

**PORTER COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, APRIL 17, 2018
10:00 A.M.**

(The entire meeting is available to watch on the Porter County website.)

The Regular meeting of the Porter County Board of Commissioners convened at 10:00 a.m. on Tuesday, April 17, 2018 in the Commissioners' Chambers of the Administration Center.

Those present were: Commissioners Jeff Good, Laura Blaney, Jim Biggs, County Attorney Scott McClure; Administrative Assistant Rhonda Young and Recording Secretary Kathy Merle.

Call to Order/Pledge

Com. Good, Good morning, this is the Board of Commissioners' Meeting on Tuesday April 17th, 2018.

CONSENT AGENDA

Approval of Minutes – April 3rd, 2018.

Approval of Payroll – April 6th, 2018.

Approval of Claims – April 5th and April 12th, 2018.

MEMORIAL OPERA HOUSE – SCOT MACDONALD, DIRECTOR

Rock the Block – Artist Engagement Contract

Com. Blaney, moved to approve the Consent Agenda, Com. Biggs, second, motion carried.

ANNOUNCEMENTS

911 Dispatch Update

Com. Biggs, Thank you Com. Good. There has been much discussion in the last week whether the 911 Center should switch over to a 1 Channel or a 2 Channel Dispatching System for Police and Fire Departments. Unfortunately there has been incorrect and incomplete information circulating on some social media sites. Ultimately the final decision rests with the County Board of Commissioners and we want to make it clear that we have not reached a decision about which approach will be implemented. This change whether it is 1 Channel or 2 Channels is not an isolated decision. Whatever we chose there is a domino effect. There will be personnel and training impacts for both our dispatchers and first responders. We have to consider any potential programming, software and hardware needs which may differ based on the choice we make. If there are such needs we must work with the County Council to determine whether the funding is going to come from or whether or not it's even available. We need to examine if and how the decision will impact the upcoming move of the 911 Center to the 157 Franklin Street Building. We cannot go into this rushed. It is a critical condition that has so many moving parts. It will be several weeks before we can complete our review, the options and their impacts. During this time we will continue to listen to thoughtful and reasoned input from our police and fire department. And above all else we will make the safety of our citizens and the first responders our top priority.

Com. Good, Thank you Jim.

Com. Biggs, You're welcome.

Com. Good, Any comments from Laura or anyone else?

NEW BUSINESS

COMMISSIONERS

Approval of Release of RFP for Liquor License/Lease at 157 Franklin with the City of Valpo

Com. Good, We're in the process of executing that contract and we're starting work on the development of the plan on what offices and people will be going into that building as it also stated in paper, but we will formalize it here. The people that own the building that we're buying own the restaurant inside which is Casa Del Mar and they have decided not to keep the restaurant. This was their decision it was not ours. We actually advocated that they stay, but they are in other business and respectfully they declined. They will be staying on 90 days past the execution of the contract so once we close they will be a tenant of ours for 90 days. What this will do is we are going out to the market to look for another restaurant and liquor license that the City of Valpo has to find another tenant to come in and be there in that building because we feel that the space is right for that type of use as part of the building. I just want to explain that to everybody as to what is going on. Scott if there is anything else that you want to add.

Atty. McClure, The reason why we're doing it with the City Valparaiso is the interplay of the liquor license that ultimately without the City of Valparaiso and their boards would have to approve so that is why we're doing this together. They've done this in the past when they've had another one of those historic liquor licenses available. So they have done this before and they're learning from what they did the first time and we're going to do it a second time. So therefore if a restaurant is chosen from the process it's a dual edged sword as far as dealing with the lease from us and then also the approval process with the City of Valparaiso for the liquor license so that is why this is a good fit to not have parallel tracks but to do it in one request for proposals from the restaurant community.

Com. Good, The City of Valpo has been very gracious in doing this for us and working with us. The City of Valpo seems to get all of the phone calls when liquor licenses are available. They're the ones to get the calls and they're the ones that are talking to all of the people that are interested. So from our perspective it makes a lot of sense to get the right people in the right place to talk to each other so that is what we're trying to do here. Any other questions or anything from the Board about this?

Com. Biggs, Just a coincidence it ends up being a Good, Blaney, Biggs Hot Dogs and Fries. Just a coincidence.

Com. Blaney, We're having steaks.

Com. Blaney, moved to approve the RFP for Liquor License/Lease at 157 Franklin, Com. Biggs, second, motion carried.

Announcement of the release of RFP for Porter County Employee Wellness Clinic

Atty. McClure, We've been working with our consultant Tony Bontrager with RE Sutton and as we moved our way through our insurance transition for the most part given the size of our group has been very smooth. Your normal bumps and bruises as you do anything of that size and magnitude. Now we're ready to starting putting that to some extent in the rearview mirror. And as we're moving forward as we talked about before we're going to be looking at the option of having an Employee Wellness Clinic as we discussed when we originally did this switch over that we did effective April 1st. This is basically the announcement that that will be released basically in the next 7 days. I know we had garnered a lot of phones from all of the different medical providers in the area. So I think this is a good effective way to let everybody show what they have to offer. This is kind of an evolving field, evolving area so this will allow everyone a chance to come and respond to the request for proposals. Again this will be for Employee Wellness Clinic component. It's kind of the final component of the plan for the Employee Health Insurance. So that will be released in about 7 days in my conversations with Mr. Bontrager.

