



## BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEN

City-County Building Room 200 · 1 East Main Street · Fort Wayne, IN 46802

Phone: 260.449.7555 TDD: 260.449.7881 FAX: 260.449.7568

NELSON PETERS LINDA K. BLOOM THERESE BROWN

### MINUTES

**Commissioners' Legislative Session  
10:00 a.m. Friday, January 14, 2011  
Commissioners' Courtroom - City-County Building**

Commissioners Present: Nelson Peters, Linda Bloom and Therese Brown

Others Present:	Chris Cloud	Commissioners Office
	Mike Green	Commissioners Office
	Bill Fishering	County Attorney
	Anita Mather	Recorder's Office
	Beth Dlug	Election Board
	Mike Thomson	Highway Department
	Beth Lock	Commissioners Office
	Karen Richards	Prosecutors Office

Commissioner Peters called the meeting to order at 10:01 AM. Commissioner Peters led the meeting with the Pledge of Allegiance and a moment of silence.

- 1. Approval of the minutes of January 07<sup>th</sup>, 2011. DEFERRED.**
- 2. Website Development Agreement between the Board of Commissioners and Aptera Inc on behalf of the Allen County Recorder.** Anita Mather, Chief Deputy Allen County Recorder's Office, presented this item. This is a contract with Aptera to create an updated website for their office. They currently have approximately 20,000 unique visitors per year. Last year they had over 900,000 page hits to their website. They have one of the better Recorder office websites in Indiana. Currently only John can edit this and change things in it and he was doing it with Microsoft Front Page which you can't get anymore. He didn't think it was a good idea that he's the only one that can edit this site and that it would probably be best that more people are capable of doing this. This contract is \$8,700 from Aptera Software that includes developing all the pages, a \$900 license fee, and also developing a new online fee calculator which will be really helpful and should help cut down on phone calls. They did have another bid out there just for the calculator with their existing vendor, Fiddler Software, and they wanted \$6,000 just to develop the calculator. This is \$8,700 for an entire new website and the calculator. John did bid this out with other vendors. This seemed to be the best fit for us and the best price. Commissioner Bloom made a motion that we accept the Website Development Agreement between the Board of Commissioners and Aptera Inc on behalf of the Allen County Recorder. Commissioner Brown seconded this motion and noted that this is a local company so we are enhancing the opportunity for local involvement. Motion carried 3-0.
- 3. Agreement between the Board of Commissioners and A S & L Transportation for the transportation of voting machines and supplies to and from precinct voting locations for the primary and general elections in 2011 on behalf of the Election Board.** Beth Dlug, Election Board, presented this item. The agreement is flat pricing and there has been no increase from last year's rates. They plan all our routes for us and load and unload equipment inside the buildings and meet our precise schedules for pickup and delivery. Commissioner Bloom made a motion to accept Agreement between the Board of Commissioners and A S & L Transportation for the transportation of voting machines and supplies to and from precinct voting locations for the primary and general elections in 2011 on behalf of the Election Board. Commissioner Brown seconded the motion. Motion carried 3-0.

