

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 April 17, 2018 at the hour of 10:00 a.m. (EST) at which time in the following members were present: Andrew Kostielney, Dr. Deborah Fleming D.M.D., and Dave Thomas were present.

**PLEDGE OF ALLEGIANCE**

**PRAYER**

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:**

Jessica Clark, County Engineering, offices on the 7<sup>th</sup> floor.

Limited Leaf Pickup Program:

Custom Lawn  
LaPorte, IN.

St. Joseph County Recycling  
South Bend, IN.

VM Property Services  
Osceola, IN.

Dr. Fleming moved to accept the above requests and turn them over for further review and study as read and outlined.

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  
COMMUNITY CORRECTIONS  
ADVISORY BOARD APPOINTMENT**

Dr. Fleming nominates Jeffrey M Haupt.

Motion seconded by Mr. Thomas.

Are there any other nominations? Hearing none nominations are closed.

Motion adopted by a 3-0 vote.

**C)**

**IN THE MATTER OF APPROVING  
COUNTY VENDOR SERVICES  
PROPOSAL**

Bill Schalliol, Economic Development, offices on the 11<sup>th</sup> floor.

Over the last year, the St. Joseph County Economic Development team has been working with various departments and organizations on building projects to improve the overall environment and condition of many County facilities. As part of this improvement work, staff was presented with the Professional Services Contract prepared by the Indiana Family and Social Services Administration, Division of Disability and Rehabilitative Services for vending services in the County-City Building. By way of some general background, the Randolph-Sheppard Act of 1936 which is a federal law which mandates a priority to blind persons to operate vending facilities on Federal, State and Local governmental properties. As far as we can track the county has been in compliance with that act. Every four years a contract is presented to the County by the State for those vending services. The last contract was signed five years ago. We spent the last year in a state of limbo as we have had conversations with the state about this contract. In an effort to make sure County/City employees and visitors to the County-City Building and connected courthouses were receiving proper service under the terms of the contract, County staff met with State officials in charge of the program to discuss the current level of service and ways in which service could be improved during the terms of this next four (4) year contract term. The State administrator of the program will work with County staff to conduct a facility audit to determine if consumer demands are being met. The State has new programs available to its vendors and the State Administrator will determine which programs might be applicable to our facility situation. The program might expand to additional facilities and locations within the County buildings and the offerings could be altered to better suit customer demand. So, before you today is a proposal from the state. This is a contract that has been reviewed by legal. We have no concerns with it and now feel we have a relationship with the State so we can get improved vending services for the building.

Mr. Thomas. I am glad you said we are in compliance. I think in the past we have not authorized an ATM vendor to use the lobby. I don't know if that actually has been falling under this completely with full compliance. I know we were asked to authorize a shoe shine booth so maybe that would also fall under this?

Mr. Schalliol. As I understand this contract is only related to food and beverage related contracts. We went looking through the vending contract as related to the ATM and had not been able to find it as of last notice. We are trying to make sure all of our contracts are current and up to date and properly reviewed.

Dr. Fleming. I appreciate you doing this and making sure we are moving forward in the right direction with servicing our citizens.

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

Motion seconded by Mr. Thomas.

Motion adopted by a 3-0 vote.

**D)**

**IN THE MATTER OF APPROVING  
INTERLOCAL AGREEMENT FOR  
PROVISION OF FUNDS FOR FIRE  
PROTECTION EQUIPMENT**

Bill Schalliol, Economic Development, offices on the 11<sup>th</sup> floor.

Over the last year, the New Carlisle/Olive Township Fire Department has been working with the County Economic Development team to determine what the long-term needs will be not only for their existing service area of New Carlisle and Olive Township, but what the broader needs will be for the economic development area as we move forward and grow the area and also grow the town area. The issue of station placement has been one that we have had a lot of conversation about. The issue of a fire territory has also been one to have a lot of conversation about. The one imparticular is about equipment needs and proper equipment for the Fire Department. The proposal before you today is an interlocal agreement between the Town of New Carlisle/Olive Township Fire Department and the Redevelop Commission to purchase an aerial ladder truck for the Fire Department. There are several provisions within this agreement that will restrict the fire truck to, first, it is to be located within the development area, it's to be used to help service the industrial area as well the town and the rest of the service area. I believe the

fire truck is to be owned by the town in the event of a fire territory being created. So, there are several provisions within there that cause multi-party protection. The fire truck is listed at \$1,042,930.00 so the redevelopment commission would make a single payment in that amount. The redevelopment commission approved this agreement on March 13<sup>th</sup> as well as the town council.