Com. Good, And so for our employees who are listening what we're going to be looking at is times that they are opened. Obviously there is a financial component to it, location. So there a lot of things here that we need to look at for this, but I can honestly say again up here as we work through the health insurance issues here in the County we're at a very good spot right now, because we have a lot of interest in this clinic. We've been contacted by 5 different players wanting to come in and do that and when I hear that it reminds me of the Walmart commercial about falling prices. So we like that, but on the other hand it's not just about the cost we're also looking at convenience and we're looking at other things for our employees. We feel this is a great opportunity for a win win on all levels for the County and the employees. This is the final piece to our health insurance program moving forward and we're very excited about it.

Com. Good, moved to approve the release of the RFP for the Employee Wellness Clinic, Com. Biggs, second, motion carried.

Com. Biggs, Just to be clear Mr. Chairman we're actually looking at this location as a Clinic location, to have it located right in the building for the employees. So its best use is made here and we can control the rent, right.

Com. Good, Yes we get another tenant that will pay rent. I sort of like that it will go towards the utility bill. Right Rhonda? It's a big utility bill.

Duneland Group – Topographical Survey for the Porter County Courthouse

Com. Good, As most of you know the Capital Improvement Plan is well in its swing. We're now starting to look at some of the site planning in and around the Courthouse. We're also assessing the inside of the Courthouse. We just got a study back on the shell of the Courthouse, on the limestone and some of the foundation issues that we're having. I think at the next meeting we're going to be entering that report into the public records so we have a document of it that people can look at from now until eternity. We wish this would have been done 15 or 20 years ago so we could have picked up some of this stuff and read, but no one did that. We're going to leave the people that follow us a good trail so they can figure out what we did 20 years from now. This is a topographical survey in and around the whole Courthouse area. It's needed to do site planning and other things. I believe it was for \$6,000.00 and that is what is on the table right now so they can get going and get the topographical survey completed.

Com. Blaney, moved to approve, Com. Biggs, second, motion carried.

Notice to Bidders for the renovation of the Valparaiso Courthouse

Com. Good, Is this for the bid package for the windows?

Atty. McClure, Yes this is Bid Package No. 1. This is the formal notice that will be put in the paper announcing it. We will be accepting bids until May 8th, 2018 at 10:00 a.m. There will be also a pre-bid conference on April 23rd at 10:00 a.m. in the Commissioners' side chambers for any questions that the potential bidders would have. This is our notice to go out that those bid packages will be coming out shortly.

Com. Good, This is for all of the windows. Not only doing all of the limestone work and cleaning and tuck pointing and replacing on the outside of the building we will also be doing new windows too for the entire building. This releases the windows, the bid package for the windows. I think the windows are going to take probably 8 to 14 weeks delivery so we want to get out in front of it and get it going so we can put these windows in before winter hits. That is the plan.

Com. Blaney, moved to approve the Notice to Bidders, Com. Biggs, second, motion carried.

Gariup Construction – Payment Application No. 6 for the Admin. Plaza Renovation in the amount of \$45,703.55. Remaining Due is \$65,720.90

Com. Blaney, moved to approve Payment Application No. 6 from Gariup, Com. Biggs, second, motion carried.

GIS – Charlie Keene – Property & Casualty Renewal

Mr. Berhendt, Good Morning I'm Mark Berhendt this is Charlie Keene. We're here to give a summary of the marketing we've done for the insurance. To start out with we do appreciate the County of Porter selecting us to be their Property & Casualty broker. We look forward to continue working with you, implementing your risk strategy and provide some services to support that plan. The insurance program marketing for April 10th all the coverages accept worker's compensation were effective January 1st the worker's compensation renewed in April. We took that opportunity to market the Property / Casualty coverages excluding Worker's Comp. to the market. We went out to 12 insurance companies that specialize in public sector programs in Indiana. Out of the 12 carriers 5 insurance carriers provided proposals. One of the 5 is a partially self-funded worker's compensation program and the other 4 proposals were guaranteed cost programs. Through the extensive examination of all of the program options we received with the exception of worker's comp., cyber liability and accident health policies General Insurance recommends the County of Porter move the coverages to Traveler's Insurance for the April effective date. Traveler's has a dedicated public sector division and currently works with 18 counties in the State of Indiana. In addition to significant cost savings Traveler's is providing enhanced coverages and services compared to the current program.

