

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING
January 16, 2018

The Steuben County Commissioners met at 8:30 a.m. on Tuesday, January 16, 2018, in the Commissioners' Room of the Steuben County Community Center. Present this day were Commissioners Ronald Smith, James Crowl and Lynne Liechty. Also present were Donald Stuckey, County Attorney, Ruth Beer, Steuben County Councilwoman and Kim Meyers, Steuben County Auditor.

Kim Meyers, Auditor, introduced Crystal Dadura, HR Director, to the Commissioners.

James Crowl made a motion to approve the claims submitted for payment this day totaling \$301,025.02. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the minutes from the Commissioners' Meeting on January 2, 2018. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the December 21, 2017, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

Rae Delaney, Payroll, submitted the January 5, 2018 payroll in the amount of \$393,540.84 for approval. Lynne Liechty made a motion to approve the January 5, 2018 payroll. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mary Allred, EMS Director, submitted December Write Offs in the amount of \$352,409.58 and December Closeouts in the amount of \$161.57, for approval. James Crowl made a motion to approve the December Write Offs and Closeouts. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

James Crowl stated that \$15,000.00 has been budgeted for 2018 for the Part Time Weights and Measures Inspector Position and that won't be adjusted because that is a budget item for 2019. James Crowl made a motion to offer the Weights and Measures Inspector Part Time Position to the applicant that was interviewed, if he accepts the salary. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the Executive Session Statements from the two (2) Executive Sessions held on Friday, January 5, 2018. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The two (2) appraisals that were requested on the properties located at 213 and 215 South Wayne Street were received. The average of the two (2) appraisals for the 213 S. Wayne Street property was \$100,000.00 and the average of the two (2) appraisals for the 215 S. Wayne Street property was \$99,000.00. Lynne Liechty made a motion to move forward on the purchase and go to County Council with an additional appropriation request. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mike Sevits, Annex Maintenance, and Nicci Upp, Prosecutor's Office Manager, came to the Commissioners regarding a heating issue at the Annex. He said that he's been keeping track of the temperatures and Pam Feller's Office has been ranging from 55 degrees to 65 degrees. Mr. Sevits said that in the Child Support Office area, their temperatures are ranging from 62 degrees to 65 degrees. Mr. Sevits said that he would like permission to purchase infrared heaters at approximately \$120.00 each for the offices that stay very cold. Lynne Liechty made a motion to allow Mr. Sevits to purchase two (2) infrared heaters for \$120.00 each, to be paid from his budget. James Crowl seconded that motion and the motion carried with three (3) ayes.

Kris Thomas, Health Department, stated that as a part of the Emergency Preparedness Grant, they work to make sure they are prepared whenever anything occurs. Ms. Thomas said that in the past, as a part of the grant, they have had to do Point of Dispensing (POD) Exercises which is where they go offsite where everything is set up and make sure everyone is efficient in what needs to be done. Kris Thomas said that typically there are several sites that are used. Ms. Thomas said that they have approached several entities to see if they would be willing to allow the Health Department to use their facilities in the event of an outbreak or disaster. She said that liability is a huge

issue; however, the Health Department is covered under the Emergency Management and Disaster Law and Title 10. Ms. Thomas wants to know during an emergency, if the County suffers any more liability if the Health Department is required to go offsite to another location. Ms. Thomas said that with a MOU in place, basically anything the Health Department does they are liable for if something happens. Donald Stuckey advised that he didn't think the facility makes any difference with the insurance. Mr. Stuckey said that there may be some secondary coverage if there is an accident but he doesn't see an issue. Ronald Smith asked Kris Thomas to make the points of contact, get approval and come back to the Commission Board.

Ms. Thomas also discussed the use of a part-time employee in an emergency situation. She said that the part-time nurse is only allowed 28 hours per week. Donald Stuckey stated that an emergency is an exception to the 28 hour per week rule as long as it is short term.

