

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 March 15, 2016 at the hour of 10:00 a.m. (EST) at which time in the following members were present: Andrew Kostielney, Dave Thomas, and Dr. Deborah Fleming D.M.D. were present.

**PLEDGE OF ALLEGIANCE**

The minutes of the last meeting were unanimously approved.

Michael J. Hamann, County Auditor, was present and recorded the minutes of the meeting.

**OPENING AND READING OF BIDS ON:**

2016 St. Joseph County Highway Annual Bid for Bituminous Patching Materials

Phend & Brown Inc.  
Milford, IN.

Rieth-Riley Construction Co., Inc.  
South Bend, IN.

Walsh & Kelly, Inc.  
South Bend, IN.

Dr. Fleming moved to accept the above proposals for further study and review.  
Motion seconded by Mr. Thomas.  
Motion adopted by a 3-0 vote.

2016 St. Joseph County Highway Annual Bid for Fuel, Oils, Lubricants, and Miscellaneous Materials

Bellman Oil Company  
Bremen, IN.

Co-Alliance, LLP  
Buchanan, MI.

Mansfield Oil Company  
Gainsville, GA.

Nelson Fuel, Inc.  
South Bend, IN.

Petroleum Solutions  
Bremen, IN.

Petroleum Traders Corporation  
Fort Wayne, IN.

Superior Petroleum Products, Inc.  
Crown Point, IN.

Yoder Oil Company  
Elkhart, IN.

Dr. Fleming moved to accept the above proposals for further study and review.  
Motion seconded by Mr. Thomas.  
Motion adopted by a 3-0 vote.

2016 St. Joseph County Highway Annual Bid for Liquid Bituminous Materials

Asphalt Materials, Inc.  
Warsaw, IN.

The Klink Group of Companies  
Ashley, IN.

Dr. Fleming moved to accept the above proposals for further study and review.  
Motion seconded by Mr. Thomas.  
Motion adopted by a 3-0 vote.

2016 St. Joseph County Highway Annual Bid for Miscellaneous Aggregates

Aggregate Industries  
Kalamazoo, MI.

Irving Materials, Inc.  
Plymouth, IN.

Phoenix Services LLC  
Portage, IN.

Rieth-Riley Construction Co., Inc.  
South Bend, IN.

The Klink Group of Companies  
Ashley, IN.

US Aggregates, Inc.  
Francesville, IN.

Dr. Fleming moved to accept the above proposals for further study and review.  
Motion seconded by Mr. Thomas.  
Motion adopted by a 3-0 vote.

2016 St. Joseph County Annual Bid for Drainage Pipe & Structures, Guardrail, and Bridge Materials

American Timber Bridge  
Portage, MI.

Debco Metal Culverts  
Francesville, IN.

James H. Drew Construction  
Indianapolis, IN.

Metal Culverts, Inc.  
Jefferson City, MO.

St. Regis Culvert, Inc.  
Indianapolis, IN.

Dr. Fleming moved to accept the above proposals for further study and review.  
Motion seconded by Mr. Thomas.  
Motion adopted by a 3-0 vote.

2016 St. Joseph County Highway Annual Bid for Traffic Paint & Signage Materials

Allstates Coatings Company  
Gladewater, TX

Davies Imperial Coatings, Inc.  
Hammond, IN.

Ennis Paint, Inc.  
Thomasville, NC

Hall Signs, Inc.  
Bloomington, IN.

Sherwin Williams  
Cleveland, OH.

Dr. Fleming moved to accept the above proposals for further study and review.  
Motion seconded by Mr. Thomas.  
Motion adopted by a 3-0 vote.

**REPORTS AND REQUESTS FROM:**

COMMISSIONERS

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

Dr. Fleming moved to accept the Accounts Payable Docket as read and outlined.  
Motion seconded by Mr. Thomas.  
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:

Settlement Requests	
Department	Description

Travel Requests		
Department	Description	Cost Estimate
Adult Probation	Indianapolis, IN / June 23-24, 2016	\$845.50
Auditor	Indianapolis, IN / April 4, 11, 18, and 25	\$735.00
County Recorder	Indianapolis, IN / April 26-28, 2016	\$807.00
Penn Township Assessor	Huntington, IN / April 4-8	\$829.30
Penn Township Assessor	Merrillville, IN / April 18-19, 2016	\$203.20
Treasurer	Clarksville, IN / August 3-5, 2016	\$614.11

Motion was made by Dr. Fleming to accept the consent Agenda.  
Motion seconded by Mr. Thomas.  
Motion adopted by a 3-0 vote.

