

TIPPECANOE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
July 7, 2008

The Tippecanoe County Commissioners met on Monday, July 7, 2008 at 10:00 a. m. in the Tippecanoe Room in the County Office Building. Commissioners present were: President Ruth E. Shedd, Vice President John L. Knochel and Member KD Benson. Also present were: Auditor Jennifer Weston, County Attorney David W. Luhman, and Secretary Jennifer Prange.

Commissioner Ruth Shedd called the meeting to order and led the pledge of allegiance.

APPROVAL OF MINUTES

- Commissioner Knochel moved to approved minutes from the June 16, 2008 regular meeting, second by Commissioner Benson; motion carried.

ACCOUNTS PAYABLE VOUCHERS

Commissioner's Assistant Frank Cederquist recommended approval of accounts payable for June 19, 20, 26, 27, 2008 and July 2, 3, 7, 2008 with an exception noted.

- Commissioner Benson moved to approve accounts payable vouchers as presented, second by Commissioner Knochel; motion carried.

HIGHWAY- Opal Kuhl

Request for Proposal

US 52 Corridor Study

MS Consultants, Inc.
 Parson Brinckeroff Americas, Inc.
 HNTB Indiana Inc.
 Butler Fairman & Seufert

Attorney Luhman recommended these request for proposals be taken under advisement and maintained confidential as required.

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

Director Opal Kuhl recommended approval of Contract Modification #2 for the Bridge 179 Project from H. Stewart Kline & Associates, Inc. The Contract Modification for \$4,659.48 was to change guardrails before project completion.

- Commissioner Knochel moved to approve Contract Modification #2 from H. Stewart Kline for Bridge #179, second by Commissioner Benson; motion carried.

Approval was recommended for a Consent and License Agreement to Utilize Public Right-of-Way from Wabash Valley Power Associates, Inc. to relocate a substation and transmission line for the New Heartland Highway.

- Commissioner Knochel moved to approve the consent and license agreement with Wabash Valley Power as presented, second by Commissioner Benson; motion carried.

Director Kuhl requested approval for a permit to Close or Block a County Road on Buckingham Drive. 109-117 Buckingham Drive will be blocked off on August 9, 2008 for a block party.

- Commissioner Knochel moved to grant permission to close Buckingham Drive, second by Commissioner Benson; motion carried.

Approval was recommended to Grant of Right-of-Way for the County Road 1300 South Parcelization.

- Commissioner Knochel moved to approve the Grant of Right-of-Way as presented, second by Commissioner Benson; motion carried.

Director Kuhl recommended approval for a Continuation Certificate from Tipmont REMC in the amount of \$5,000 for work in the Right-of-Way.

- Commissioner Knochel moved to approve the Continuation Certificate from Tipmont REMC as presented, second by Commissioner Benson; motion carried.

DLZ – Eric Ratts

Eric Ratts from DLZ requested permission to publish a request for bids for the Community Corrections Building. Construction documents are being completed by DLZ and he requested permission to accept bids on August 12, 2008 and award the bid on August 18.

- Commissioner Knochel moved to approve the request for bids on the Community Corrections Building, second by Commissioner Benson; motion carried.

RECORDER - Oneta Tolle

Ordinance 2008-12-CM - Amending Tippecanoe County Code, Repealing Chapter 34 Section 33, Adding New Chapter 33 Fee for Enhanced Access Services.

Recorder Oneta Tolle requested approval of Ordinance 2008-12-CM to add Enhanced Access Services for printouts in the Recorder's office. The previous charge was \$.50 and with approval will increase to \$1.00.

- Commissioner Knochel moved to approve Ordinance 2008-12-CM on first reading, second by Commissioner Benson; motion carried.

Auditor Weston recorded the vote:

Benson	Yes
Knochel	Yes
Shedd	Yes

Ordinance 2008-12-CM passed 3-0 on first reading.

