Hustlefish, in the amount of \$1,200, to develop a webpage and logo design for the Climate Action Plan Project.

- Commissioner Brown moved to approve agreement as presented, second by Commissioner Byers. Motion carried.

**X. CREATION OF ARP GRANT FUND –** Doug Masson presented and recommended:

- Commissioner Byers moved to consider ORDINANCE 2021-08-CM, second by Commissioner Brown. Motion carried.

Attorney Masson advised that as we prepare for the receipt of money from the American Rescue Plan, there is a need to create an ARP Grant fund. The County is following the State Board of Accounts guidelines on creating the fund, which is the reason why this is being presented as an Ordinance instead of a Resolution. The Ordinance recites the requirements of the federal law on the use of funds. According to the regulations, there are four categories where funds can be used.

The funds can be used for the following:

- (a) To respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the metropolitan city, non-entitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (c) For the provision of government services to the extent of the reduction in revenue of such metropolitan city, non-entitlement unit of local government, or county due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, non-entitlement unit of local government, or county prior to the emergency; or
- (d) To make necessary investments in water, sewer, or broadband infrastructure as approved by the U.S. Treasury.

The U.S. Treasury requires the Commissioners to establish a plan, based on which funds are to be requested and used. Federal guidance is still needed to establish specific uses for the money, within the four categories provided.

The purpose of this ordinance is to create a fund that the money will be deposited into, once it has been received.

Attorney Masson asked when the money was expected to be received? Auditor Plantenga advised that, in the memorandum that he received from the State Board of Accounts in May, the Federal Government will make their first payment of funds to the State of Indiana by May 11, 2021. The State then has 30 days to distribute the funds to the Cities and Counties.

Commissioner Murtaugh asked if this fund would retain its own interest, or if it would be put in the General Fund. Auditor Plantenga advised that according to the State Board of Accounts, the fund will retain its own interest for now, but that is subject to change.

President Murtaugh asked if there was any public comment, and then called for the vote:

Auditor Plantenga recorded the vote:

Commissioner Murtaugh	Y
Commissioner Byers	Y
Commissioner Brown	Y

Ordinance 2021-08-CM passed with a vote of 3-0, on first reading.

**XI. CREATION OF NEW POSITION/SURVEYOR OFFICE** – Zach Beasley presented and recommended:

The approval for a new Survey Drainage Coordinator position (PAT IV). This position has been in the creation process since 2018. The job description was created in 2019 and was funded for the 2021 budget session. However, the Surveyor's office had not received approval from the Commissioner's for this position. The position will help manage processes for drainage board.

- Commissioner Byers moved to approve the new position as presented, second by Commissioner Brown. Motion carried.

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

**Permission to Accept Grant Funds:**

For Commissioner from the Office of Community and Rural Affairs, in the amount of \$127,075. This grant is to install three new WiFi Hotspots in the County. It will allow individuals in the County to walk-up or pull-up in vehicles and connect to the internet, while following social distancing recommendations. This is in partnership with Tipmont/Wintek for spots in Buck Creek, Point West Mobile Home Park, and Maple Mobile Home Park.

- Commissioner Brown moved to accept the grant as presented, second by Commissioner Byers. Motion carried.

**MOU/CONTRACT:**

A contract with The Polis Center at Indiana University-Purdue University Indianapolis (IUPUI), to complete the updated Hazardous Mitigation Plan for the County.

- Commissioner Byers moved to accept the contract as presented, second by Commissioner Brown. Motion carried.

**XIII. CHANGE ORDERS**

**Tippecanoe County Central Offices**

Change order #3 with Shepler Construction, in the amount of \$11,475, to complete the following,

1. Demolish concrete floor, excavate trench, backfill trench, and pour new concrete to accommodate the added sanitary lateral serving Catering 163.
2. Toilet Accessories Changes;
  - A. Deduct to omit provision of paper towel, hand soap, and toilet paper dispensers.
  - B. Add to provide and install coat hooks as ADA height:
    - I. 2 ea. American Specialties 7382-B Coat hooks (one high and one at ADA Height) in each of the following rooms:
      - Single Bathrooms
      - Exam Rooms
      - Nurse Rooms
      - Offices
      - 1 ea. Mother's room (at lower ADA Height only)

- Commissioner Brown moved to approve the change order as presented, second by Commissioner Byers. Motion carried.

### **Fairgrounds**

Change order #2 with Building Services, Inc., in the amount of \$2,286, to complete the following:

1. Fire Stop 16 ea. steel bar joist penetrations through fire-rated walls of electrical rooms.
  - Commissioner Byers moved to approve the change order as presented, second by Commissioner Brown. Motion carried.

Change order #13 with Davidson Excavating, in the amount of \$7,951, to complete the following:

1. Change the front forty-foot main entry slider gate from galvanized pipe framing to aluminum with top and bottom rail 2x4 tube.
  - Commissioner Byers moved to approve the change order as presented, second by Commissioner Brown. Motion carried.

### **Tippecanoe County Courthouse**

Change order #3 with Brand Electric, in the amount of \$ 22,493.63, to complete the following:

1. Provide and install new scones in courtrooms- Superior 3 & 5. Also, install provided fixtures in ceiling grid and add dimming to all lights.
  - Commissioner Brown moved to approve the change order as presented, second by Commissioner Byers. Motion carried.

## **XIV. REPORTS ON FILE**

- Tippecanoe County Public Library
- Tippecanoe County Treasurer
- Tippecanoe County Central Mail & Duplicating
- Clerk of the Circuit Court
- Tippecanoe County Coroner's Office
- Tippecanoe County Weights & Measures

## **XV. UNFINISHED/NEW BUSINESS**

Commissioner Murtaugh stated that the Mask advisory within the County Buildings will be changing on April 20<sup>th</sup> to an advisory, in conjunction with the change to the City of Lafayette's mask requirements. He advised that the policy may differ in the Courthouse, as Judges may mandate that masks continue to be used in the Courthouse.

## **XVI. PUBLIC COMMENT**

Liana Boules, Reporter with the Purdue Exponent, asked what the criteria was for the ARP grant funds? Commissioner Murtaugh advised that the information is in the Ordinance that was just passed and that a copy can be provided after the meeting. He also advised that it is not clearly defined, and he is waiting on further clarification from the U.S. Treasury Department. Liana asked what was the monetary amount being received? Commissioner Murtaugh advised that it was about \$37 million. She then asked, if there were any recipients for the money? Commissioner Murtaugh advised that there are no recipients for the money yet, as they are awaiting further clarification from the U.S. Treasury.

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

BOARD OF COMMISSIONERS OF  
THE COUNTY OF TIPPECANOE

\_\_\_\_\_  
Thomas P. Murtaugh, President

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David S. Byers, Vice-President

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Tracy Brown, Member

ATTEST:

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Robert A Plantenga, Auditor      05/03/2021

Minutes prepared by Jennifer Wafford, Recording Secretary