Mr. Keene, I'm Charlie Keene with General Insurance. With regards to the worker's compensation coverage General Insurance is recommending that the County enter into a partially self-funded worker's compensation program offered through Caitlin Morgan Insurance Services. The program allows the County to pay claims with funds that would traditionally be applied to premiums in the normal marketplace. With property safety training, procedures and overall mindset committed to minimizing losses to the County the County can control these claims and maximize the growth of the lost fund over years. Caitlin Morgan will offer the County unmatched risk management safety and loss prevention services to help insure the long term viability of the worker's compensation self-funded program. With regards to the overall premium the expiring premium \$1,635,218.00 renewal premium effective April 10th, 2018 \$1,430,702.00. So that is a nice savings there. We do recommend that the County contributes \$449,117.00 into the worker's compensation loss fund.

Com. Blaney, And that was included in those numbers that you just mentioned.

Mr. Keene, Correct that number was included in the total premium. That is somewhat confusing because we're really comparing apples and oranges. Good point thank you. So in conclusion we're very proud of the results that we've been able to bring to the County. The County of Porter will recognize a total insurance savings fixed cost of over \$280,000.00 for 2018. We are committed to continue to help the County identify, develop, implement and monitor the County's risk management strategy and we appreciate your trust you place in General Insurance Services.

Com. Good, Any questions Jim?

Com. Biggs, It's remarkable when you go and bid things out what can happen. Thank you, you guys have done a wonderful job over the last few months I really appreciate it.

Mr. Berhendt, We appreciate that.

Com. Good, We turned around and bound at the first of the year and then once we bound for this year we turned around immediately and moved towards rebidding it again so we could move our renewal date from April 1st to April 1st and that helps us in a lot of ways. That is when our renewals come forward on the health insurance so now we're going to be able to deal with all of our insurance at one time in the year. It also sets us up for better budgeting as we go forward for next year. Because now we are getting more real time numbers for our budgeting as we move into next year. Before we had almost a year lag in our premium and our insurance numbers.

Com. Blaney, Let me clarify something that you said, you said April 1st to April 1st. It was January 1st.

Com. Good, January 1st was our first renewal and Property & Casualty was always renewed January 1st. For us it was always tough because we're getting bids in at the end of the year and that is when we're doing a lot of other things at the end of the year. So what we're doing is shifting our workloads around a little bit but it's just a better time frame for us for a lot of different reasons from a management protocol perspective.

Com. Blaney, And we don't have people turning over if there is an election right in the middle of it all.

Com. Good, Right and that was the other thing is you have elections and you have new people coming in and the premiums are due. So we're trying to make this work for a lot of different reasons for everybody, but it was a lot of work is what I'm trying to say and these gentlemen came in at a fixed fee and they did a lot of work for that fixed fee. I think with all of that work we took a very very deep dive and learned a lot about what was going on out there and we've corrected a lot of things. We've done a lot of things...and I know \$280,000.00 a year is a good savings, but I think on top of that we have much better coverage then we had the last time too and you can't put a dollar figure on that. I think a lot of the areas where the coverage increased was in very critical areas too.

Com. Biggs, I think the numbers are actually larger than what you quoted. Quit honestly and I'm not asking you to agree, but when you came in an audited this Property & Casualty program was an absolute mess. I think we would all agree to that. Speaking for myself because Laura and Jeff had brought up the elections there is constantly a revolving door of elected officials up here who come in with their own agendas and their own you know what they see as policy, but I hope that we're doing here is establishing a strong policy for others to follow and also a business culture that they will follow. So again thank you you guys have done a great job.

Atty. McClure, And to dove tail into what Jim said take it one step back what really happened was we started with a consultant with KBIC who came in and educated all of us greatly and went out and did a significant process to get to GIS. And then once GIS was chosen then that baton of work kind of passed to them and then they dove into the actual insurance coverage itself. So this process started with the Commissioners' approving KBIC's contract a year and half or longer ago and them working through the process to go from KBIC to GIS to today. So this feels like a great "Ah ha" moment in April but in reality this started a year and a half ago and it's been a lot of work to get to here, but ultimately as Jim has pointed out the end result is I think a much better understanding of what is happening up here with our coverage and some ways to save some money on it. So I would thank you also.

Com. Good, Better service and lower prices and that is what we're trying to do up here. Keep ratching up the services levels for all of our people too. Job well done.

Com. Blaney, moved to approve the Property & Casualty Insurance renewal with GIS, Com. Biggs, second, motion carried.

Com. Good, Thank you gentlemen I look forward to seeing you at all of our upcoming meetings.

Mr. Keene, Thank you, sounds good.