**C)**  
IN THE MATTER OF APPROVING  
A RE-APPOINTMENT TO THE ST.  
JOSEPH COUNTY DRAINAGE BOARD

Dr. Fleming moved to nominate Thomas Schlarb.

Motion seconded by Mr. Thomas.

Mr. Kostielney asks if there are any other nominations.

Seeing none.

Motion adopted by a 3-0 vote.

**D)**

IN THE MATTER OF APPROVING  
AN AGREEMENT BETWEEN ST.  
JOSEPH COUNTY AND MICROSOFT  
FOR OFFICE 365-EMAIL, DYNAMICS  
CRIV, AND PRODUCTIVITY SOFTWARE

Ian Alford, IT Director, offices on the 2<sup>nd</sup> floor.

This agreement exists as a per user, per month agreement that is billed yearly. The yearly cost per user is currently \$203.40 which grants access to multiple systems and services. A detailed price breakdown comparing the current cost structure and its comparable Office 365 cost structure is available.

Dr. Fleming moved to accept the above request as read and outlined.

Motion seconded by Mr. Thomas.

Motion adopted by a 3-0 vote.

**E)**

IN THE MATTER OF APPROVING  
AN AGREEMENT BETWEEN ST.  
JOSEPH COUNTY AND NETECH  
(A PRESIDIO COMPANY), FOR  
NETWORK, VOICE, AND DATA  
CENTER SERVICES

Ian Alford, IT Director, offices on the 2<sup>nd</sup> floor.

The agreement with Netech is a blanket agreement for future services rendered. It incurs no cost to Saint Joseph County until a point at which services are requested, and all services will be billed at the rates present on the agreement. There is no minimum or maximum for the agreement; it exists as a mechanism to ensure the County has access to advanced technical support in the event that the in-house information technology department needs to expedite service or supplement its existing resources.

Dr. Fleming moved to accept the above request as read and outlined.

Motion seconded by Mr. Thomas.

Motion adopted by a 3-0 vote.

**F)**

IN THE MATTER OF APPROVING  
AN AGREEMENT BETWEEN ST.  
JOSEPH COUNTY AND HEWLETT-  
PACKARD AS PART OF A  
TECHNOLOGY REFRESH PROGRAM

Ian Alford, IT Director, offices on the 2<sup>nd</sup> floor.

This agreement is a continuation of the tech refresh program and will be providing new equipment to the Superior Courts as they expand and move into their new facilities.

Dr. Fleming moved to accept the above nominations as read and outlined.

Motion seconded by Mr. Thomas.

Motion adopted by a 3-0 vote.

**G)**  
IN THE MATTER OF APPROVING  
THE PRIMARY ELECTION POLLING  
PLACES, MAY 3, 2016

2016 Primary polling locations/name changes and originals have been submitted.

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

**H)**  
IN THE MATTER OF APPROVING  
AN AGREEMENT BETWEEN  
JONATHAN BURKE DBA TACTICAL  
ENERGY GROUP FOR COUNSULTING  
SERVICES

This is an effort to improve the efficiency of said buildings and reduce operating costs.  
This agreement will be billed at a rate of \$125.00 per hour and not to exceed \$4000.00.

Dr. Fleming moved to table the above request as read and outlined.  
Motion seconded by Mr. Thomas.  
Motion adopted by a 3-0 vote.

**I)**  
IN THE MATTER OF APPROVING  
THE BOARD OF COMMISSIONERS  
EXECUTIVE ORDER NO. 1C-2016

This is in reference to the hiring of Brent Croymans and his daughter, Brittany Lynn Croymans, who currently works at PSAP. This exonerates Brent Croymans daughter who works at PSAP. Per Pete Agostino there is no violation of nepotism.

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

**J)**  
IN THE MATTER OF APPROVING  
BILLS PASSED BY THE ST. JOSEPH  
COUNTY COUNCIL

<u>BILL NO.</u>	<u>ORDINANCE NO.</u>
20-16	20-16
17-16	21-16
18-16	22-16
19-16	23-16
16-16	24-16

\*as amended

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

ADD ON:  
IN THE MATTER OF APPROVING  
AN ORDER OF THE ST. JOSEPH  
COUNTY ELECTION BOARD  
ESTABLISHING THE USE OF ONE

PRECINCT BOARD FOR ADJOINING  
PRECINCTS

This is a list of the adjoining precincts that shall be located at the polls of an adjoining precinct using the Precinct Election Board of the adjoining precinct.

