



**BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEN
Council Chambers Courtroom - Citizens Square**

**200 East Berry Street, Room 035
Fort Wayne IN 46802**

MINUTES

**Board of Commissioners' Legislative Session
Friday, July 14, 2023**

Commissioners Present:	Richard E Beck, F. Nelson Peters
Commissioners Absent:	Therese M Brown
Others Present:	Chris Cloud, Chief of Staff Bill Fishering, County Attorney Robin Minniear, Administrative Assistant David Butler, Sheriff's Department Shinisha Warfield, HR Risk Management Bill Hartman, Highway Director

Call to Order The legislative session was called to order by Commissioner Richard Beck at 10 AM.

Pledge of Allegiance and Moment of Silence

1. Items for Consideration:

1.a Consideration of approval of the minutes of the June 30, 2023, legislative session.

F. Nelson Peters made a motion to Approve. Richard E Beck seconded the motion.

Motion Passed: 2 - 0

1.b Consideration of claims submitted for payment for the period of June 27 to July 11, 2023, in the amount of \$20,544,566.88.

F. Nelson Peters made a motion to Approve. Richard E Beck seconded the motion.

Motion Passed: 2 - 0

1.c Consideration of amendment to agreement with Trinity Services Group Inc. to incorporate capital investment language in the recently approved food service program agreement.

David Butler, Deputy Chief of Confinement at the Allen County Jail, noted that a food service agreement had recently been signed with a new vendor, Trinity Services Group Inc. of Oldsmar FL. In that negotiation, a signing bonus was to include a \$50,000 capital investment in kitchen equipment, payable over the three-year term of the contract and to be managed by Trinity. However, the previous agreement failed to include the actual language detailing the \$50,000 investment.

F. Nelson Peters made a motion to Approve the amended agreement with Trinity Services Group Inc.. Richard E Beck seconded the motion. Motion Passed: 2 - 0

1.d Consideration of agreement with Engineering Resources for engineering services for lift station rehabilitation improvements at the Allen County Jail.

Chief of Staff Chris Cloud presented a proposal for ERI to complete engineering planning to repair the failing sanitary sewer discharge at the Bud Meeks Justice Center into the sanitary sewer. Previously, work had been done on this project, but was not pursued, so this \$9,600 agreement is to complete the engineering plans. The total repair project for life station rehabilitation improvements is estimated at \$155,000.

F. Nelson Peters made a motion to Approve. Richard E Beck seconded the motion.

Motion Passed: 2 - 0

1.e Consideration of 2023-2024 annual renewals for various insurance coverages with USI.

Shinisha Warfield, Human Resources Risk Manager, presented the 2023-2024 annual property and casualty insurance renewal which includes general liability, automobile liability, crime insurance and accident and health insurance for volunteers. This is for the policy period beginning July 1, 2023, to June 30, 2024. This year the county transitioned from the Alliant Property Insurance Program (APIP) to Travelers. Travelers was able to improve limits for the county in needed areas and maintain crime insurance policy.

The expiring premium was \$742,475. The renewal premium is \$774,590; there was an increase in total annual premium for all lines of coverage.

F. Nelson Peters made a motion to Approve. Richard E Beck seconded the motion.

Motion Passed: 2 - 0

1.f Consideration of renewal agreement with PMA Management Corp. for third party claim administrative services for Allen County's commercial automobile, general liability and professional liability insurance.

Shinisha Warfield, Risk Manager of Allen County Human Resources, presented an agreement with the third-party administrator (TPA) servicer, PMA Management Corp., which will continue to provide customary and appropriate commercial auto and general liability claims handling for the county. This is a three-year contract beginning July 8, 2023, to July 7, 2026. The flat annual fee for this contract is \$24,150 per year, which is a small increase over the expiring contract (prior contract was \$23K/year).

F. Nelson Peters made a motion to Approve. Richard E Beck seconded the motion.

Motion Passed: 2 - 0

1.g Consideration of agreement with USI Insurance Services LLC to be Allen County's broker of record General and Auto Liability, Auto Physical Damage, Workers Compensation and Accident & Health insurance coverage.

Allen County Risk Manager Shinisha Warfield, presented the broker of record, USI, which will continue to provide services to the County that include Risk Management Services, traditional brokerage services, self-insured analysis, and claim services. This is an annual contract beginning July 1, 2023, and will terminate one year thereafter. The annual fee for this contract is \$40,000, to be made in four installments of \$10,000. This is the same agreement as 2022.

F. Nelson Peters made a motion to Approve. Richard E Beck seconded the motion.

Motion Passed: 2 - 0

1.h Consideration of Change Order #1 for South County Line Rd Bridge #271 over St. Mary's River, INDOT Contract #B-41140, Allen County Project #0200517; in the amount of \$86,670.00 (increase).

Allen County Highway Director Bill Hartman noted that the deck was being replaced on this bridge, as well as the piers scoured, and a large log jam removed at this location. The total scope of work was greater than expected, causing an increase over the bid amount.

F. Nelson Peters made a motion to Approve. Richard E Beck seconded the motion.

Motion Passed: 2 - 0

1.i Consideration of Interlocal Agreement with the City of Fort Wayne for Traffic Signal Maintenance on all County traffic signals and flashers.

Allen County Highway Director Bill Hartman noted this is a renewal of a three-year contract for signal maintenance of traffic signals at 31 locations. This agreement has been in place for several years.

F. Nelson Peters made a motion to Approve. Richard E Beck seconded the motion.

Motion Passed: 2 - 0

1.j Consideration of Sign Request for Stop sign at Pelz Lane at Cattle Pl in Saddle Creek Estates subdivision.

F. Nelson Peters made a motion to Approve. Richard E Beck seconded the motion.

Motion Passed: 2 - 0

1.k Consideration of agreement with the City of Fort Wayne agreeing to adhere to its requirements to receive an allocation of the Edward Byrne Memorial Justice Assistance Grant.

Chief of Staff Chris Cloud explained that the City of Fort Wayne Police Department is the recipient of the Byrne Justice Assistance Grant, totaling about \$90,000, of which the sheriff's department receives about \$14,000 for vehicle cameras. This grant has been received and handled in this manner for several years.

F. Nelson Peters made a motion to Approve. Richard E Beck seconded the motion.

Motion Passed: 2 - 0

2. Other Business: Chief of Staff Chris Cloud explained that a number of barrels had been found in the tunnels at the Byron-Carroll Centre that were leaking unknown material. SET Environmental Inc. of Wheeling IL, was contacted to repair, remove, and dispose of the receptacles, at a cost not to exceed \$25,000. This agreement was ratified with a 2-0 vote following a motion by Nelson Peters, seconded by Richard Beck.

3. Approval to waive the 2nd Reading on any matter approved today and for which it may be deemed necessary for today's Legislative Session.

F. Nelson Peters made a motion to Approve. Richard E Beck seconded the motion.
Motion Passed: 2 - 0

4. Comments from the Public: None

5. Motion to Adjourn: Commissioner Beck adjourned the meeting at 10:19 AM.

These Minutes were approved as distributed at the Board of Commissioners meeting on _____.

_____, Therese M. Brown, President

_____, Richard E. Beck Jr, Vice President

_____, F. Nelson Peters, Secretary

Any individual with a disability who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Allen County, should contact the Allen County ADA and Title VI Coordinator Laura Maser, (260) 449-7555, laura.maser@allencounty.us, as soon as possible but no later than seventy-two (72) hours before the scheduled event.

Individuals requiring special language services should contact the Allen County ADA and Title VI Coordinator as soon as possible but no later than at least seventy-two (72) hours prior to the date on which the services will be needed.