A Memorandum of Understanding between the Porter County Commissioners and the Portage Township Trustee

Atty. McClure, So this MOU is dealing with the Capital Project up in Porter County North at the Portage Court North County Annex. This is dealing with the cost share between the Township Trustee, the food bank and the County. This is dealing with basically who is paying for what. It's very detailed, but basically we have some shared costs. We have some direct costs. What we've attempted to do with this MOU is put together a circumstance in which the things that are most cost savings for the County to take on as the original contract and then do a share with the Trustee has been set up that way. The way that cost share is basically working is the simple math of the square footage Township Trustee and the food bank will take and then we've also because we have Skillman on board we were able to figure out when it comes to the actual construction costs that we can do some direct contracts or they can do some direct contracts for the construction itself and our bid packets will still look like a bid package for the out building a 13/1400 square foot building, but when the contract are actually done the Trustee will enter into those directly. For instance the construction management contract is an overarching contract and we will be sharing that with them again based on the ratio of the square footage that we are all dealing with. So I think it's very fair the Trustee's office and their counsels have an opportunity to review it. We've had a few revisions so this is ready to be approved and then that way we can formalize what we've been talking about with them from the beginning as far as being able to put together a situation where we are bidding things to get the best price possible. Either we're sharing the costs or we're doing direct contracts down the road. So this is underway and I would recommend that the Commissioners' approve this.

Com. Good, Some of the other things that are in there too, not only just from a construction standpoint but from an operational standpoint ongoing I think Portage Township is going to be assisting with snow plowing out there which we don't have assets up there so they are using their assets. We're going to mow. There is a community room up there which will be a new early voting place and a community room for North County. Portage Township is going to program that community room for us, because they have their offices right there. So what we are doing is trading off because of location who is going to do what and then we formalizing it going forward. So in ten years from now when everyone is scratching their head they could just pick up a piece of paper and that is how it's supposed to go. The MOU is not just about the construction of the building it's about the ongoing responsibilities going forward. I'm very pleased to hear they came back and looked and approved it.

Com. Blaney, moved to approve the MOU, Com. Biggs, second, motion carried.

CLERK KAREN MARTIN

The Caring Place, Inc. – Protective Order Advocate Services Agreement.

Com. Good, I don't think Karen is here.

Atty. McClure, This is a contract between the County Clerk and The Caring Place to provide advocates to those who are attempting to fill out the protective order forms for the courts. This is a contract between the County Clerk and The Caring Place. The Caring Place itself would be paid \$40 per protective order that they are working on, because it is not in the

budget as we stood the Council President has signed off on it knowing that it's here and that we can approve it.

Com. Blaney, moved to approve the Protective Order Advocate Services Agreement, Com. Biggs, second, motion carried.

ANIMAL SHELTER – TONI BIANCHI, DIRECTOR

Verizon – Mobile broadband to provide internet access for the Animal Control Officer's vehicles

Ms. Bianchi, Currently they are using the jet packs from the Sheriff's Department and the Sheriff's Department would like them back. They have been kind enough to let us use them for the past year almost so we just wanted to go ahead and get our own and that will come through my budget, my telephone budget. I worked with Don Wellsand on this to get the right jet packs and everything for their computers. It should be a done deal.

Com. Blaney, moved to approve the Verizon contract, Com. Biggs, second, motion carried.

EXPO CENTER – LORI DALY, DIRECTOR

3 Quotes for fence repair.

Wunder	\$ 975.25
Fence Masters	
Northern Indiana Fence Co.	\$1,350.00

Com. Good, You have 2.

Ms. Daly, I did unfortunately they came out and did a quote but never sent it to me and speaking with them twice they didn't know why.

Com. Good, They didn't want to turn it in?

Ms. Daly, Apparently not.

Atty. McClure, But we tried.

Ms. Daly, We tried.

Atty. McClure, That is the important thing.

Com. Good, Where is this fence for?

Ms. Daly, Right along 49 a semi was going south and decided to do a U-turn and took out the fence.

Com. Biggs, So are they paying for the new one?

Com. Good, The insurance?

Ms. Daly, GIS is on it.

Mr. Keene, We submitted to the (Inaudible, not near the mic).

Atty. McClure, Perfect.

Com. Good, That is how it's supposed to work. We have 3 quotes one is for Wunder Fence for \$975.25 and one is for Northern Indiana Fence for \$1,350.00.

Com. Biggs, Where is Wunder at?

Ms. Daly, They are in Lake Station. They had done work a couple of years ago when the gate got taken out by a semi.

Com. Good, Again, I'm seeing a repeat here.

Ms. Daly, It happens a lot.

Com. Good, You've got a lot of fence out there.

Com. Blaney, moved to approve Wunder Fence in the amount of \$925.75, Com. Biggs, second, motion carried.