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

ADD ON:  
IN THE MATTER OF APPROVING  
AN AGREEMENT BETWEEN KNOWINK  
AND ST. JOSEPH COUNTY

This is a software license and service agreement. The first year will be \$318220.00 for the license and set up. Annual support and maintenance will be \$125 per poll pad unit plus \$2500 central command. This agreement will be effective from April 15, 2016 thru April 15, 2023. Support and maintenance will be \$23125.00 annually for years 2017-2023.

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

ADD ON:  
IN THE MATTER OF APPROVING  
A TRAINING AND TRAVEL  
REQUEST FOR THE SHERIFF

This is a request to go to the How to be an effective field training officer course in Indianapolis, Indiana from April 4-8, 2016. The estimated cost of this is \$3248.00.

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

ADD ON:  
IN THE MATTER OF APPROVING  
A REQUEST TO PURSUE THE  
2015 EMPG SALARY REIMBURSEMENT  
GRANT FOR THE EMA

This grant will provide a 50% salary reimbursement back to St. Joseph County. By pursuing this grant it will assure that these funds are returned back to the county.

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

**BOARD OF PUBLIC WORKS:**

PUBLIC WORKS CONSENT AGENDA

Development / Subdivision Requests
Description
<b>Irrevocable Letter of Credit - New Prairie Knolls Subdivision, Phase IV</b>
<b>Irrevocable Letter of Credit - Boulder Bay Subdivision</b>

<b>Irrevocable Letter of Credit - Stone Oak Farms Subdivision</b>
<b>Irrevocable Letter of Credit - Westwood Knolls Subdivision</b>
<b>Irrevocable Letter of Credit - New Prairie Knolls Subdivision, Phase III</b>
<b>Irrevocable Letter of Credit - The Farms Subdivision</b>

<b>Special Event Requests</b>
<b>Description</b>
<b>University of Notre Dame Cycling Club - Spring 2016 Collegiate Cycling Race - April 9, 2016</b>
<b>Fallen Heroes Ride - Sunday, May 15, 2016</b>
<b>Dodgers Run 5K - Canine Cancer Care, Inc. - Saturday, June 18, 2016</b>

<b>Traffic Regulatory Requests</b>
<b>Description</b>

<b>Project Completion Requests</b>
<b>Description</b>

A)  
IN THE MATTER OF APPROVAL  
OF PHASE I AND PHASE II BRIDGE  
INVENTORY & INSPECTION  
PROGRAM 2016-2019, CONSULTANT  
SELECTION AWARD

Jessica Clark, County Engineer, offices on the 7<sup>th</sup> floor.  
It is recommended that this be awarded to DLZ Indiana LLC.

Motion made by Dr. Fleming to accept the recommendation of the Department of Public Works in reference to the above request as read and outlined.  
Motion seconded by Mr. Thomas.  
Motion adopted by a 3-0 vote.

B)  
IN THE MATTER OF APPROVAL  
OF BID REQUEST R&S 91601 P:  
PAVEMENT PRESERVATION  
PACKAGE

It is requested to advertise this on Friday March 18<sup>th</sup> & 25<sup>th</sup>, 2016 with a bid opening on April 5, 2016.

Motion made by Dr. Fleming to accept the recommendation of the Department of Public Works in reference to the above request as read and outlined.  
Motion seconded by Mr. Thomas.  
Motion adopted by a 3-0 vote.

**OLD BUSINESS:**

IN THE MATTER OF APPROVAL  
OF ST. JOSEPH COUNTY  
PURCHASING DEPARTMENT  
POLICIES, PROCEDURES & BIDS

Motion made by Dr. Fleming to untable the above request as read and outlined.

Motion seconded by Mr. Thomas.

Motion adopted by a 3-0 vote.

Scott MacKenzie, Purchasing Manager, offices on the 7<sup>th</sup> floor.

This manual should implement stronger controls in the County's procurement process. The reasoning behind the new and updated manual is due to changes from the Auditor's office. The intention of this manual is to help alleviate any issues and concerns. Some of the key changes are: fixed asset disposal approvals, removal of blanket PO's, changes in direct claims, and inventory audits.

Motion made by Dr. Fleming to accept the above request as read and outlined.

Motion seconded by Mr. Thomas.

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 Dr. Fleming. Meeting recessed by a 3-0 vote.