Kris Thomas informed the Commissioners that she would like to purchase a pharmaceutical freezer and refrigerator with the preparedness grant. Ms. Thomas said that the current freezer gets built up with frost and causes issues. She submitted two (2) quotes to the Commissioners for consideration. Lynne Liechty made a motion to approve the quote from Helmer Scientific in the amount of \$7,871.32. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Thomas also requested permission to purchase a scanner that can be used with the Docuware software. She said that the Clerk is releasing licenses to the Health Department so they can scan their own documents instead of hiring someone. Ms. Thomas submitted two (2) quotes for the scanners. Lynne Liechty made a motion to allow Kris Thomas to purchase a scanner from the Local Health Maintenance Grant and gave Ms. Thomas the permission to choose which quote to accept since they were so close in price. James Crowl seconded that motion and the motion carried with three (3) ayes.

Kris Thomas submitted grant applications for the Trust and the Local Health Maintenance Grants for approval. Lynne Liechty made a motion to approve the grant applications. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl said that Robert Thompson came in the other day with concerns about 800 W and 500 S, right before the Salem Fire Department. Mr. Thompson was concerned about the dangerous curve and water that was freezing on the road.

Lynne Liechty asked who is responsible for Swager Drive. Emmett Heller said that the County does not take care of that road because the Town of Fremont should.

Robert McMahon contacted the Commissioners regarding the end of Lane 146. Emmett Heller said that the Highway Department does not get paid for the road. Mr. Heller said that for the past 14 years the dead end street has been plowed by the County, but he's not comfortable plowing the drive and the County does not get paid for this. He said that the cul-de-sac is not there and there is a gate across the end. James Crowl said that the road is not on the County inventory and the County cannot legally plow it.

Emmett Heller, Highway Superintendent, submitted bid recommendations for 2018. James Crowl made a motion to accept the 2018 bid recommendations. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. The bid recommendation reads as follows:

**Steuben County Highway Department
1 9 0 0 N 2 0 0 W
Angola, Indiana 46703
Phone: (260) 668-1000 ext 3600
Fax: (260) 833-1564**

January 10, 2018

Steuben County Board of Commissioners

**317 S. Wayne Street, Suite 2-H
Angola IN 46703**

Dear Ron, Lynne, and Jim,

Enclosed are the COUNTY HIGHWAY DEPARTMENT bid results for 2018 with our recommendations.

Pavement Marking or Striping

AIRMARKING CO., INC.

Centerline or edgeline \$.10 / 500,000ft. (Includes one mobilization, \$1225.00/ each additional mobilization)

THREE RIVERS BARRICADE

Centerline or edge line \$.08 per/LFT.

Recommend accepting all quotes from vendors. When ready for striping, we can check with all suppliers to see who can schedule us first.

Grader & Maintainer Blades

AMERICAN WIRE ROPE AND SLING
MACALLISTER MACHINERY ST.
ST. REGIS CULVERT, INC.
WINTER EQUIPMENT COMPANY

There are too many sizes, materials, shapes, etc. to easily list. Recommend accepting all quotes and performing price comparisons for required type and size when purchasing.

Culverts

CIVILCON
ST. REGIS CULVERT, INC.

There are too many sizes, shapes, materials, etc. to easily list. Recommend accepting all quotes and performing price comparisons for required type and size when purchasing.

Item IA & 1B (Gas and Diesel Fuel for all county departments)

Was bid on at an earlier date.

Item 1C (Motor Oil & Grease)

Was bid on at an earlier date.

Item 2 (Paving Material for Maintenance Use)

API CONSTRUCTION CORP-(Auburn Plant)

No. 11 HMA surface\$50.00/ton
No. 8 or 9 or 12 HMA intermediate.....\$43.00/ton
No. 5 HMA Base..... \$43.00/ton

BROOKS CONSTRUCTION-(Auburn Plant)

No. 11 HMA surface.....\$51.00/ton

No. 8 or 9 or 12 HMA intermediate	\$40.00/ton
No. 5 HMA Base	\$40.00/ton

E & B PAVING, INC. (Angola Plant)

No. 11 HMA surface.....	\$48.00/ton
No. 8 or 9 or 12 HMA intermediate	\$43.00/ton
#11 BINDER.....	\$46.00/ton
No. 5 HMA Base	\$43.00/ton

Recommend accepting all bids.