AUDITOR VICKI URBANIK

New Status Change Procedures

Ms. Urbanik, Commissioners as part of the ongoing enhancements we are trying to make to payroll over the last few years. We have been working in the Auditor's office on a new status change form. Status change forms are submitted to the Auditor's Office by department heads whenever there is a change in a status hence the name for an employee. Whether it's a demotion, promotion, salary change, new hire, re-hire, resignation or termination. Now as we looked at other counties status change forms we consulted with H.R. to look at some other models of status changes forms and we came up with a new form that we think will correct some deficiencies in the old form that we have been using. The reason why I'm here before you is to give you a peak at some of the new policies that we would like to propose as part of the unveiling of the new status change form. It's especially important now that we have our new timekeeping system because we have changed the pay date so it is one week after the pay period that has led to a lot of improvements in our payroll system. We have the timekeeping system which has definitely enhanced accountability because now we have a tracking of the hours that employees are working, but we still have the need for departments to submit changes on their employees to the Auditor's Office in a timely basis. The current policy just calls for department heads submit promptly. That's pretty vague. It doesn't give a concise and enforceable deadline. So what we would like to do is to release memos to the department heads and reiterating the need for them to get us the status changes as soon as a status change is determined. What that will do for us is to get the new employee set up in Right Stuff. We can't get people set up if we don't know who is coming on board. We would like terminations, resignations, anytime an employee leaves it needs to be told to us almost immediately within one business day. We need to alert PERF. We need to get them off of the insurance as an example. What I'm trying to do is minimize sometimes the chaos that comes up during payroll week, because our payroll week has now been shortened so I would like our payroll to function like a well-oiled machine and on the non-payroll weeks deal the changes that we need to put in. So the proposal is what I think are some common sense proposals that basically call for a deadline of status changes as soon as possible but no later than the Thursday before the pay period. All new hires are to begin with the start of a pay period because it does cause some problems to start them in the middle of a pay period because it does cause some problems to start them in the middle of a pay period. Its do able but if we can encourage the start of the pay period. We also would like the new employee paperwork to be filled out also for re-hires because we had some people who have come back to work. We have their social security number but has anything changed since they came back. Has their bank deposit changed, has their withholding changed and a lot people are changing their withholding because of the new.....

Com. Biggs, Their last name.

Ms. Urbanik, You can change your withholding with our office, but today is the last day to file your tax return and next year filing tax returns will have some significant differences over this year's tax returns. We are just once again reiterating that everyone needs to follow your timekeeping policy. If you want to review this and confirm it or make some changes by your next meeting we are ready to roll out our new status change with the next pay period.

Atty. McClure, Well I guess I'll jump in and say this Vicki is being nice and I'm going to be a little bit more harsh. Departments across the board just do not understand how important it is to get employee information to the Auditor's Office as quickly as possible. We have way too many incidents of people working 5, 6, 7 days and their paperwork is still not at the Auditor's Office and then it's a crisis on the last payroll day because they should be getting paid and their information is not here. And that is one of the reasons why Vicki was encouraged to do this policy and get it on the Commissioner's agenda to get it approved because we can't have people without I-9's. We can't have people working without the proper documentation. We have all kinds of regulations and things to deal with and time lines in hiring people and having them work and not having their paperwork get to the Auditor's Office does nothing but cause chaos. Then when mistakes are made and fingers are pointed and it just really is a bad situation. I encourage the Commissioners to look at these policies because they need to be enforced, department heads need to be educated and we need to follow them so that when we get to the point and we're going to get to the point if it doesn't change and someone doesn't get paid we need to be able to figure out how we got there and the answer is going to be the paperwork that needs to be done for a new employee just never got to where it needed to go. And right now I know that Vicki and her office have been spending a tremendous amount of time

on that last payroll day running around this entire County gathering the paperwork because they don't want someone not to get paid, which is very admirable and I appreciate that however, it's not their job to babysit every department in the County to make sure their employees get paid. It's a simple amount of paperwork that needs to be done and it needs to be done as quickly as possible.

Com. Biggs, I read through it the policy looks good. My only concern is the enforcement of it. How is it enforced? I mean if it's not enforced passing this will only create more work on your end. You realize that?

Ms. Urbanik, Yes, if status changes are not turned in and we cannot set people up in Right Stuff for timekeeping they will not be able to clock in and out. They will not be able to have a time sheet. If the new employee paperwork is not submitted to us we are not allowed to pay anyone without a social security number without the withholding. We can't guess what people want on their withholding.

Com. Good, Maybe we can just start hiring all of the people then at the Commissioners. Then let all of the other department heads and elected officials then they can't hire them right? In our business with our H.R. we have 28 properties in 8 different states and if that general manager screws up the payroll he's the one that has to deal with that employee and it becomes real real quick. Then the problem goes away and it has, it goes away.

Ms. Urbanik, And that is why we would like to tighten up on the status change. The status change form is trigger to the Auditor's Office to say that something is happening so we need to start plugging it into payroll and now in timekeeping. We need to set them up. Then the new employees work with your H.R. Department in filling out all of the forms and the I-9's and that is the second part. We don't need that as immediately as the status changes but at least the status change will be the first step.

Atty. McClure, Well it's as simple as this. We have employees working that can't clock in and clock out. So we're not even following our timekeeping policy and that's not the fault of the Auditor it's because they don't have enough information to put them in the timekeeping system to begin with. So the process has to begin at the hiring of people not desperately before the first payroll that those people should be getting paid on. It's pretty straight forward. Department heads as a whole not everyone, but department heads as a whole need to make sure the status changes are done as quickly as possible and we need to continue to fine tune the policy and ultimately Jim I think the Commissioners are going to enforce it and if that's by putting the department heads on the agenda and asking why they can't get their paperwork done for their new employees then that is what we'll have to do.

