

Tippecanoe County Board of Commissioners

Meeting Minutes

Monday, October 4, 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, Commissioners' Assistant Paula Bennett, and Recording Secretary Jennifer Wafford.

- I. **PLEDGE OF ALLEGIANCE** – President Murtaugh called the meeting to order and led the Pledge of Allegiance
- II. **APPROVAL OF MINUTES** from Monday, September 20, 2021.
 - Commissioner Byers moved to approve the minutes as presented, second by Commissioner Brown. Motion carried.
- III. **PRESENTATION OF ACCOUNTS PAYABLE** – Paula Bennett presented and recommended:

The claims from September 21, 2021, through October 4, 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** – Paula Bennett presented and recommended:

The payroll from October 1, 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 Temporary Highway Easement Grant, with Tippecanoe School Corporation, for the Old 231 & 500 South project, in the amount of \$1,600.
 - Commissioner Byers moved to approve the temporary easement as presented, second by Commissioner Brown. Motion carried.
 - B. A Subdivision Street Maintenance Bond for Bella Terra Subdivision, Phase One from Atlas Excavating, in the amount of \$47,197, and a Rider for Bond #1088527, for Atlas Excavating, to change the Maintenance Terms from 3 years to 5 years.
 - Commissioner Brown moved to approve the Maintenance Bond and Rider as presented, second by Commissioner Byers. Motion carried.
 - C. Street Acceptance in Belle Terra Subdivision, Phase One for Eucalyptus Drive (196.41'), Gilwell Drive (403.54'), Hazelwood Drive (892.09'), and Hyperion Drive (256.54').
 - Commissioner Bryers moved to approve the acceptance of streets as presented, second by Commissioner Brown. Motion carried.
 - D. A Subdivision Street Maintenance Bond for Rose Business Park, from Myriad Enterprises LLC, in the amount of \$28,700.
 - Commissioner Brown moved to approve the Maintenance Bond as presented, second by Commissioner Byers. Motion carried.

- E. Street Acceptance in Rose Business Park, for Renissa Court (510.09').
- Commissioner Byers moved to approve the acceptance of streets as presented, second by Commissioner Brown. Motion carried.
- F. A Utility Bond Rider to change the name on Bond from Indiana Gas Company DBA Vectren Energy, to CenterPoint Energy DBA Indiana Gas Company.
- Commissioner Byers moved to approve the Utility Bond Rider as presented, second by Commissioner Brown. Motion carried.

VI. AREA PLAN – David Hittle presented and recommended:

A. ORDINANCE 2021-30-CM, USO Amendment #12

- Commissioner Byers moved to consider ORDINANCE 2021-30-CM, second by Commissioner Brown.

Director Hittle advised that this amendment to the Unified Subdivision Ordinance removes outdated applications and forms and revises the definition of “lot” in the Unified Zoning Ordinance.

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 2021-30-CM passed with a vote of 3-0.

B. ORDINANCE 2021-29-CM, to rezone from GB to R3, 1.224 acres, owned by John Cristodoulakis, which is located on the south corner of Paramount Drive and Genoa Drive, just north of Sagamore Parkway West, Wabash 2 (NE) 23-5.

- Commissioner Byers moved to consider ORDINANCE 2021-29-CM, second by Commissioner Brown.

Director Hittle advised that this proposed rezone was heard and recommended for approval by the Plan Commission on September 15th, 2021. It is a 1.224-acre lot north of Sagamore Parkway, near the intersection of Sagamore Parkway and Paramount Drive. It is currently unimproved and zoned for General Business. It would be rezoned to R3, which would allow for multi-family development. This rezone was unanimously approved and recommended for Approval by the staff.

Attorney Kevin Riley, representing the petitioner, advised that he agrees with Director Hittle’s comments, that this rezone is a logical fit for the area, and that there is a housing need in that area.