Item 2A (Paving Material for Maintenance Use (Installed By Contractor))

API CCONSTRUCTION CORP.	<u>Price per Ton</u>	<u>Price per sys</u>
No. 11 HMA Surface (1.5") Type B	\$59.00	\$4.85
No. 8 or 9 HMA Intermediate (2") T B	\$50.00	\$5.50
No. 5 HMA Base (2") Type B	\$50.00	\$5.50
BROOKS CONTRUCTION		
No. 11 HMA Surface (1.5")	\$75.00	No bid
No. 8 or 9 HMA Intermediate (2")	\$64.00	No bid
No. 5 HMA Base (2")	\$64.00	No bid
E & B PAVING INC		
No. 11 HMA Surface (1.5")	\$63.00	No bid
No. 8 or 9 HMA Intermediate	\$58.00	No bid
No. 5 HMA Base (2")	\$58.00	No bid

Recommend accepting all bids.

Item 3 (Bituminous Patching Material)

API CONSTRUCTION CORP.-(MC 250 Mix)

Bit. Patch Mat'l. F.O.B (plant 1 Huntertown)	\$64.00/ton
Bit. Patch Mat'l. Delivered..... (21T Load)....	\$70.00/ton

BROOKS CONSTRUCTION-(Fort Wayne)

Bit. Patch Mat'l. F.O.B (Auburn)	\$72.00/ton
Bit. Patch Mat'l. Delivered.....	\$78.00/ton

E & B PAVING, INC.-(LHR PLANT)

Bit. Patch Mat'l. F.O.B	\$95.00/ton
Bit. Patch Mat'l. Delivered.....	\$105.00/ton

KLINK TRUCKING (PUG MIX)

Bit Patch Mat'l F.O.B.....	\$49.00/ton
Bit Patch Mat'l Delivered.....	\$54.00/ton

PULVER ASPHALT

Bit. Patch Mat'l. F.O.B	\$66.00/ton
Bit. Patch Mat'l. Delivered	\$71.00 /ton

Recommend accepting all bids.

Item 4 (Liquid Cutback and/or Emulsified Asphalts)

ASPHALT MATERIALS, INC
K-TECH SPECIALTY COATINGS, INC.
PIERCETON TRUCKING CO., INC.

Numerous material types were bid by each supplier. Bid is subject to escalator/de-escalator clause. Recommend accepting all bids and comparing prices and availability when materials are required.

Item 5 (Bank Run Gravel)

MICHAEL MCHENNEY\$ 1.50/CU.YD

(Pit Run gravel mine by County Force)

Item 6 (Processed Gravel, Sand, and Stone & Limestone)

BAILEY AGGREGATES, LLC
IRVING GRAVEL COMPANY, INC
KLINK TRUCKING, INC.
LEVY GROUP
ROCK BOTTOM GRAVEL

Numerous types of materials were bid by each supplier. Recommend accepting all bids and comparing prices, availability, and proximity to work location when aggregate materials are required.

Item 8 (Hourly Equipment Rental)

ALBRIGHT CONTRACTORS
CROWL EARTHWORK AND CONSTRUCTION, INC.
IRVING GRAVEL COMPANY, INC
PRIMCO INC.

Numerous types of equipment and various hourly rates were submitted by the above bidder. Recommend accepting bid and, availability, and proximity to work location when additional equipment is needed.

Item 9 (Bituminous Plant Mixing)

KLINK TRUCKING, INC.

Recommend accepting bid.

Item 10 (BRIDGE MATERIAL)

AMERICAN TIMBER BRIDGE
CIVILCON
PRIMCO

There are too many sizes, shapes, materials, etc. to easily list. Recommend accepting all quotes and performing price comparisons for required type and size when purchasing.

If you have questions or need information, contact Emmett Heller or Jennifer Sharkey at the Steuben County

Highway Department.

Thank you,
Emmett Heller
Superintendent

Jennifer Sharkey
Engineer

Mr. Heller reported that they have bought 920 tons of salt and as of today there is another 350 tons on the way.