Com. Biggs, We're always the bad guys.

Com. Blaney, That is why we get the big bucks.

Com. Good, Payroll should be like you said it should be a well-oiled machine. It is everywhere else and there is no reason why it can't be here too. We just have to get better at it.

Com. Blaney, And this form that you put together is very clear, very simple, straight forward. It shouldn't be a problem for anyone to figure it out.

Ms. Urbanik, Some of the counties have 3 pages of forms. We wanted to keep it simple, but our current form does not address all of the situations. Our current form is about a quarter of a page so it works better.

Com. Biggs, moved to approve the amendment to the current Personnel Policy language specifically 7.11 actions which impact payroll and to improve the status change form, Com. Blaney, second, motion carried.

Com. Biggs, Vicki, all of the department heads will get a copy of this?

Ms. Urbanik, Oh yes. I usually send out memos via email and paper copies just in case one gets lost in the transition so I will do this definitely and then we will roll out the status change form with the next pay period.

Com. Good, And thank you again for all of the work that you've done on the software and the timekeeping that has been a lot of work and thank you Vicki you kept it on the rails.

Ms. Urbanik, Well thank you. I think overall it's been working pretty well and we hope to keep making improvements in it. Thank you very much.

RECYCLE / WASTE REDUCTION – THERESE HALLER, DIRECTOR

A request to mark Monday, May 7th through Friday, May 11th, 2018 America Recycles Day by setting up a table in the rotunda of the Administration Center. They also wish to continue the celebration on Monday, November 5th through Friday, November 9th. Staff and volunteers will be able to connect with visitors and employees to answer their recycling questions and hand out information.

Ms. Haller, Hello, just before the Commissioners to ask permission to have an informational table in the lobby the first week in May this year and if it's not too premature also the first week in November to educate the public, visitors and employees about composting in May and then America's Recycle Day in November.

Com. Blaney, That won't interfere with voting or anything?

Com. Biggs, Good point Laura.

Ms. Haller, We did I believe there was a request and it was granted last year for that same time period. I'm not sure it coincided with voting and there was a table here in the little ante area there where the doors are.

Com. Blaney, And it might be a good thing more people will see it.

Atty. McClure, Well I don't think that if we had the overlap...we didn't do the voting in here we did it down the classroom.

Com. Blaney, moved to approve both dates, Com. Biggs, second, motion carried.

FACILITIES DEPT. – MATT STECHLY, DIRECTOR

Valparaiso Highway Dept. Office Building Roof Repairs 3 Quotes:

Ross Roofing	\$22,151.00
Maris and Son	\$22,500.00
Korellis Roofing	\$35,000.00

Valparaiso Highway Dept. Garage Roof Repairs 3 Quotes:

Maris and Son	\$ 9,100.00
Ross Roofing	\$13,682.00
Korellis Roofing	\$17,240.00

3 Quotes for Renovation work for the Auditor's and Commissioners' offices:

Gough, Inc.	\$78,250.00
Hasse Construction	\$83,657.00
Gariup Construction	\$86,700.00

Com. Good, It looks like we got some more roofing projects. Good morning Matt.

Mr. Stechly, Good morning.

Com. Good, Why don't you give us a brief description of each one Matt.

Mr. Stechly, Number 2 shouldn't have been on here it was a quote that I received but that wasn't mandatory. There are 2 different roofs on this facility so number 2 was not needed. We'll definitely get a few more years out of that portion of the roof. Number 1 is for the Valpo Highway Garage to remove and replace the current roof flat rubber membrane over the office part. It's been overdue and this winter with the thaw and the deep freeze that we had was kind of the final straw.

Com. Good, End of life life.

Mr. Stechly, Yes, I knew it was getting there but this winter sped it up by a year or two on me.

Com. Good, So you have 3 quotes.

Mr. Stechly, Correct, Ross, Maris and Korellis. All of them received the same scope of work. Ross Roofing came in at \$22,151.00.

Com. Good, And you feel pretty comfortable with them after talking to them and everything.

Mr. Stechly, Sure, I've never worked with Ross direct but we did our due diligence. They are a reputable, solid vendor.

Com. Blaney, moved to approve Ross Roofing as the low bidder \$22,151.00, Com. Biggs, second, motion carried.

Com. Good, We'll get you a new roof out there Andy to keep you dry.

Mr. Stechly, And then Number 3 this is something if you want to divulge on the scope or what we are doing here and then I will get into the numbers.