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

- Auditor Plantenga recorded the vote:

Commissioner Byers	Y
Commissioner Brown	Y
Commissioner Murtaugh	Y

Ordinance 2021-29-CM passed with a vote of 3-0.

C. ORDINANCE 2021-28-CM, rezone from NB to R1U 4 lots, owned by Garrison Properties LLC, which are located between Commercial Street & Orchard Street, specifically 9004 Orchard Street, in the unincorporated town of Stockwell, Lauramie 8 (NE) 21-3.

- Commissioner Brown moved to consider ORDINANCE 2021-28-CM, second by Commissioner Byers.

Director Hittle advise that this proposed rezone is for 4 lots that are part of the original plat of the Town of Stockwell. These lots were zoned for neighborhood business but have never been improved with the business. These lots have always been improved with housing. There had been a house on these lots that burned down recently. The petitioner

is seeking to consolidate these lots and rezone them to R1, which would allow for legal residential use and would allow for the rebuilding of the house on these properties. It was recommended unanimously by the Plan Commission on September 15th, 2021. Staff also recommended approval.

Attorney Chris Shelmon, representing the petitioner, states that he agrees with the staff's recommendation and the APC's unanimous recommendation for approval.

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

- Auditor Plantenga recorded the vote:

Commissioner Brown	Y
Commissioner Murtaugh	Y
Commissioner Byers	Y

Ordinance 2021-28-CM passed with a vote of 3-0.

D. A Professional Services Contract with PayGov, to accept electronic payment of filing fees. This is the same service that other County departments are using and are pleased with. The Area Plan department would like to essentially use the same contract as other departments have used, and Attorney Masson has reviewed the contract and is agreeable to it.

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

VII. TRALIAN SERVICE AGREEMENT- Paula Bennett presented and recommended:

A Professional Services Agreement with Taliant to provide online ADA training and Discrimination Policy training, required to stay in compliance with regulations, in the amount of \$12,030.

Commissioner Murtaugh asked how often email notifications would be sent to employees regarding the training? Paula advised that the County could control the email notification frequency, but it will mainly be for orientation and ADA training.

HR Director, Shirley Mennen, advised that for training that is mandatory but cannot be done in person, due to social distancing requirements, the training can be sent out to all employees to be completed online.

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

VIII. ORDINANCE 2021-27-CM, ADA Project Team (1st Reading)

- Commissioner Byers moved to consider ORDINANCE 2021-27-CM on first reading, second by Commissioner Brown.

ADA Coordinator Paula Bennett advised that this Ordinance was needed to add an additional member to the ADA Project Team. The additions would include the Executive Maintenance Director, or the Assistant Maintenance Director, or a designee from the Maintenance department.

The addition to the team is a result of the involvement of the Maintenance Department in all ADA discussions and changes.

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 2021-27-CM passed with a vote of 3-0, on First reading.

- Commissioner Byers moved to suspend the rules and hear ORDINANCE 2021-27-CM on Second reading, second by Commissioner Brown.
- Commissioner Byers moved to consider ORDINANCE 2021-27-CM on Second reading, second by Commissioner Brown.

No additional comment was provided from the information stated in the first reading.

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

- Auditor Plantenga recorded the vote:

Commissioner Byers	Y
Commissioner Brown	Y
Commissioner Murtaugh	Y

Ordinance 2021-27-CM passed with a vote of 3-0, on Second and Final reading.

IX. TREASURER – Jennifer Weston presented and recommended:

- A. An Addendum to the current Certify contract. Certify is a software that the Treasurer's office uses to interface the Purchasing Card (P-Card) transactions with the County accounting system. The Treasurer's office is approaching 45 P-Card users, and there is a price discount available at 45 users. The price will be going from \$9 per user/month, to \$8.50 per user/month. This will equal a savings of \$250 a year.
- Commissioner Brown moved to approve the addendum as presented, second by Commissioner Byers. Motion carried.
- B. A Professional Services Agreement with Heath CPA and Associates, to complete the audits for the Innkeeper Tax Returns. The Treasurer's office sent out a Request for Proposal in early September to four local accounting firms, received three responses back, and out of those selected Heath CPA and Associates. The Agreement is between Heath CPA and the Treasurer's office.
- Commissioner Brown moved to approve the agreement as presented, second by Commissioner Byers. Motion carried.