- 4. Amendment to Owner-Engineer Agreement between the Board of Commissioners and American Structurepoint for Tecumseh Street Bridge # 537 over Maumee River, Project # BR0298. Cost - \$7,500.00.** Mike Thornson, Highway Department, presented this item. As noted in previous meetings there has been some additional work and some deficiencies and deterioration identified in the bridge structure. This will help provide for some additional inspection services from American Structurepoint to be sure that is done properly and documented. Commissioner Peters asked how much more on the project is there to go? Mike responded that the bridge was just opened Monday for traffic and there is some additional limestone work and joints underneath the structure and we will have to have some lane restrictions in the spring. Commissioner Brown made a motion to accept the Amendment to Owner-Engineer Agreement between the Board of Commissioners and American Structurepoint for Tecumseh Street Bridge # 537 over Maumee River, Project # BR0298. Cost - \$7,500.00. Commissioner Bloom seconded the motion. Motion carried 3-0.
- 5. General Engineering Agreement between the Board of Commissioners and Butler, Fairman and Seufert, Inc. for about 50 guardrail end treatment deficiencies for bridges as noted in the county bridge inventory.** Mike Thornson, Highway Department, stated that in the recent bridge inventory inspection there were some deficiencies identified in the guardrail treatments and this is necessary to update those to current standards to make sure they are safe. Commissioner Bloom made a motion to accept the General Engineering Agreement between the Board of Commissioners and Butler, Fairman and Seufert, Inc. for about 50 guardrail end treatment deficiencies for bridges as noted in the county bridge inventory. Commissioner Brown seconded the motion. Motion carried 3-0.
- 6. Construction Inspection Services between the Board of Commissioners and Butler, Fairman and Seufert, Inc for Spring Street Bridge # 524 over Norfolk Southern Railroad, Project # BR0197. Cost - \$326,500.00** Mike Thornson, Highway Dept., stated that this will be ready for bid in May 2011. It does include rehabbing the bridge and also some intersection improvements at Leesburg and Spring Street. This is for approximately the standard 12% that is the limit on federally funded projects for inspection and construction engineering. Commissioner Bloom stated that the City is also installing paths along there too. Mike stated that the City is covering the intersection improvement costs, the local cost. This is 80% federally funded also. Commissioner Peters asked if the City was picking up any of the \$326,500. Mike stated yes. The project itself is 80/20 and the agreement splits up which portions of the project are strictly bridge and which portions are what the City is responsible for. Commissioner Brown made a motion to accept the Construction Inspection Services between the Board of Commissioners and Butler, Fairman and Seufert, Inc for Spring Street Bridge # 524 over Norfolk Southern Railroad, Project # BR0197. Cost - \$326,500.00. Commissioner Bloom seconded the motion. Motion carried 3-0.
- 7. Warranty Deeds for Parcel 4 – Pierce and Parcel 11 – Bank of Indiana, N.A. for Diebold Rd – Phase 1, Project # 1200209.** Mike Thornson, stated that these are 2 more parcels of the 16 total needed which brings us up to 12 for this phase of this project. Commissioner Bloom made a motion to approve the Warranty Deeds for Parcel 4 – Pierce and Parcel 11 – Bank of Indiana, N.A. for Diebold Rd – Phase 1, Project # 1200209. Commissioner Brown seconded the motion. Motion carried 3-0.
- 8. Interagency agreement between the Board of Commissioners and the Allen County Solid Waste Management District for cost sharing of Administrator’s salary.** Chris Cloud, Executive Assistant, stated that this was approved by the Solid Waste Management District Board which the Commissioners sit on the last week of December. This is the annual cost sharing agreement and it is for \$46,880 back to us. Commissioner Bloom made a motion to accept the Interagency agreement between the Board of Commissioners and the Allen County Solid Waste Management District for cost sharing of Administrator’s salary. Commissioner Brown seconded the motion. Motion carried 3-0.
- 9. Adoption of Allen County Community Endowment Program.** Beth Lock, Commissioners Office, presented this item. She stated the purpose behind this program is to improve the economic wellbeing of the community through efforts that entail job creation, job retention, tax base enhancement and quality of life. It is specific to groups that can demonstrate that they provide those types of things to the unincorporated residents of Allen County. With regards to funding, there is a cap of \$100,000 that is set every year and it is at the Commissioner’s discretion whether or not they would like to reach that cap every year. No single award can be more than \$25,000 and they are required to have 20% match. Each