Com. Good, What the Board of Commissioners have tasked Matt to do, Building Facilities to do is we are looking at the space over here in the Commissioners' Office and the Auditor's Office. We've had discussions with Vicki about this and what we are basically doing is we are going to be building some walls and doing some interior movement between the Auditor's Office and the Commissioners' Office. What we're going to be doing is we will be bringing our H.R. Department behind the Commissioners' Offices. We will also be putting in another meeting room there, which is desperately needed. We just don't seem to ever have enough meeting spaces in this building, because there are a lot more meetings going on now. So we will be taking some space from Vicki's area, but we will also be giving back the space where H.R. is on the end of the building to Vicki. So we are just trading some spaces making it a little bit more functional a little bit more workable after 25 years. Some of the work patterns and things have changed a little bit and this is just going to put us in a better situation for our employees and us and other things. Did I miss anything on that Scott? And Vicki we did talk to you about this right? We did work with you on this?

Ms. Urbanik, Yes.

Mr. Stechly, There are several components to the scope of work on this obviously the Board of Commissioners, Vicki and myself. I involved DLZ just for some renderings so we kept the cost down in terms of running with the full scope of services, drawings, design and layout. We just used the tip of the iceberg with DLZ to keep the costs down. So one or two visits onsite to get some renderings and then I ran with the scope. So the entire scope of work was put together and then I did a pre-quote, pre-bid walkthrough with the vendor. We met here in the evening and apples to apples. Yes, I'm really happy with the quotes. They are extremely tight in terms of the variances so really confident of it. Happy to see Gough in my time here they've tried several times and they finally got one so we were laughing about that. So I would like to award the project to Gough for the lowest amount of \$78,250.00.

Com. Blaney, moved to approve Gough Construction Inc. of \$78,250.00, Com. Biggs, second, motion carried.

HIGHWAY DEPT. – ANDY MCKAY, SUPERINTENDENT

Award Bids for Bituminous Materials

Com. Good, If you were at our last meeting we opened up all of the quotes for all of our bituminous vendors for all of our paving and road work that we are going to be doing this year. Andy took those bids under advisement and now he is back to report to the Commissioners so Andy take it away.

Mr. McKay, This is for the liquid, this is also for asphalt and for crack sealing. We bid out all of them. Each one has a cheaper price on different things that is why we're recommending accepting all of them. All of them had their bids in order with bid checks or bid bonds and they look good.

Com. Good, I think from what I looked at overall it looks like we were pretty flat for this year right Andy?

Mr. McKay, Yes we dropped a little bit I think last year bridges are our biggest product it was 63 now this year I think the highest one was 60 even I think. I dropped just a little bit at 1500 ton for a mile it adds up fast.

Com. Good, Yes it sure does. Well that is good news.

Mr. McKay, Yes.

Com. Good, So I guess what the Board needs to do is take those bids and formalize them. We're basically accepting them all and they are all within that same price range so we've given you the opportunity to use them based on schedules and everything else.

Bituminous Asphalt Bidders:

1. Central Paving
2. Boyd Asphalt
3. Town & Country Construction Inc
4. Rieth & Riley Construction Inc
5. Walsh & Kelly

Com. Blaney, moved to approve, Com. Biggs, second, motion carried.

Liquid Bituminous:

1. The Klink Group (Bit-Mat Products)
2. Asphalt Materials Inc

Com. Blaney, moved to approve, Com. Biggs, second, motion carried.

Bituminous Crack-Seal:

1. Pavement Solutions Inc

(Recommend accepting all Bids)

Com. Good, moved to approve, Com. Blaney, second, motion carried.

Com. Good, Now you can start order stuff. Thanks for all of your work on that.

Mr. McKay, Thank you very much.

ENGINEERING & PLAN COMMISSION – BOB THOMPSON, DIRECTOR

DLZ – LPA Consulting Contract for the 100 South Project

Mr. Thompson, This is for the next phase of 100 South. This is going to be for the right-of-way services and also what they refer to is the right-of-way lid. DLZ is working towards the environmental portion of this shortly and after that they were going to moving right into the right-of-way services. This is about hiring the appraisers.

Com. Good, For land act?

Mr. Thompson, Correct.

Atty. McClure, The contract is not to exceed \$405,055.00.

Mr. Thompson, Correct. Right-of-way services if I remember correctly was \$405,000.00 and then the actual lid is going to be in the area of \$400,000.00.

Atty. McClure, This is on an 80/20 with the State?

Mr. Thompson, Correct, right now we're going forward and trying to receive more money for federal funding for this year.

Atty. McClure, Excellent.

Com. Blaney, Those improvements are absolutely needed down there.

Com. Blaney, moved to approve, Com. Biggs, second, motion carried.

Com. Biggs, It doesn't hurt that DLZ brought one of their brightest engineers.

Mr. Thompson, You noticed that I was turning around and looking at Tricia.