- Commissioner Knochel moved to suspend the rules and hear Ordinance 2008-12-CM on second and final reading, second by Commissioner Benson; motion carried.
- Commissioner Knochel moved to hear Ordinance 2008-12-CM on second and final reading, second by Commissioner Benson; motion carried.

Auditor Weston recorded the vote:

Benson	Yes
Knochel	Yes
Shedd	Yes

Ordinance 2008-12-CM passes 3-0 on second and final reading.

Recorder Tolle requested approval for an Online Access agreement with Laredo for subscriptions with the Recorder's Office. The agreement allows agencies online access to records maintained in the Recorder's office.

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

PETITION TO ESTABLISH THE ROMNEY REGIONAL SEWER DISTRICT - Laurie Wilson

Grant Coordinator Laurie Wilson, on behalf of Marcella Maynard and Dan Korty, requested approval for a Petition to Establish the Romney Regional Sewer District. She added state approval of the petition will allow the county to apply for a grant to construct the new sewer line.

- Commissioner Knochel moved to approve the Petition to Establish the Romney Regional Sewer District, second by Commissioner Benson; motion carried.

Resolution 2008-27-CM approves the formation of the Romney Regional Sewer District and authorizes the president to file a petition with the Department of Environmental Management.

TOBACCO FREE PARTNERSHIP GRANT- Rebecca Humphrey

Youth Services Director Rebecca Humphrey requested approval of a grant from the Tobacco Free Partnership through Purdue University for smoking cessation classes for youth in juvenile justice system.

- Commissioner Knochel moved to accept the grant funds for \$4,999 for smoking cessation, second by Commissioner Benson; motion carried.

HUMAN RESOURCES - Shirley Mennen

Human Resource Coordinator Shirley Mennen requested approval for changes made to the Personnel Manual regarding overtime and compensatory time. The policy is as follows:

The policy applies to all non-exempt employees of the County to be in compliance with the Fair Labor Standards Act (FLSA).

Employees may be given the opportunity for overtime work assignments when operating requirements or other needs cannot be met during regular working hours. All overtime work must receive the elected official/department head's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime shall be awarded to all non-exempt employees in the form of monetary reimbursement or compensatory time, in accordance with federal and state wage and hour restrictions. Overtime is based on actual hours worked. Time taken off for sick leave, vacation leave, personal leave, compensatory time, or any other leave of absence will not be considered as hours worked for purposes of calculating overtime hours. Holiday hours will be considered as hours worked for purposes of calculating overtime hours.

Employees who work overtime without receiving prior authorizations from the elected official/department head may be subject to disciplinary action, up to and including termination of employment.

Pursuant to Section 7(k) of the FLSA, the county uses the "28 consecutive day" model for purposes of calculation of overtime for law enforcement employees. Law enforcement personnel must receive overtime after 171 hours worked during a 28-day period.

The workweek for non-safety county employees is Sunday through Saturday. Compensation (monetary or compensatory time) shall be awarded to all non-safety employees eligible for overtime at the rate of one hour to each approved hour worked in excess of thirty-seven and one-half (37 ½) hours and less than forty (40) hours in a given workweek. Hours worked in excess of forty (40) hours in a given workweek shall be awarded at the rate of time and one-half.

Elected officials/department heads may set accrual limits, and are encouraged to schedule the use of compensatory time as soon as possible to avoid accrual beyond the stated limit that would require monetary payment. Employees who are not in public safety positions may accrue 240 compensatory time hours before monetary compensation is required. Public safety employees may accrue 480 compensatory time hours before monetary compensation is required.

- Commissioner Knochel moved to approve the changes for overtime and compensatory time to the Personnel Manual, second by Commissioner Benson; motion carried.

APPOINTMENT OF YOUTH SERVICES EXECUTIVE DIRECTOR

- Commissioner Benson moved to appoint Rebecca Humphrey as the Youth Services Director, second by Commissioner Knochel; motion carried.

AUDITOR - Jennifer Weston

Disaster Recovery Plan

Auditor Weston presented a Disaster Recovery Plan for the Auditor's office. She explained this document has been a part of the IT audit review in the past few years. The business continuity plan establishes a plan for record recovery, and continued operations in the event of a natural disaster or community-wide health issue.

