

BE IT REMEMBERED THAT, The Board of Commissioners of the County of St. Joseph met in a regular session in the County City Building on September 24, 2013 at the hour of 10:00 a.m. (EST) at which time in the following members were present: Andrew Kostielney, Dave Thomas, and Marsha McClure were present.

Peter Mullen, County Auditor, was present and recorded the minutes of the meeting.

PLEDGE OF ALLEGIANCE

OPENING AND READING OF BIDS ON: NONE

REPORTS AND REQUESTS FROM:

ADULT PROBATION:
IN THE MATTER OF APPROVING
AN IN-LINE TRANSFER

The following in-line transfer has been requested.

From: 1000-36015-000-0056	contractual services	\$3000.00
Into: 1000-31215-000-0056	drug test fees	\$3000.00

Mr. Thomas moved to accept the above in line transfer as read and outlined.
Motion seconded by Ms. McClure.
Motion adopted by a 3-0 vote.

COUNTY CLERK:
IN THE MATTER OF APPROVING
AN IN-LINE TRANSFER

The following in-line transfer has been requested.

From: 1000-11673-000-0001	court computer operator II	\$915.76
Into: 1000-11950-000-0001	part time	\$915.76
From: 1000-11670-000-0001	bookkeeper	\$2639.89
Into: 1000-11950-000-0001	part time	\$2639.89
From: 1000-11102-000-0001	second deputy	\$238.98
Into: 1000-11950-000-0001	part time	\$238.98
From: 1000-11601-000-0001	supervisor	\$194.92
Into: 1000-11950-000-0001	part time	\$194.92

Mr. Thomas moved to accept the above in line transfer as read and outlined.
Motion seconded by Ms. McClure.
Motion adopted by a 3-0 vote.

PARKS DEPARTMENT:
IN THE MATTER OF APPROVING
AN IN-LINE TRANSFER

The following in-line transfer has been requested.

From: 1219-22120-000-0057 garage & motor supplies \$1000.00
 Into: 1219-22100-000-0057 tires & tubes \$1000.00

Mr. Thomas moved to accept the above in line transfer as read and outlined.
 Motion seconded by Ms. McClure.
 Motion adopted by a 3-0 vote.

**ADD ON
 COUNTY ASSESSOR:
 IN THE MATTER OF APPROVING
 AN IN-LINE TRANSFER**

The following in-line transfer has been requested.

From: 1000-21010-000-0012 stationery & printing \$10.00
 1000-21020-000-0012 official forms & records \$10.00
 Into: 1000-21030-000-0012 office supplies \$20.00

Mr. Thomas moved to accept the above in line transfer as read and outlined.
 Motion seconded by Ms. McClure.
 Motion adopted by a 3-0 vote.

**ADULT PROBATION:
 IN THE MATTER OF APPROVING
 A TRAVEL REQUEST**

It is requested that one employee travel to LaPorte, Indiana to prepare an order by the court. The estimated cost of this trip is \$23.40.

Mr. Thomas moved to accept the above travel request as read and outlined.
 Motion seconded by Ms. McClure.
 Motion adopted by a 3-0 vote.

**COMMISSIONERS
 A)
 IN THE MATTER OF APPROVING
 THE ACCOUNTS PAYABLE DOCKETS**

Mr. Thomas moved to accept the Accounts Payable Docket as read and outlined.
 Motion seconded by Ms. McClure.
 Motion adopted by a 3-0 vote.

**B)
 IN THE MATTER OF APPROVING
 THE CONSENT AGENDA.**

Permission was requested to approve the following consent agenda:

Surplus Requests	
Department	Description
County Clerk	Various obsolete chairs
Dept. of Public Works	Various obsolete office equipment
Maintenance	A broken stool
Prosecuting Attorney	Various broken and obsolete printers, chairs, router and laptop

Travel Requests		
Department	Description	Cost Estimate
Adult Probation	Indianapolis, IN / October 9, 2013	\$170.00
Adult Probation	Bremen, IN / October 22-25, 2013	\$125.40
Health Department	Chicago, IL / October 10-11, 2013	\$1,097.00
Parks Department	South Bend, IN / October 11, 2013	\$150.00
Penn Twp. Assessor	Huntington, IN / October 8-10, 2013	\$384.20
Prosecuting Attorney	Michigan City, IN / September 18, 2013	\$81.09

Motion was made by Mr. Thomas to accept the consent Agenda as read and outlined.
 Motion seconded by Ms. McClure.
 Motion adopted by a 3-0 vote.