PORTER COUNTY SUBSTANCE ABUSE COUNCIL – DAWN PELC & CHRIS BUYER

Comprehensive Community Plan

Mr. Buyer, Thank you my name is Chris Buyer and I am a board member with the Substance Abuse Council and Dawn is our Executive Director. We're here today to request approval of our 2018 Comprehensive Community Plan update. As you may or may not be aware that the Comprehensive Community Plan is completed by each coalition within the State every 3 years and it outlines risk and needs within the community as related to substance use. So it is unique to each county within the State. Goals and objectives are then formulated to combat those identified needs. Our coalition created our current plan last year and chose to focus on 3 specific areas those being prescription and other illicit drugs with an emphasis on opioids and heroin also, alcohol abuse among youth and adults and also marijuana. In between each 3 year cycle the coalition is required to update the previous year's progress in meeting their established goals so that is what you have before you today. We actually in 2017 completed year 1 of our approved Comprehensive Community Plan and this year we were responsible for updating our progress on our goals and objectives. I can tell you that we have very busy. It's amazing to see in creating this plan how much we as a coalition both as a group and then individually our members in their own lines of work have contributed to the fight of substance abuse. The updated plan was recently completed and submitted to the Indiana Criminal Justice Institute for their review and approval. It was also approved this past Thursday during the collations monthly meeting and so the last stop so to speak is with this particular body for approval. So if there are any questions Dawn and I would be happy to try and answer those for you. If not we would request at this time your approval.

Com. Good, Any questions of the Board?

Com. Biggs, Nice plan by the way. The Commissioners are also, just to provide you with an announcement of sorts we are considering joining a group of litigants is that the right word Scott. Why don't you explain that real quick what we are considering.

Atty. McClure, There is the opioid litigation that is starting to kick off across the country. The Commissioners have been approached by a firm that is representing 25 cities and counties across the State of Indiana and basically the Commissioners are taking into consideration whether to join in that opioid litigation at this point or not. So it's at the very early stage but it is something under consideration but it is something under consideration at this point.

Com. Good, Any other questions? And this plan that you are putting together what is the basis for that? Is that just everybody's coordinating efforts and then is this used for any type of grant purposes or other things moving forward. I'm just trying to understand sort of how it all works.

Mr. Buyer, It's best to equate it ask kind of like it is our road map of what we are going to follow and Dawn can to speak this further even but members of the coalition are able to receive grant funding for their programs and so they would refer back to this plan to address these goals and objectives in their request for the grant.

Ms. Pelc, That is correct.

Com. Good, That is what I thought, but I wanted to double check. Any other questions of the Board?

Com. Blaney, moved to approve the Comprehensive Community Plan, Com. Biggs, second, motion carried.

PORTER MASONIC LODGE NO. 137 – ROBERT BOBER, SR. DEACON & JON MILLER

A request to use the north Courthouse lawn on Saturday, May 5th, 2018 from 8:00 a.m. to 3:00 p.m. to sell sweet Vidalia onions which will benefit the Orak Shriners and the Porter Lodge Freemasons.

Mr. Miller, The reason I'm here is requesting permission to hold a Vidalia onion fundraiser on the north side of the Courthouse in Valparaiso. It says in the letter that we submitted that it would benefit the Shriners and the Masonic Lodge here in Valparaiso. I want to clarify all proceeds that come from the sale of the Vidalia onions are primarily directed toward the Orak Shriners in Michigan City of which many members of our lodge belong. All of the money from that goes to overhead costs plus all of the proceeds go to transportation costs along our Shriners to transport children primarily to the hospital in Oak Park Chicago. It's not for operating costs of the lodge or anything like that.

Com. Blaney, moved to approve, Com. Biggs, second, motion carried.

PORTER COUNTY SOIL AND WATER CONSERVATION DISTRICT

A request from Michelle Benson to celebrate Soil and Water by placing a display in the entrance of the Admin. Building from Monday, April 30th through Friday, May 4th.

Com. Blaney, moved to approve, Com. Biggs, second, motion carried.

DUNEBROOK – SARA HOYT

A request to gather at the north side of the Courthouse grounds on Saturday, April 21st, 2018 for the Child Abuse Prevention Walk. The group will leave the Courthouse and head to the old fairgrounds and then return back to the Courthouse grounds. They also wish to place pinwheels and signs that say “No Excuse for Child Abuse”. The Dunebrook staff will remove the signs and pinwheels on Tuesday, May 1st.

Com. Good, Hi Sara, good to see you.

Ms. Hoyt, You too.

Com. Good, Why don't you tell us what you have going on.

Ms. Hoyt, The Child Abuse Prevention month is April. So we have been approved to do our awareness walk on Saturday the 21st. I am seeking for approval to put some pinwheels and some signs at the Courthouse because our walk is taking place from Butterfield to the Courthouse and back. We will come and clean them up at the end of the month Monday I believe that is the 30th.

Com. Good, Our Buildings Facility people will be glad to hear it.

Ms. Hoyt, We're happy to help.

Com. Blaney, moved to approve, Com. Biggs, second, motion carried.

With no further business the meeting was adjourned at 11:02 a.m.

BOARD OF COMMISSIONERS
PORTER COUNTY, INDIANA

Jeffrey J. Good

Laura M. Blaney

Jim Biggs

Attest: _____
Vicki Urbanik, Auditor