Tippecanoe County Board of Commissioners

Meeting
Monday, February 3, 2020
10:00 am
Tippecanoe Room, Tippecanoe County Office Building
20 N 3rd Street, Lafayette, Indiana

TENTATIVE AGENDA

I. **PLEDGE OF ALLEGIANCE**

II. **APPROVAL OF MINUTES**
Tuesday, January 21, 2020

Documents:

AGENDA020320MINUTESFROM012120.PDF

III. **PRESENTATION OF ACCOUNTS PAYABLE VOUCHERS- PAULA BENNETT**

IV. **PRESENTATION OF PAYROLL- PAULA BENNETT**

V. **OPENING OF BIDS FOR COURTHOUSE COURTROOMS RENOVATIONS**
Phase 2

VI. **HIGHWAY- STEWART KLINE**
2020 On Call Service Agreements

VII. **COMMUNITY CORRECTIONS- JASON HUBER**

VIII. **GRANTS- SHARON HUTCHISON**

IX. **AUDITOR- BOB PLANTENGA**
2020 Continuing Disclosure Filings

X. **UNFINISHED/NEW BUSINESS**

XI. **REPORTS ON FILE**
Parks & Recreation
Low Cost Spay Neuter Clinic

XII. **PUBLIC COMMENT**

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

Tuesday, January 21, 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 Recording Secretary John Thomas.

I. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE** – President Brown called the meeting to order and lead the Pledge of Allegiance

II. **APPROVAL OF MINUTES** from Monday, January 6, 2020.

- Commissioner Murtaugh moved to approve the minutes as presented, second by Commissioner Byers. Motion carried.

III. **ACCOUNTS PAYABLE VOUCHERS AND PAYROLL** – Paula Bennett:

The claims from January 8, 2020 through January 21, 2020, including payroll from January 10, 2020 were recommended for approval without exception.

- Commissioner Byers moved to approve the Accounts Payable Vouchers and Payroll as presented, second by Commissioner Murtaugh. Motion carried.

IV. **CLERK** – Julie Roush presented and recommended:

Professional Services Agreement with Pinnacle Mailing Products for maintenance of their check folder/sealer machine in the amount of $200 per year. The Clerks office writes over 700 checks a month and this will allow for timely repairs as needed.

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

V. **PROSECUTOR** – Pat Harrington presented and recommended:

Eliminate a Paralegal position (PAT III) and create a Legal Assistant position (COMOT IV) at a savings of $6,500 annually.

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

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

Permission to Apply for Grants:

A. From the Indiana State Department of Health for the County Health Department's Naloxone program. This for supplies only and there are no county funds involved with this grant.
   - Commissioner Byers moved to grant permission to apply as presented, second by Commissioner Murtaugh. Motion carried.

B. From the CASA for Kids Fund for up to $52,796 to fund a regular part time position, with benefits and individual insurance coverage.
   - Commissioner Murtaugh moved to grant permission to apply for the grant as presented, second by Commissioner Byers. Motion carried.

Permission to Accept Grants funds:

A. From the Indiana Supreme Court Division of State Court Administration Adult Guardianship Office for the Tippecanoe County Circuit Court in the amount of $75,000. It is a matching grant to supplement Wabash Centers' Guardianship services. The MOU was signed earlier in the application process.
   - Commissioner Byers moved to accept the grant as presented, second by Commissioner Murtaugh. Motion carried.

B. From the Indiana Supreme Court for two grants to CASA: a $57,128 Matching Grant that is already in the budget and a $24,488 Capacity Building Grant to serve more children and eliminate the waiting list.
   - Commissioner Murtaugh moved to accept the grants as presented, second by Commissioner Byers. Motion carried.

C. Tom Murtaugh was credited with securing a $1,854 grant from the Indiana Department of Environmental Management for the Tippecanoe County Solid Waste Management District's solid waste reduction and community recycling programs.
   - Commissioner Byers moved to accept the funds as presented, second by Commissioner Murtaugh. Motion carried.

MOU/Contract

A contract with the Indiana State Department of Health for a Sudden Unexpected Infant Death (**SUID**) and Sudden Death in the Young (**SDY**) Case Registry. There are no funds associated with the contract and is for the mutual sharing of information about SUID and SDY.

VII. RESOLUTION 2020-04-CM

Authorizing Use of the Build Operate Transfer Project

Attorney Masson said that state law requires this authorization when a jurisdiction may want to use a "Design-Build-Finance" contract for procurement in stead of the traditional RFP, plan development and bid letting process. The state statute allowing this process has been in place since 2005.

- Commissioner Murtaugh moved to approve the resolution as presented, second by Commissioner Byers. Motion carried.