Mr. Kostielney. There was a conversation about possibly partnering with the City of South Bend and using, they had a couple of trucks in inventory or possibly getting that. What happened with that?

Mr. Schalliol. We had some conversation about where trucks are placed and the ability to have proper response time. One of the challenges specifically we saw was during the scrap yard fire of 2017. Response time by the City of South Bend was inadequate, it just didn't meet the needs that need to be met to maintain service requirements. The town is going to be going through its ISO service ratings here shortly so, proper equipment as it relates to the building and service areas is going to be very important. The higher the ISO rating is a good thing. This means lower insurance ratings for the businesses. We want to make sure we provide a good insurance rating climate for the area. Then also just the service area. The truck the town has now cannot be insured. It does not meet any of the current requirements for the ISO certification. The alternative to have a fire truck dependency to another community, another fire service area wouldn't meet the requirements and doesn't meet the present need we have in the development area.

Mr. Thomas. Is there a place to park the truck?

Josh Schweizer, Assistant Fire Chief, 106 S. Arch.

Currently the station is built to accommodate up to ten apparatus. We are currently sitting at six. We do have room in the station for it.

Mr. Thomas. I know you mentioned the provisions of the contract, will that keep the truck in St. Joe County? It wouldn't go to Hudson Lake in the future?

Mr. Schweizer. Commercial structures in LaPorte County are in our coverage area are very minimal. The call to service, if requested, we are under mutual aid box alarm system. We in a contract to provide emergency service in the event that it is requested for that instance. Much as the City of South Bend does now. Mutual aid. In LaPorte County we do have a few agreements with them. One being the High School in our service area. If they were to call us we would provide that service if requested, only on request. It is not an automatic.

Mr. Thomas. I have had some citizens tell me that the Town of New Carlisle has an ordinance that residential properties can't be more than one story. Is that accurate?

Mr. Schweizer. To my knowledge it is not accurate.

Mr. Dan Vermillion, Town Council of New Carlisle, 213 Zigler St.

That is not accurate. We have current construction with many levels, new homes.

Mr. Thomas. Thank you. It is good to put rumors to rest. It is wonderful to help other governments and other entities. I know these are redevelopment dollars which ~~are~~ <sup>are</sup> taxpayers' dollars. I'm concerned about every other fire department in the county saying where is our million dollars, where's our trucks, maybe we have a bigger population then we want more from the county in these economic times. I voted against a lot of spending which I have considered wasteful so I certainly would error on the side of public safety. I have had citizens say maybe it would be better to better support the 911 center. But, a fire truck is certainly needed in your community.

Mr. Kostielney. I give great pause to spending over a million dollars on a piece of equipment for an entity that is not St. Joseph County specific, it is in St. Joe County but also though as we begin to we put a lot of resources, continue to put a lot of resources into that area. I think it is very important that we can protect the resources that we're looking to develop there. I would rather do that on the front-end verses on the back end and have some tragedy or fire occur that we are not able to respond to properly. I think this is another step in proper development of that area and expanding the economic activity in the New Carlisle area.

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

Motion seconded by Mr. Thomas.

Motion adopted by a 3-0 vote.

E)  
IN THE MATTER OF APPROVING  
SOUTH BEND INTERNATIONAL  
AIRPORT: MULTIMODAL FREIGHT  
MASTER PLAN PROPOSAL

Bill Schalliol, Economic Development, offices on the 11<sup>th</sup> floor.

Over the last year, the St. Joseph County Economic Development team has been working with the leadership at the South Bend International Airport to review opportunities related to expanded air cargo at the Airport and on its surrounding properties. In August 2017, as an outgrowth of the Rail Opportunity Study completed in May 2017, the Airport undertook a study partnership with Conexsus and enFocus to determine cargo volumes for various modes of transportation and how that could aid the Airport as it examines air cargo opportunities. Over the last several months we have had several prospects that as we have been working in the New Carlisle area have expressed interest in doing air, cargo process opportunities. The study proposal attached to this memo is a very focused master planning study proposed to do a more robust study to help plot the pathway to creating a multimodal freight facility at the Airport. As the planning team for the New Carlisle area continues to develop a big picture strategy for the northwest planning area, the opportunity to develop a multimodal freight facility at the Airport becomes a major inducement for development in the planning area. The County is presently courting potential prospects as well as developers interested in developing a multimodal freight facility at the Airport. The ability to be nearly shovel ready with a park that has direct airfield access, US Customs operations, Foreign Trade Zone designation, access to freight/passenger rail service and proximity to US 20 and the Indiana Toll Road make the Airport site ideal for development of a multimodal freight park. We have put together this proposal and are looking forward to beginning the study. We have prospects that we are already starting to make contact with and put together some preliminary information. But, the study will be a great help as we get to the point where we have a good plan for this area. The project proposal fee structure is a note to exceed amount of Three Hundred Fifty Thousand Dollars (\$350,000). At their meeting on March 13<sup>th</sup>, the St. Joseph County Redevelopment Commission approved this proposal. Staff requests Commissioner approval of this Proposal. Some specific information about one of the prospects, and just kind of the larger freight climate that we're studying. There is an article about Chinese logistics that talk about the growth of freight multimodal facilities on an international level. This is a group that we are going to be having contact with over the next several weeks as far as looking at opportunities to bring them here to St. Joseph County to develop a project.