Emmett Heller stated that there are a few more items in the shop that he would like to add to the online auction. Lynne Liechty made a motion to allow Mr. Heller to add the additional items to the online auction. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Heller requested permission to use the Commissioners' Credit Card for a hotel room for Jesse Barrow and Kurt Rakestraw to attend the Indianapolis Truck Show. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Emmett Heller said that they have been shopping around for a self-propelled Athey. Mr. Heller said that it is used during the berming process and could even be used on snow. He said that it is made to follow and gather everything up and it has a conveyor on the back. Mr. Heller said that the unit can be purchased and delivered to the Highway Barn for \$29,500.00. He expected the years of use to be between 5-7 years. Mr. Heller said that he has the money in his budget to purchase the machine. James Crowl made a motion to permit Mr. Heller to purchase the Athey in the amount of \$29,500.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey, County Engineer, submitted NIPSCO Utility Permit #2740-RC for approval. Lynne Liechty made a motion to approve the utility permit. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey submitted a recommendation for an administrative settlement for a parcel needed for the Bike Trail Phase II. Ms. Sharkey stated that Donald Stuckey has been included in the discussions and this settlement is for the purchase of the property in excess of the appraised value. Donald Stuckey stated that it is a minor amount and the appraiser was consulted with additional issues that were raised by the property owner. Mr. Stuckey said that if it is under \$25,000.00 the Commissioners have the right to approve a slightly larger purchase price. Lynne Liechty made a motion to approve the administrative settlement. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey also submitted two (2) grants for easements for recreational trail for signature. She said that these are for properties where the offers were accepted based on the appraisals. James Crowl made a motion to approve the grants for easements. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey said that she would submit the Old 27 bid documents to the Commissioners later this week. Ms. Sharkey requested official approval to advertise for bids on that project based upon Donald Stuckey's review and recommendation. She said that she would work with Erin Schiffli to get it advertised and sent out. James Crowl made a motion to approve advertising for bids upon Donald Stuckey's recommendation. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey reported that the uninterrupted power supply on the 200 N/200 W signal was repaired on January 9 at no cost to the County. She said that the next scheduled inspection will be in June or July of this year.

Jennifer Sharkey stated that she needs direction on the 200 N/SR 827 Project. She said that they will need to move forward since it is a federal aid grant. She said that she did get the encumbrances approved; however, there are some additional funds that are still necessary for that project. She said that she's been working with Kim Meyers on identifying where those funds can come from. Ms. Sharkey said that she believes Major Moves can still sustain the additional funds but no funds have been identified for the Bike Trail Phase II Construction or Construction Inspection. She said that there is an RFP prepared for the Inspection Services; however, she has yet to advertise it

and she is reluctant to let the project without having the funds identified. She wants to know if the Commissioners want to proceed this year with the Bike Trail and if a funding source will be identified. Jennifer Sharkey said that the preliminary cost estimate is about \$1.38 Million. Kim Meyers stated that there are funds available in MVH and then EDIT. Ms. Meyers said that she is watching Major Moves very closely. James Crowl stated that he would not commit any Major Moves funds at this time. Ms. Sharkey asked if she should continue to move forward and identify the funds later. Ronald Smith stated that is the case unless someone objects. Ms. Sharkey stated that she would go ahead and get the RFP advertised so a consultant can be selected for the inspection services. Kim Meyers reminded the Commissioners that they are committing to a project without having the funding in place. James Crowl said that he is not comfortable with that. Kim Meyers stated that they are trying to identify funds that are available. Donald Stuckey stated that sending out the RFP won't affect anything. Kim Meyers, Jennifer Sharkey and Ronald Smith stated that they will meet later this month to discuss funding for the Bike Trail and the 200 N/827 Project.

Tim Troyer, Sheriff, informed the Commissioners that EMC Insurance is requiring a staffing analysis to be done on the Steuben County Jail. Sheriff Troyer stated that a staffing analysis could cost between \$1,100.00 and \$1,500.00. James Crowl made a motion to approve a staffing analysis to be done and to be paid from the Insurance Liability line item from the Commissioners' Budget 1000-068-3000.30. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Breann Fink, Literacy Coalition Executive Director and Delores Tichenor, Board of Directors President, came to the Commissioners regarding their application for an OCRA Grant for a building expansion. Lynne Liechty made a motion to approve the Literacy Coalition to apply for an OCRA Grant. James Crowl seconded that motion and the motion carried with three (3) ayes.

