

STEUBEN COUNTY BOARD OF COMMISSIONERS MEETING
October 16, 2017

The Steuben County Commissioners met at 8:30 a.m. on Monday, October 16, 2017, 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, Auditor.

Claims totaling \$370,664.10 were submitted for approval. Lynne Liechty made a motion to approve the claims. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the minutes from the Commissioners' Meeting on October 2, 2017. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the September 18, 2017, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

Mary Allred, EMS Director, submitted September Write Offs in the amount of \$33,791.48 and September Closeouts in the amount of \$1,169.56 for approval. Lynne Liechty made a motion to approve the September Write Offs and Closeouts. James Crowl seconded that motion and the motion carried with three (3) ayes.

Kris Thomas, Health Department, requested official approval to purchase a Zoll AED in the amount of \$1,700.00. Lynne Liechty made a motion to officially approve that request. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners reviewed the Part-Time Weights and Measures Job Description. Donald Stuckey, County Attorney, stated that he approved of the description. James Crowl made a motion to approve the Job Description. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. The Commissioners requested Erin Schiffli to contact the Division of Weights and Measures to find out when the certification classes are held.

Kim Johnson, Assessor, stated that she has reviewed the bids received at the last Commissioners' Meeting for the Cyclical Reassessment Contract. Ms. Johnson said she recommends the low bid, in the amount of \$886,000.00 for four (4) years, from Nexus Group Property Tax Consultants. James Crowl made a motion to accept the bid from Nexus Group. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. Kim Johnson stated that she will submit the final contract to the Commission Board at a later date.

Erin Schiffli, Commissioners' Secretary, submitted the proposed 2018 Commissioners' Meeting Schedule for approval. Lynne Liechty made a motion to approve the proposed schedule. James Crowl seconded that motion and the motion carried with three (3) ayes.

Bridgett Harrison, Clear Lake Township Land Conservancy, requested a letter of support from the Commissioners for the Kasota Island Shoreline Protection Project so they can apply for grant funds. Lynne Liechty made a motion to submit a letter of support. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners requested an update from Donald Stuckey on the Steuben Lakes Regional Waste matter that was discussed at the last meeting. Mr. Stuckey stated that he has sent a letter; however, he has not yet received a response. The matter was tabled until the next meeting.

Donald Stuckey opened up the one (1) Snow Removal Quote that was received. Julian Earthwork submitted a quote for plowing in the amount of \$80.00 per hour and for salting in the amount of \$80.00 per hour. James Crowl made a motion to accept the quote from Julian Earthwork for the 2017-2018 snow removal. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mike Sevits, Annex Maintenance, submitted two (2) quotes to replace the tress that were cut down. Lynne Liechty made a motion to approve the low quote from Arbor Farms Nursery in the amount of \$1,580.60, to be paid from 1000-068-3000.39. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey, Highway Engineer, submitted NIPSCO utility permit #2796 for approval. James Crowl made a motion to approve that utility permit. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey stated that the 200 N/827 Project is still scheduled for a January, 2018 letting with construction anticipated in the spring/summer of 2018. She said that she is still coordinating with the City of Angola and INDOT due to some work that is taking place on US 20 which may cause some travel inconveniences for the public. Jennifer Sharkey submitted a reimbursement voucher for preliminary engineering and the right of way engineering. Lynne Liechty made a motion to approve the reimbursement voucher. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey reported that bridge inspections are under way. She said that their consultants have gotten comments from the public inquiring what they were doing.

Jennifer Sharkey stated that the contract for the CR 200 N Phase II has been sent to INDOT for approval.

Ms. Sharkey reported that a supplemental agreement for the Bike Trail Phase II has been submitted for approval. She said that it is for a reduction in the contract of \$8,090.00. Ms. Sharkey said that there was an increase in the design fee; however, the right of way portion didn't cost as much as expected. Jennifer Sharkey said that she has been working on the RFP for the Construction Inspection as well. She said that was on track for a January letting, but it may take up to January to secure some of the right of way. James Crowl made a motion to accept the supplemental agreement for the Bike Trail Phase II. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey said that she will be attending a Community Crossings information meeting tomorrow as well.

Bill Schmidt stated that he felt that Bayview Road was getting progressively worse. Ms. Sharkey stated that it has been taken into consideration as they move forward with their road plans. She said that they are trying to split the funds between projects.

George Pifer asked if the Highway Department planned on striping the outside of 100 N. Ms. Sharkey said that they are working on trying to do that with some of the highly traveled roads; however, it is not required by State law.

Emmett Heller, Highway Superintendent, reported that the new radios are being installed. Mr. Heller also updated the Commissioners on daily activities at the Highway Department. He reported that they are working on several drainage issues throughout the County. Mr. Heller said that they've been working on the 2018 road work schedule.