**C)
 IN THE MATTER OF APPROVING
 AN AGREEMENT WITH POINT AND
 PAY LLC FOR E-PAYMENT SERVICES
 OF PROPERTY TAX BILLS**

This service is currently being provided by Power Pay LLC. With this switch there will be added benefits to the taxpayers and this contract involves no fees to the County.

Mr. Thomas moved to accept this agreement as read and outlined.
 Motion seconded by Ms. McClure.
 Motion adopted by a 3-0 vote.

BOARD OF PUBLIC WORKS:

**IN THE MATTER OF APPROVING
 ACCEPTANCE OF A FINAL INSPECTION
 ON THE ADAMS ROAD BICYCLE-
 PEDESTRIAN TRAIL FROM ELM
 ROAD TO CHERRY ROAD**

This document is necessary to close out the project with the state.

Motion was made by Mr. Thomas to accept the above inspection as read and outlined.
 Motion seconded by Ms. McClure.
 Motion adopted by a 3-0 vote.

**IN THE MATTER OF APPROVING
 A BOND AS SURETY FOR SHIRE
 SOUTH**

This is from Erie Insurance Company of Erie, Pennsylvania as surety and is in the amount of \$23601.00 dated August 27, 2013 to August 27, 2014.

Motion was made by Mr. Thomas to accept the above bond as read and outlined.
 Motion seconded by Ms. McClure.
 Motion adopted by a 3-0 vote.

**IN THE MATTER OF APPROVING
 CHANGE ORDER NO. 1 FOR
 CLEVELAND ROAD AT ASH
 ROAD INTERSECTION
 IMPROVEMENTS WITH ADDED
 TURN LANES**

This change order is for time extension only and does not affect the contract price.

Motion was made by Mr. Thomas to accept the above change order as read and outlined.
Motion seconded by Ms. McClure.
Motion adopted by a 3-0 vote.

IN THE MATTER OF APPROVING
A MUNICIPAL SEPARATE STORM
SEWER SYSTEM (MS4 EDUCATION
OUTREACH PROGRAM)
MEMORANDUM OF UNDERSTANDING
BETWEEN THE ST. JOSEPH COUNTY
SOIL AND WATER CONSERVATION
DISTRICT, THE CITY OF SOUTH
BEND, THE CITY OF MISHAWAKA
AND ST. JOSEPH COUNTY

This document is outlining the responsibility of each entity involved in the community wide program. The cost of this should not exceed \$10000.00 yearly for the 5 year permit term through 2017.

Motion was made by Mr. Thomas to accept the above inspection as read and outlined.
Motion seconded by Ms. McClure.
Motion adopted by a 3-0 vote.

OLD BUSINESS:

COMMUNITY CORRECTIONS:
IN THE MATTER OF APPROVING
REQUEST APPROVAL FOR TWO
STAFF MEMBERS TO ATTEND
A MANDATORY DIRECTORS
IN INDIANAPOLIS, IN TO BE
HELD ON OCTOBER 7, 2013

Mr. Thomas moved to untable this request.
Motion seconded by Ms. McClure.
Motion adopted by a 3-0 vote.

Mr. Kostielney suggests reducing the food amount from \$140.00 to \$70.00.
Kim Phillips, DuComb Center.
Ms. Phillips says ok.

Motion was made by Mr. Thomas to accept the above request with the amendment of the food cost as read and outlined.
Motion seconded by Ms. McClure.
Motion adopted by a 3-0 vote.

PUBLIC COMMENTS: NONE

There being no further business to come before the Board at this time, Mr. Kostielney asked for a motion to recess, Mr. Thomas so moved, seconded by Ms. McClure. Meeting recessed by a 3-0 vote.

24TH DAY OF TERM SEPTEMBER TERM TUESDAY, SEPTEMBER 24, 2013