- Commissioner Knochel moved to approve the Auditor's Disaster Recovery Plan, second by Commissioner Benson; motion carried.

Salary Statements

Auditor Weston presented the 2009 Salary Statements for all departments to the commissioners.

- Commissioner Knochel moved to accept the 2009 Salary Statements, second by Commissioner Benson; motion carried.

JUVENILE JUSTICE CENTER

Attorney Luhman explained after selecting an architect, the commissioners and council have obtained considerable information regarding a Juvenile Justice Facility. He suggested the commissioners review the schematic design and decide on proceeding to the design development stage for the Juvenile Justice Center.

- Commissioner Benson moved to authorize DLZ to proceed with Design Development for Option #2 as presented on July 2, 2008, second by Commissioner Knochel; motion carried.

NEW BUSINESS/OTHER BUSINESS

Ambulance Bids

Lifeline Indiana – declined participation

Wheeled Coach Industries - (1) ambulance \$164,499 - (3) ambulances \$493,497

Lifestar Rescue, Inc. Alt 1 – (1) \$164,301
 Alt 2 – (2) \$328,602
 Alt 3 – (3) \$485,853
 Alt 4 – (1) \$162,977
 Alt 5 – not available
 Alt 6a – (1) \$164,301
 Alt 6b – (1) \$162,977

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

AMENDING EDIT PLAN

Resolution 2008-24-CM; Adding New Project #54 to the Economic Development Plan; Sheriff's Safety Network

Attorney Luhman reported the new project will separate the current network into two separate networks providing a mission critical share server and also a model client network to allow partner agencies to manage, maintain, and take responsibility for their client networks. The total cost of the project is estimated to cost \$1 million and will extend over several years.

- Commissioner Knochel moved to approve Resolution 2008-24-CM, second by Commissioner Benson; motion carried.

HVAC CHANGE ORDER

Attorney Luhman recommended approval for an HVAC Change Order #5 from D.A. Dodd in the amount of \$2,925.

- Commissioner Knochel moved to approve Change Order #5 from D.A. Dodd, second by Commissioner Benson; motion carried.

APPLICATIONS TO THE VILLA

- Commissioner Knochel moved to approve the application David Edward Kantz to the Tippecanoe Villa, second by Commissioner Benson; motion carried.

APPOINTMENTS TO THE COMMON WAGE BOARD

- Commissioner Knochel moved to appoint Tom Murtaugh, Ruth Shedd, and Dave Lahr to the Tippecanoe County Community Corrections Envelope Committee, second by Commissioner Benson; motion carried.

APPOINTMENTS TO REDEVELOPMENT COMMISSION

Attorney Luhman explained recent legislation has changed the process in which members are appointed to the Redevelopment Commission. The commissioners are responsible for three appointments as well as a non-voting member representing the school board.

- Commissioner Knochel moved to appoint James Andrew and Jeff Kessler to the Redevelopment Commission, second by Commissioner Benson; motion carried.

UNFINISHED/NEW BUSINESS

Commissioner Shedd reported the 4-day work week is being considered by the commissioners. Human Resource Coordinator Shirley Mennen is continuing to research the options and will provide more information at a later date.

REPORTS ON FILE

Treasurer
Park Board
Mail & Duplicating

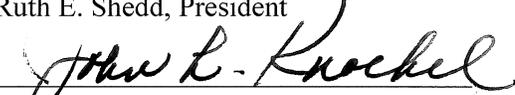
PUBLIC COMMENT

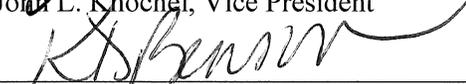
None

- Commissioner Knochel moved to adjourn.

**BOARD OF COMMISSIONERS OF
THE COUNTY OF TIPPECANOE**


Ruth E. Shedd, President


John L. Knochel, Vice President


KD Benson, Member

ATTEST:


Jennifer Weston, Auditor