VIII. RESOLUTION 2020-05-CM – David Hullinger, Chief Probation Officer

Transferring Vehicle to Tippecanoe School Corporation

The Probation Department received a used car from the Lafayette Police Department several years ago which now needs its transmission rebuilt. The Department wants to transfer the vehicle to the Career Academy at McCutcheon High School.

- Commissioner Byers moved to approve the resolution as presented, second by Commissioner Murtaugh. Motion carried.

IX. RESOLUTION 2020-06-CM

Establishing a Commissioners' Sale for Properties Delinquent in Taxes that did not sell through the traditional tax sale. The sale will be done through SRI, the County's vendor, and each parcel will have a minimum bid of $50.

- Commissioner Murtaugh moved to approve the resolution as presented, second by Commissioner Byers. Motion carried.

X. CONTRACT FOR ACCOUNTING SERVICES WITH BAKER TILLY

Removed from the Agenda

XI. CHANGE ORDERS – Tecton

A. Courthouse 5th Floor HVAC Project for additional Mechanical, Plumbing and Controls costs for a net increase of $32,038.
   - Commissioner Murtaugh moved to approve the change order as presented, second by Commissioner Byers. Motion carried.

Permission to Accept Grants funds:

A. From the Indiana Supreme Court Division of State Court Administration Adult Guardianship Office for the Tippecanoe County Circuit Court in the amount of $75,000. It is a matching grant to supplement Wabash Centers' Guardianship services. The MOU was signed earlier in the application process.
   - Commissioner Byers moved to accept the grant as presented, second by Commissioner Murtaugh. Motion carried.

B. From the Indiana Supreme Court for two grants to CASA: a $57,128 Matching Grant that is already in the budget and a $24,488 Capacity Building Grant to serve more children and eliminate the waiting list.
   - Commissioner Murtaugh moved to accept the grants as presented, second by Commissioner Byers. Motion carried.

C. Tom Murtaugh was credited with securing a $1,854 grant from the Indiana Department of Environmental Management for the Tippecanoe County Solid Waste Management District's solid waste reduction and community recycling programs.
   - Commissioner Byers moved to accept the funds as presented, second by Commissioner Murtaugh. Motion carried.

MOU/Contract

A contract with the Indiana State Department of Health for a Sudden Unexpected Infant Death (**SUID**) and Sudden Death in the Young (**SDY**) Case Registry. There are no funds associated with the contract and is for the mutual sharing of information about SUID and SDY.

VII. RESOLUTION 2020-04-CM

Authorizing Use of the Build Operate Transfer Project

Attorney Masson said that state law requires this authorization when a jurisdiction may want to use a "Design-Build-Finance" contract for procurement in stead of the traditional RFP, plan development and bid letting process. The state statute allowing this process has been in place since 2005.

- Commissioner Murtaugh moved to approve the resolution as presented, second by Commissioner Byers. Motion carried.

VIII. RESOLUTION 2020-05-CM – David Hullinger, Chief Probation Officer

Transferring Vehicle to Tippecanoe School Corporation

The Probation Department received a used car from the Lafayette Police Department several years ago which now needs its transmission rebuilt. The Department wants to transfer the vehicle to the Career Academy at McCutcheon High School.

- Commissioner Byers moved to approve the resolution as presented, second by Commissioner Murtaugh. Motion carried.

IX. RESOLUTION 2020-06-CM

Establishing a Commissioners' Sale for Properties Delinquent in Taxes that did not sell through the traditional tax sale. The sale will be done through SRI, the County's vendor, and each parcel will have a minimum bid of $50.

- Commissioner Murtaugh moved to approve the resolution as presented, second by Commissioner Byers. Motion carried.

X. CONTRACT FOR ACCOUNTING SERVICES WITH BAKER TILLY

Removed from the Agenda

XI. CHANGE ORDERS – Tecton

A. Courthouse 5th Floor HVAC Project for additional Mechanical, Plumbing and Controls costs for a net increase of $32,038.
   - Commissioner Murtaugh moved to approve the change order as presented, second by Commissioner Byers. Motion carried.

B. Fairgrounds Renovation Project for: 1) $11,500 increase for electrical switches and circuit breaker, and 2) $32,000 decrease for eliminating chasewayes and pulling of cable for some smoke detectors and fire alarms.
   - Commissioner Byers moved to approve the change orders as presented, second by Commissioner Murtaugh. Motion carried.

XII. UNFINISHED/NEW BUSINESS

-Kent Kroft, Chief Information Officer, introduced Molly Orellana who is the Department's new Service Desk Manager.

XIII. REPORTS ON FILE

-Tippecanoe County Public Library
-Crystal Creek Boarding Kennel
-Tippecanoe County Weights and Measures

XIV. PUBLIC COMMENT

-Jenny McGuire from the Extension Service stated that 13,080 youth had enrolled in 4H with 155 adult volunteers.

Commissioner Byers 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 2/3/2020

Minutes prepared by John Thomas, Recording Secretary