James Crowl asked if the Weights and Measures Truck could be parked at the Highway Department for security reasons. Mr. Heller said he could probably make a spot for it in the blue barn.

Mr. Heller said that they have started their search for an Athey, which is a piece of equipment that rolls out the berm, gathers it up and works like an elevator.

Vina Conti, Plan Commission, submitted Phares Plat and Presley's Minor Plat for signature.

Clint Knauer, Plan Commission, stated that the Commissioners' submitted a Petition to Rezone the 76 Park from Agriculture (AG) and Lake Residential (LR) to Environmental Control (EC) in order to allow a boat launch/ramp to be constructed. Mr. Knauer stated that the DNR would like to take over a portion of the 76 Park under a lease and put in a boat launch. He said that there was some discussion last night and several presenters. Mr.

Knauer said that there was a recommendation that it only be used for a boat launch and not any of the many other things that can be done in an EC zoning. Mr. Knauer said that the issue comes to the Commissioners with a 6-0 and one (1) abstention favorable vote. Lynne Liechty stated that the County Park boat launch is no longer usable as it has deteriorated to such a point where it isn't safe. Commissioner Liechty said that the DNR will be providing Steuben County something that is much better than the County could do. Ronald Smith stated that the ramp will be larger and will be ADA compliant. Ronald Smith opened up the meeting to the public for comment. No one from the audience spoke in favor or against the rezone. James Crowl stated that during the Plan Commission Meeting, someone spoke about concerns regarding lighting and trash and Frank Charlton addressed that issue. James Crowl made a motion to approve the zone change of the 76 Park from Agriculture to Economic Control. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

**Second and Third Readings
Steuben County, Indiana
Rezone Ordinance No. Z-17-03**

Thereupon, County Commissioner, Lynne Liechty moved that all rules of procedure of the County Commissioners which might prevent, unless suspended, the second and third readings of Steuben County Rezone Ordinance No. Z-17-03, for final passage and adoption of said Ordinances at this meeting without reading the said Ordinances in full but reading the title only. This motion was seconded by James Crowl and was on the call of the roll adopted by the following vote:

<u>Ayes</u> 3	<u>Nays</u> 0
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Under the suspension of the regular rules, County Commissioner, James Crowl, then moved that the Ordinances be read for the second and third readings by title only and thereby be ready for passage and final adoption in this meeting. This motion for the second and third readings for final passage and adoption of said Ordinances was seconded by Lynne Liechty and on the call of the roll was adopted by the following vote:

<u>Ayes</u> 3	<u>Nays</u> 0
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The County Auditor then read aloud the title of said Ordinances for the second and third readings. Thereupon, County Commissioner, James Crowl, moved for final passage and adoption of the Ordinances in full applicable regulations to establish such Ordinances. This motion for final passage and adoption was seconded by Lynne Liechty and on the call of the roll adopted by the following vote:

<u>Ayes</u> 3	<u>Nays</u> 0
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The President of the Steuben County Commissioners, Ronald L. Smith, declared publicly Rezone Ordinance No. Z-17-03, to have been duly passed and adopted. Thereupon, said Ordinances were signed by all members of the County Commissioners present and attested by the County Auditor. Rezone Ordinance No. Z-17-03 is on file in the Auditor's office. Rezone Ordinance No. Z-17-03 reads as follows:

Ordinance No. Z-17-03

It is hereby ordained by the County Commissioners of Steuben County, Indiana, that the following described real estate in Steuben County, Indiana, which is currently zoned Agricultural and Lake Residence shall hereinafter be zoned as Environmental Control:

Part of the Northeast Quarter of Section 16, Township 37 North, Range 13 East, Pleasant Township, Steuben County Indiana more particularly described as follows:

Commencing at 1" rod in concrete found at the northeast corner at the Northeast Quarter of Section 16, Township 37 North, Range 13 East, Pleasant Township, Steuben County, Indiana; thence South 88 degrees 36 minutes 48 seconds