Tami Sumney, IT Director, submitted two (2) quotes for new printers for E911. Ms. Sumney stated that these are the printers that sit on the dispatch consoles. Lynne Liechty made a motion to approve the quote from PCM in the amount of \$2,423.06. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sumney also requested permission to add six (6) Cisco switches to the online auction. She stated that they are at the end of life and no longer supported by Cisco; however, some people still want them. James Crowl made a motion to allow Ms. Sumney to sell the six (6) Cisco switches on the online auction. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Brett Hays, NICC, came to the Commissioners for approval of the Communications Grant Application. James Crowl made a motion to approve the Grant Application. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Hays also submitted the TANF Grant Quarterly Report for approval. Lynne Liechty made a motion to approve the TANF Grant Quarterly Report. James Crowl seconded that motion and the motion carried with three (3) ayes.

Brett Hays submitted the Memorandum of Understanding between NICC and CAVA for approval. James Crowl made a motion to approve the MOU. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kris Treadwell, COA, submitted the Contract Invoice for the 2018 INDOT Section 5311 Capital Grant for approval and signature. Lynne Liechty made a motion to approve the Contract Invoice. James Crowl seconded that motion and the motion carried with three (3) ayes.

Megan Peterson, Purdue Extension HHS Extension Educator, submitted a request to use the County van on January 23, 2018, to transport herself and a non-county employee to the PECARET Legislative Luncheon in Indianapolis, Indiana. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. James Crowl mentioned that the Commissioners may want to look into a new van purchase.

Debbie Arnett, Circuit Court, submitted a request to purchase a label maker in the amount of \$212.28 from Dymo. Ms. Arnett also request to use the Commissioners' credit card for this purchase. Lynne Liechty made a motion to approve the request. James Crowl seconded that motion and the motion carried with three (3) ayes.

Kylee Harris, County Park, reported that February 10 is the next event at the Event Center. Ms. Harris stated that two (2) of the late bills have been paid; however, they didn't pay the late fee. Donald Stuckey stated that he will put the new language in the Camper Contract. Ms. Harris also reported that there was an issue with the new salt spreader, but it is now working.

Erin Schiffli, Commissioners' Secretary, submitted the County Park Roads Bid Packet for review and approval. James Crowl made a motion to approve the bid packet and to advertise for bids. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kim Meyers, submitted COBRA rates for 2018 approval. Ms. Meyers stated that Jody Kinsey, USI, recommended staying at the rate based on the Expected Costs. Lynne Liechty made a motion to approve the COBRA rates for 2018 based on the Expected Costs. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey submitted another Bike Trail Property Acquisition in excess of the appraised value for approval. Lynne Liechty made a motion to approve the property acquisition. James Crowl seconded that motion and that motion carried with three (3) ayes.

The Commissioners received the following correspondence: Vanessa Hurtig – NEIndiana re: January Caucus Meeting; Financial Solutions Group, Inc. re: Budgeting and Long Term Operating Plans; Kristopher Anderson, McDonald's re: New Packaging and Recycling Goals; Stacey Meek – NICC – re: Advisory Board Meeting; Northeast Indiana Regional Partnership; re: Advance Copy; Caucus Adopts Legislative Agenda; John Sampson re: Partnership Update; Janel Meyer SWCD re: Board Meeting Minutes; Craig Williams – City of Angola re: SJRBC Update HB 1089; Matt Meersman re: SJRBC Update HB 1089; Stacey Meek re: NICC Reminder; Janel Meyer SWCD re: Preliminary Agenda; John Sampson, NEIndiana re: Mayor Letter Template.

STEBEN COUNTY BOARD OF COMMISSIONERS

Ronald L. Smith, President, South District

James A. Crowl, Vice President, Middle District

Lynne Liechty, North District

Attest: _____
Kim Meyers, Steuben County Auditor
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