entity needs to be a non-profit entity in Allen County. We did not limit it to 501c3's programs. We said 501c "type" organizations and they need to submit a form 990 with their application. They will also be required to submit a budget outline as well as a project narrative so that we know exactly what the project is. That will include a basic description of the project, the goal, the duration and length as well as how the project can facilitate job creation, lead to the retention of professional workforce and enhance the quality of life for unincorporated Allen County residents. The application deadline will be June 30 of each year and at that time the applications will be reviewed to see what fits the best criterion and go from there. That will be during our budget cycle and that way we can know what we are going to be expending the following year and that is very important for County Council. For 2011 we had an application deadline due by April 30 and to eliminate any type of confusion. Commissioner Peters asked with what she just stated, does that mean that if someone brought in an application before April 30, could it conceivably be approved before then and actually funded before April 30<sup>th</sup>? Beth stated that she thinks that would be at their discretion. There is nothing in here that says that cannot be done. She stated you wouldn't want someone submitting a 2012 application in June and then turning around and submitting a 2011 application for funding in October where it is immediately available just because this program is not in place yet. She stated it makes sense to have some type of cut off so that way there is no confusion going forward. A couple things that have been added since last week's draft is that funds can't be used for expenditures completed or invoiced prior to approval of the endowment. It also may not be used to lobby or influence decisions or votes of any group political or not. Those are the merits of the policy. Commissioner Brown told Beth that she has done a great job and she is aware that this has been a subject of consternation by County Council giving money without some sort of guideline. She stated that \$100,000 was her suggestion versus it being a percentage and it pretty clearly illustrates that it is no more than and that obviously the Board has to determine whether or not it wants to change that. In her opinion the changes are sufficient to move forward and give some level of confidence that we are doing due diligence for any organization coming before them for funds and that they will be vetted appropriately. Commissioner Peters stated that this is a great start and he doesn't mean for that to sound the way that it does. He stated we have labored the last four years to try to get to this point with these types of requests. He stated he is saying "start" because as we begin to see people come in, we may have to take it a step further. We may have to look at a point type system based on some criteria that we haven't established at this point so we can quantifiably judge one project vs. the next. \$100,000 really is not a lot of money to spend and we want to make sure that we spend it as wisely and as fairly as we can. Commissioner Brown made a motion to adopt the Allen County Community Endowment Program. Commissioner Bloom seconded the motion. Motion carried 3-0.

- 10. Agreement between the Board of Commissioners and Samuel Solutions for lobbying services.** Beth Lock, Commissioners Office, presented this contract which has been reviewed by our attorney regarding using Samuel Solutions. This is the group that we retain to represent Allen County at the State House this year to coordinate our efforts down there on a daily basis. Commissioner Bloom made a motion to accept the contract Agreement between the Board of Commissioners and Samuel Solutions for lobbying services between January 14, 2011 and April 29, 2011. Commissioner Brown seconded the motion. Motion carried 3-0.
- 11. Prosecutor's Office Vacation Bank request.** Commissioner Bloom explained that this has been done in the past. This is a leave donation request where others in the department can donate their vacation time to a bank to be used if there is a tragedy or misfortune in a department employee's life. Commissioner Bloom made a motion to accept Prosecuting Attorney Karen Richard's proposal to have permission to conduct a leave donation in her department. There will be further discussion in the near future regarding allowing a countywide leave donation bank for all employees to be able to donate their vacation time to employees in need regardless if they are in the same department. Commissioner Brown seconded the motion. Motion carried 3-0.
- 12. Plat for Signature: Hamilton Meadows, Section 5**
- 13. Other Business:**
- 14. Approval to waive the 2<sup>nd</sup> Reading on any matter approved today and for which it may be deemed necessary for the Legislative Session of January 14, 2011.** Commissioner Bloom made a motion to

approve waiving the 2<sup>nd</sup> Reading on any matter approved today and for which it may be deemed necessary for the Legislative Session of January 14, 2011. Commissioner Brown seconded the motion. Motion carried 3-0.

**15. Comments from the Public.**

**16. Motion to Adjourn.** There being no further business, the meeting was adjourned at 10:31 a.m.

*Allen County does not discriminate because of disability in the admission to, or treatment or employment in, its programs or activities. The Human Resources Director has been designated to coordinate compliance with nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided therein, and Allen County's ADA policy is available from the ADA Coordinator. Suggestions on how the County can better meet the needs of persons with disabilities may be submitted to the ADA coordinator at: Human Resources Department, 1 East Main Street, Room 300, Fort Wayne, IN 46802, or by phone at (260) 449-7217.*