Mr. Kostielney makes clarification of the amount of not to exceed \$350,000.00.

Mr. Thomas. You mentioned that there are some Chinese people coming here.

Mr. Schalliol. We are working to bring a couple of delegations here to look at the site. There is actually one group in Chicago this week that we are hoping to bring down for a site visit yet this week.

Mr. Thomas. Obviously, there are world tensions. Our country seems to be putting tariffs on Chinese goods, Chinese goods are putting tariffs on our goods. Today's paper even mentioned that all Chinese goods seem to be questionable and higher rates. That concerns me, does that concern you?

Mr. Schalliol. It does. We're also working with companies from Latvia, Italy, US companies that we are certainly working with on this site. We are trying to take an international focus to see what our opportunities are here to provide jobs and opportunities for growth in St. Joseph County.

Mr. Thomas. It has been in the news that South Bend is doing a study on rail service that NICD trained itself is doing one on rail service at the airport realignment with local firm DLZ. From the paper reporting it seems that they are kind of working together. Do you anticipate working with DLZ and the cities vendor on any of this project?

Mr. Schalliol. Actually, this Thursday there is a presentation on the potential rail options the city and its team have looked at. Actually, right here in this very room at 5:00 Thursday. We at the county are very interested to see what those opportunities are. The challenge may be that the city opts for a different direction to take passenger rail and that would be disappointing although we would look to still bring freight rail to the airport.

Mr. Thomas. I think South Bend's consulting fee is \$125,000.00. Significantly lower than this rate. This rate seems pretty high. I am also wondering I don't recall doing an RFP for this. Did I miss that?

Mr. Schalliol. No, we didn't do an RFP for this service. To address the other project because of the way the city did its selection of a consultant I don't know the full scope of their proposal so their rate may be very in line with their scope of work. I know the rate here proposed is very in line with the scope of work we're seeking.

Mr. Thomas. I noticed the clerical fees are \$65.00 an hour I thought that was pretty high.

Mr. Schalliol. It's a good firm we got them under contract for a couple of projects and feel comfortable with the quality of their work.

Mr. Thomas. Thank you. I'm glad you do. I don't necessarily feel that way at this time. I do see intellectual property rights. It seems from what I read the reports will become there property not ours is that accurate?

Mr. Schalliol. In past Antero contracts have had this conversation and while they are their rights generally the way that is interpreted we do have the access to them for the length as well as post project use.

Mr. Thomas. The arbitration would be in Chicago, Illinois?

Mr. Schalliol. Yes.

Mr. Thomas. I know it has always been our kind of policy to have things done in St. Joseph County Indiana we handle any kind of court matter. Just make sure that was addressed. I think it is a great concept. I think it may be premature to hire this firm at this rate at this time.

Mr. Kostielney. A couple points of clarity. I believe the South Bend contract is just looking at the economic impacted of the different stations. It would not encompass anything else other than what the proposed economic impact that's one of the things we haven't seen the preliminary results of that information. It doesn't address ridership or any other commercial opportunities.

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

Motion seconded by Mr. Kostielney.

Motion adopted by a 2-1 vote.

**F)**

IN THE MATTER OF APPROVING  
ECONOMIC DEVELOPMENT TEAM  
REALIGNMENT PROPOSAL

Bill Schalliol, Economic Development, offices on the 11<sup>th</sup> floor.

