

**TIPPECANOE COUNTY BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
*January 22, 2008*

The Tippecanoe County Commissioners met on Tuesday, January 22, 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, Commissioners' Assistant Frank Cederquist, County Attorney David W. Luhman, and Secretary Jennifer Prange.

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

***APPROVAL OF MINUTES***

- Commissioner Knochel moved to approve regular meeting minutes from the December 27, 2007 and January 7, 2008 meeting, second by Commissioner Benson; motion carried.

***PRESENTATION OF ACCOUNTS PAYABLE VOUCHERS***

Commissioner's Assistant Frank Cederquist recommended approval of accounts payable vouchers for January 7, 10, 11, 15, 17, 18, 22, 2008 as submitted without exception.

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

***HIGHWAY – Opal Kuhl***

**Ordinance 2008-03-CM; Amending Tippecanoe County Code Chapter 72, Traffic Schedules Schedules III & IV**

Highway Director Opal Kuhl recommended approval of Ordinance 2008-03-CM regarding Traffic Schedules III & IV. This ordinance includes stop and yield signs mostly installed in subdivisions within the past year.

- Commissioner Knochel moved to approve Ordinance 2008-03-CM, second by Commissioner Benson;

Auditor Weston recorded the vote:

Benson	Yes
Shedd	Yes
Knochel	Yes

- Commissioner Knochel moved to suspend the rules and hear Ordinance 2008-03-CM on second reading, second by Commissioner Benson; motion carried.
- Commissioner Knochel moved to hear and approve Ordinance 2008-03-CM on second reading, second by Commissioner Benson;

Auditor Weston recorded the vote:

Benson	Yes
Knochel	Yes
Shedd	Yes

Director Kuhl recommended approval of a 3-year Construction Maintenance Bond in the amount of \$5,000 from James H. Drew Corporation for work in the County Right-of-Way.

- Commissioner Knochel moved to approve the Construction Maintenance Bond as presented, second by Commissioner Benson; motion carried.

***MTS – Diane Hawkins***

Director Hawkins requested approval for a software licensing agreement with Microsoft. This three-year agreement for 533 workstations cost 25% less than the previous agreement. The new agreement is \$82,552 per year.

- Commissioner Knochel moved to accept the agreement from Microsoft, second by Commissioner Benson; motion carried.

***HUMAN RESOURCES – Shirley Mennen***

Director Mennen presented changes for the personnel policy manual and the job posting policy for the county. She recommends eliminating the current 5-day internal posting a 10-day external posting and simply posting a job for 5-days where internal and external candidates may apply.

She explained the current bereavement policy in the employee manual is not consistent when referring to step-families or in-laws. The proposed policy addresses both issues and should eliminate questions in the future.

- Commissioner Knochel moved to approve the job posting policy and the amended bereavement policy for the employee handbook, second by Commissioner Benson; motion carried.

***YOUTH SERVICES UPDATE – Rebecca Humphrey***

A 2007 Youth Services Report was provided for review. The overview included events, efficiencies, cost savings and improved use of evidence-based practices. The Juvenile Alternatives Program is making great progress with the wireless upgrade. Director Humphrey added the upgrades allow staff members to assess juvenile at school.

***GRANTS – Rebecca Humphrey & Kathy Timberlake***

Director Humphrey reported currently youth in our community are not assessed immediately after an arrest. The delay in assessments provides no immediate punishment and often they re-offend. It is the goal of the county to assess youth upon arrest in the Juvenile Justice Center.

Kathy Timberlake requested approval for the Indiana Criminal Justice Institute Byrne Justice Assistance Grant in the amount of \$30,269. This grant will achieve the goal of youth assessment upon arrest. Grant funds will provide training for staff members and assist probation officers with their caseload.

- Commissioner Knochel moved to approve the grant as requested, second by Commissioner Benson; motion carried.

### ***AWARDING OF HVAC BIDS***

Commissioner Knochel described the recommendations from KJG Architecture regarding the HVAC project. It was the opinion of the firm to accept the lowest base bid for all three projects. Mike Mennen of KJG Architecture suggested amending the contracts to include a new completion date due based off the award date. The recommendation is as follows:

- D.A. Dodd – Base Bid #1 – Jail
- Quality Plumbing & Heating – Base Bid #2 – Courthouse
- Commercial Air – Base Bid #3 – 6<sup>th</sup> Street County Office Building
- Acceptance of all alternates on each successful bid

The total for the three base bid projects is \$630,880; with the alternate projects the total is \$795,880.

- Commissioner Knochel moved to approve the bids as recommended by KJG Architecture for a total of \$795,880, second by Commissioner Benson; motion carried.

### ***PROPOSALS FOR TECHNICAL ASSISTANCE WITH COMMERCIAL & INDUSTRIAL ASSESSEMENT***

Attorney Luhman opened the one bid from Tyler Technologies for Technical Assistance. The cost summary included:

Updating of Commercial & Industrial Cost Tables - \$20,200  
 Annual Re-examination of Commercial & Industrial Property - \$120 per parcel  
 New Construction of 300 C/I parcels - \$36,000

2008 Trending - \$1.64 per parcel  
 C/I picture taking - \$6.10 per parcel  
 I&E collection - \$14.90 per parcel  
 I&E analysis - \$14.90 per parcel

- Commissioner Knochel moved to take the bid from Tyler Technologies under advisement, second by Commissioner Benson; motion carried.

County Assessor Samantha Steele recommended approval of the contract for these services. Commissioner Benson proposed the County Assessor review the bid and ensures proper funding is available.

Commissioner Knochel requested an update on 2007 Trending. Jim Flake, Tyler Technologies, is currently working with the County Assessor, Township Assessors, and GnA to complete his review of trending by February 1, 2008.

***DEMAND LETTER FROM GNA***

Attorney Luhman advised the commissioners to discuss this matter in an executive session. The commissioners set an executive session to be held at 9:00 a.m. on Friday, January 25, 2008.

***APPLICATION TO VILLA***

- Commissioner Knochel moved to accept Toni Marie Grant to the Tippecanoe Villa, second by Commissioner Benson; motion carried.

***APPOINTMENT TO THE COMMON WAGE BOARD***

- Commissioner Knochel moved to appoint Thomas Murtaugh to the City of West Lafayette Common Wage Board for Green Meadows Lift Station and Purdue University Common Wage Board for various projects, second by Commissioner Benson; motion carried.

***UNFINISHED/NEW BUSINESS***Provisional Billing

Commissioner Benson suggested the Treasurer and Auditor discuss provisional billing due to the delay in 2007 trending.

Flooding

Area Plan Commission Director Sallie Fahey reported staff members surveyed flood sites last week. Area Plan and other county agencies will meet today to discuss the job at hand and ensure that services are not duplicated.

Covered Bridge Certification

- Commissioner Knochel moved to approve the Covered Bridge Certification, second by Commissioner Benson; motion carried.

***REPORTS ON FILE***

Mail & Duplicating

Clerk

Mail & Duplicating Annual Report

***PUBLIC COMMENT***

None

- Commissioner Benson moved to adjourn.

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

Ruth E. Shedd

Ruth E. Shedd, President

John L. Knochel

John L. Knochel, Vice President

K.D. Benson

K.D. Benson, Member

**ATTEST:**

Jennifer Weston  
Jennifer Weston, Auditor