X. GRANTS – Sharon Hutchison presented and recommended:

Permission to Apply for Grants:

For Community Corrections, from SIA Foundation, in the amount of \$15,000, towards the Rape Aggression Defense program. This will provide training for staff, public and groups interested in protecting themselves when needed. There will be a match from the County around \$15,000.

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

Permission to Accept Grant Funds:

For TEMA/LEPC, from the Indiana Department of Homeland Security, in the amount of \$15,000, for the HEMP 2022 grant, to cover the cost of delegation to attend HAZMAT training and or conferences. This will allow them to continue to provide current prevention and protection to Tippecanoe County. There is no match from the County needed.

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

MOU/Contracts

Three Contract extensions for Youth Services, for School Tutoring through the JDAI Grant, for Kayla Mughmaw, Jackie Vega, And Kala Vilinski, to extend through June 30th, 2022.

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

XI. RESOLUTION 2021-35-CM, TCCO Furniture Purchasing and Service Agreement- Doug Masson presented and recommended:

Attorney Masson advised that he recommended this contract be approved in the form of a resolution, because the Commissioners are using a special purchasing method. The default method is to receive bids, but there is a number of reasons that those processes can be skipped. The one that is being used here is part of a joint purchasing agreement, which means that a different political subdivision has taken this through the bid process and part of the pricing is available to other political subdivisions on the same basis. The bidding requirements have been satisfied, this just requires a resolution that lays out what that special purchasing method was. The other thing that the resolution does is, it grants the President the authority to execute the underlying furniture purchasing and service agreement. It also includes the quote from RJE Business Interiors with respect to the extension office. The quote is for \$100,350.30 for the extension office, and \$120,495.75 for the Health Department.

Commissioner Murtaugh stated that the furniture expense was a line item budget within the whole project cost.

- Commissioner Byers moved to approve RES 2021-35-CM as presented, second by Commissioner Brown. Motion carried.

XII. CHANGE ORDERS

Tippecanoe County Central Offices

1. Change order #1 with Grunau Company, in the amount of \$581, to add and change sprinkler heads as needed.
 - Commissioner Byers moved to approve the change order as presented, second by Commissioner Brown. Motion carried.
2. Change order #2 with Deerwood Group LLC, in the amount of \$910, to provide and install solid surface window sills in Room 132 windows.
 - Commissioner Byers moved to approve the change order as presented, second by Commissioner Brown. Motion carried.
3. Agreement with Krintz Lawn Care Inc, to install a retaining wall on the north side of the building to address corrosion, and provide landscaping along the front of the building and at the entrance of the building, in the amount of \$20,229.60
 - Commissioner Byers moved to approve the change order as presented, second by Commissioner Brown. Motion carried.
4. Change order #6 with Mulhaupt's Inc., in the amount of \$1,628, to Add keyed office functions to an office and storeroom.
 - Commissioner Byers moved to approve the change order as presented, second by Commissioner Brown. Motion carried.

XIII. REPORTS ON FILE

-Tippecanoe County Weights and Measures

XIV. UNFINISHED/NEW BUSINESS – None

XV. PUBLIC COMMENT

Kent Kroft, DOIT Director, introduced the new Service Desk Manager Robert Yoder.

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

BOARD OF COMMISSIONERS OF
THE COUNTY OF TIPPECANOE

Thomas P. Murtaugh, President

David S. Byers, Vice-President

Tracy Brown, Member

ATTEST:

Robert A Plantenga, Auditor 10/18/2021

Minutes prepared by Jennifer Wafford, Recording Secretary