Over the last year, several County Departments have come together on a monthly basis to help lay out a strategy for moving forward with centralizing a plan and vision for St. Joseph County both internally but also externally. Internal changes include restructuring of the Human Resources Department, creation of the Commissioner's Project Manager position, as well as branding and signage initiatives. On an external focus, the department head group really felt that an improved economic development strategy and positioning were key to advancing the County. While this internal process was occurring, County staff and leadership were engaged in conversations with all levels of the private sector development community looking at ways to create a more effective and efficient process for fostering growth in St. Joseph County. The development community continually told staff and leadership that we are presently at the bottom of a steep upswing in growth and development and if we did not better align our systems, development would not occur in St. Joseph County due to the difficulty (real and perceived) to move through the building process. As such, staff was charged with examining ways to realign the building and development process within the County. The departments that are being studied for this realignment project include the Economic Development office, the Area Plan Department, Geographic Information Systems, Department of Public Works, and portions of the Department of Health. As the development of a better realigned business community our business culture moves forward. The ability to align proximity, technology and systems integration will help bring that department into our process. Some of the realignment changes have already started to occur with the move of the Area Board of Zoning Appeals from the control of the Building Department to the Area Plan Commission. Another related effort to this building process improvement study was the hiring of Creative Design Solutions (CDS)

to examine the present space usage in the County-City Building, Law Building and Mishawaka Annex Building in an effort to determine how a centralized development team could be located in a single place to create a "one stop shop" for the building process. On Monday, April 9<sup>th</sup>, a new internal economic development was formed and held its first meeting. These weekly one-hour meetings will allow the team to gather at the beginning of the week and discuss current economic development issues and set the work plan for the course of the week. Finally, the proposal to centralize the development process was a point presented in the "State of the County" presentation that was presented on April 10<sup>th</sup> by Commissioner Kostielney as a 2018 priority. To assist with the transition to the creation of a "department of development" model for the County, staff is seeking to hire Jan Fye and SEA Results Advisors LLC to assist in process review and departmental development to help with the creation of this new development agency. This proposal will not only assist with creating a new department hierarchy and structure, but it will assist with reviewing job descriptions, compensation review, certification review and training, and departmental communication. This proposal also contains a portion of funding for working through a job reclassification and training program through the WorkKeys program if deemed to be a needed step in the process. The proposal attached to this memo details a three-phase approach for this project. The first phase (Strategy) is estimated to last from April through July. The second phase (Execution) is estimated to last from August through October. The final phase (Execution and Accountability) would last from November into 1<sup>st</sup> Quarter 2019. The proposal being presented seeks funding for Phases 1 and 2 only and funding for Phase 3 would be requested in a separate request to the Commissioners once we understand the status and success of the implementation of Phase 1 and 2. The cost of this proposal is a not-to-exceed amount of Fifty thousand (\$50,000) dollars. Staff requests Commissioner approval of this Proposal.

Dr. Fleming. I am so excited about moving forward with this. Making our systems more efficient, customer friendly, moving forward helping with economic development and growth. Thank you for all your efforts.

Mr. Thomas. This is another consulting contract without an RFP?

Mr. Schalliol. Correct.

Mr. Thomas. The first two phases are not to exceed \$50,000.00 but phase three or more might cost more money.

Mr. Schalliol. Yes.

Mr. Thomas. I looked up SAE LLC on google and found nothing. Can you tell me about this firm?

Mr. Schalliol. It's a firm that has offices at Ignition Park. It has been in existence for maybe six months. But, Jan Fye, who is the President and owner of this company has been within the community either at the Chamber, SBBC, a variety of other leadership and economic development type of businesses for a number of years and has been a leader in the community. We have worked with her for years and is absolutely the right fit and came highly recommended by multiple people for this project.

Mr. Thomas. I have ran across Jan Fye in the past. I think she is an outstanding individual and she would probably do very well at whatever she is doing in any capacity of leadership or management but, I am not ready to spend \$50000.00 on it.

Mr. Kostielney. Thank you for your hard work. This has been an issue we have identified at least two years ago and talking with the business and development community this is one of the greatest short comings we have here in St. Joe County is simply too difficult to get from start to completion in most development projects. We are taking that feedback and looking to restructure our system and make it easier to simply do business in St. Joseph County. I will add the I am not thrilled that we have to spend up to \$50,000.00 because this is one of the areas we identified had council given us the new position that we asked for the majority of these responsibilities would have fallen under that new position. Either freeing you up from existing work to do or this new could have done that. So, this money could have not had to been spent had council had the for sight to give us the position that we asked for a couple of months, weeks ago. Once again this is a critical step in us moving forward and helping better serve the people in St. Joseph County.

Mr. Thomas. Do you intend to pay for this out of Redevelopment funds?

Mr. Schalliol. I think we are still trying to identify where the funds will come from. Maybe Mr. Kostielney can help with that.



Mr. Kostielney. We are looking for a portion to come from redevelopment depending on what makes sense and how much it would impact the redevelopment areas and the rest would come from contractual services and CEDIT.

Dr. Fleming moved to accept the above requests as read and outlined.  
Motion seconded by Mr. Kostielney.  
Motion adopted by a 2-1 vote.

**G)**  
IN THE MATTER OF APPROVING  
PERSONNEL REPORT

Kim Karkiewicz      April 16, 2018      Hired as HR Director

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

**H)**  
IN THE MATTER OF APPROVING  
EMERGENCY DECLARATION  
TO REPAIR ST JOSEPH COUNTY  
JAIL ROOF

Brian Davidson, Maintenance Department, offices in the basement.  
We have had an issue arise at the St. Joe County jail. The A pod section roof has failed. It is beyond repair. It does have to be replaced completely. It is an expensive roof style there. There's several different types of flat roofs. Unfortunately, the one at the jail is one of the more expensive ones. Estimated cost is \$500,000.00. They're basing that on the original price plus a 5% increase on material and labor over a twenty-year period. It happened last Friday at 3:00 actually it came unheard from the deck. Pretty much the whole roof is floating we had Midland help participate. We had an emergency crane come out we placed six skids of concrete blocks to keep the roof adhered. Otherwise, it probably been laying in the parking lot which would have resulted in evacuating that portion of the jail. Those people had to be put on lock down because the day room was unsafe because water and stuff was coming in. A request for an immediate repair is necessary. Midland can start this Thursday with getting all the cranes and equipment in and all the safety barricades put up to resolve this issue.

Mr. Thomas. I thank you and your staff for respond to this emergency situation.  
Mr. Woods. At this point in time you have an emergency declared at your jail. You have a roof that is unsafe there that is perhaps causing imminent threat to the inmate population as well as just to the general orderliness of your facility. I think you are fine in proceeding.

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

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

<u>BILL NO.</u>	<u>ORDINANCE NO.</u>
22-18	22-18
21-18	24-18
18-18	25-18

\*as amended

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

EMERGENCY MANAGEMENT:  
IN THE MATTER OF APPROVING  
THE ADOPTION OF THE ST.  
JOSEPH COUNTY ALL HAZARD  
MITIGATION PLAN

Kaylee Foreman, Deputy Director EMA, 1222 S. Michigan St.  
We are requesting approval for the adoption of the all Hazard mitigation plan. This plan is required by the state to be updated every five years. We have secured the grant funding \$16,656.00 to pay the Polis Center to contract this plan. It has been an ongoing process for the last two years to get the plan updated. The purpose of this plan is very relevant and important because it outlines all the hazards and vulnerabilities within St. Joe 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.

HEALTH DEPARTMENT:  
IN THE MATTER OF APROVING  
TO APPLY FOR AN IMMUNIZATION  
GRANT

Neiko Rust, Health Dept., offices on 8<sup>th</sup> floor.  
This is an immunization grant. It is a continuation from our previous grant. It would be for \$115,871.00. We would be looking to provide the same services as before. That would be for two-part time employees, media campaigns to advertise for immunizations and lead. We have been able to do some travel to conferences, send out postage to get vaccinated. We have been able to do radio spots for our Spanish/English channels, we have put up billboards.

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

PROCUREMENT:  
IN THE MATTER OF APPROVING  
TO ADVERTISE FOR FISCAL YEAR  
JANITORIAL QUOTES

Bree Roberts, Purchasing, offices on the 7<sup>th</sup> floor.  
This is a request to advertise on April 20<sup>th</sup> and 27<sup>th</sup>, 2018 with a bid opening on May 15<sup>th</sup>, 2018.  
Mr. Thomas. Are you doing some of this with the City.  
Ms. Roberts. No this is our annual bid. It has been pretty standard. I think that is something we will start to explore as our saving would be greater.

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

Mr. Woods. As it relates to the declaration of the emergency for the jail, that's proper I just want to make sure Brian you are familiar with the process that has to be used now? You don't have to go out for bids, you don't have to go out for quotes. But, you do have to invite two entities that are engaged in the business to come in and look at the project and the next meeting you will need to come back and report to the board what those invitations were and who did the work so the board can have in their meeting minutes that an emergency was



declared and which two entities you invited and which one ultimately got the work being performed.

Mr. Thomas. So he can't actually hire Midland or somebody until it's approved by the Commissioners?

Mr. Woods. No I think he can go and declare an emergency and invite the two bids then at the next meeting he can report which one he went with.

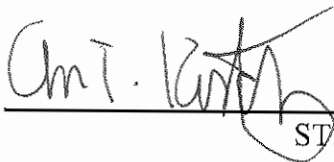
Mr. Thomas. He can go them started to minimize damage?

Mr. Woods. Yes.

**OLD BUSINESS: None**

**PUBLIC COMMENTS: None**

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



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ST. JOSEPH COUNTY COMMISSIONERS