West, (Basis of bearings; Indiana State Plane Zone East coordinates), along the North line of said Northeast Quarter a distance of 1125.30 feet to a 5/8" by 24" rebar with "Foresight Consulting, LLC – Boundary" Identification Cap at the Point of Beginning; thence South 25 degrees 20 minutes 29 seconds West, along the West line of the Original Plat of Parkside Subdivision on Crooked Lake as recorded in Plat Book 2 Page 48 in the Office of the Recorder of Steuben County, Indiana a distance of 239.74 feet to a survey line marked with a 5/8" by 24" rebar with "Foresight Consulting, LLC – Boundary" Identification Cap; thence along the survey line the following 6 courses, North 84 degrees 57 minutes 14 seconds West, a distance of 381.23 feet to a 5/8" by 24" rebar with "Foresight Consulting, LLC – Boundary" Identification Cap; thence South 87 degrees 05 minutes 03 seconds West, a distance of 209.39 feet to a 5/8" by 24" rebar with "Foresight Consulting, LLC – Boundary" Identification Cap; thence North 59 degrees 31 minutes 37 seconds West, a distance of 113.48 feet to a 5/8" by 24" rebar with "Foresight Consulting, LLC – Boundary" Identification Cap, thence North 49 degrees 59 minutes 12 seconds East, a distance of 144.55 feet to a 5/8" by 24" rebar with "Foresight Consulting, LLC – Boundary" Identification Cap; thence South 81 degrees 11 minutes 08 seconds East, a distance of 65.05 feet to a 5/8" by 24" rebar with "Foresight Consulting, LLC – Boundary" Identification Cap; thence North 39 degrees 33 minutes 08 seconds East, a distance of 50.82 feet to a point on the North line of said Northeast Quarter said point being referenced by a 5/8" by 24" rebar with "Foresight Consulting, LLC – Boundary" Identification Cap; thence North 88 degrees 36 minutes 48 seconds East, along said North line, a distance of 582.10 feet to the point of beginning. Together with all the land lying between the aforementioned survey line and the high water mark of Crooked Lake which is established by the Indiana Department of Natural Resources; Containing 3.20± acres of land, more or less, Subject to Easements of record

Map #76-06-16-000-003.000-011

DATED: October 12, 2017

STEBEN COUNTY BOARD OF COMMISSIONERS

Ronald Smith, Chairman/Southern District
Lynne Liechty, Northern District
James Crowl, Central District

ATTEST:

Kim Meyers, Steuben County Auditor

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law. Vina Conti

Kylee Harris, County Park, reported that radios are being installed this week and that she is sending electric bills to the seasonal campers. Ms. Harris also stated that the broken window at the horse barn concessions is being repaired.

Donald Stuckey stated that he has sent a ten (10) day notice to quit to the people that are staying in a camper at the County Park. Mr. Stuckey stated after those ten (10) days, if no one is in the camper, it can be towed; however, if they are in the camper a court order is needed.

Gary Fair, Community Center Building Manager, submitted a quote for the storm water separation at the Community Center. Mr. Fair said that he attempted to get more than one (1) quote, but wasn't able to. Mr. Fair explained that Julian Earthwork offered a couple different options for the storm water separation and he recommended option 2 with the addition of option 2-1 for a total amount of \$6,750.00. James Crowl made a motion to approve the quote from Julian Earthwork, in the amount of \$6,750.00, to be paid from Cum. Cap. 1138-000-4000.15. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. James Crowl also suggested doing dye testing to make sure all of the drains are separated.

Mr. Fair submitted quotes to repair the front door ADA controls. He said that the clutch is failing and needs to be replaced. Gary Fair stated that he received two (2) quotes; however, he recommends going with the quote from Central Indiana Hardware due to the fact that they installed the original door. Lynne Liechty made a motion to approve the quote from Central Indiana Hardware, in the amount of \$2,233.00, to be paid from Cum. Cap. 1138-000-4000.15. James Crowl seconded that motion and the motion carried with three (3) ayes.

Amy Coalson, AFLAC, thanked the Commissioners for being with AFLAC since 1993. Ms. Coalson said that it was brought to her attention that Steuben County was going with another supplemental company for 2018 and was not going to have AFLAC come in at Open Enrollment. She said that decision was based on inaccurate and misleading information regarding the Section 125 Compliance provided by another supplemental company. Ms. Coalson submitted a binder with information on the benefits that have been given to Steuben County through AFLAC. She said that if there are any questions or concerns to let her know so she can address the issues.

Kim Johnson, Assessor, spoke regarding her experience with AFLAC and she said that she's been very happy with their services. Rae Delaney said that she has been very happy with AFLAC as well. Kim Meyers said that it was more of a misrepresentation by the other individual and the County thought they were going to get more services. Ms. Meyers said that now they've been informed correctly. Lynne Liechty made a motion to continue with AFLAC. James Crowl seconded that motion and the motion carried with three (3) ayes.

Brett Hays, NICC, and Lee David, CAVA, submitted an updated TANF Grant for approval. Mr. Hays said that Kim Meyers, Auditor, will have to sign the grant documents electronically.

Mr. Hays also submitted TANF Grant Requests for Reimbursement from July 31, 2016 until June 30, 2017 and the last four (4) Quarterly Reports for approval. Lynne Liechty made a motion to approve the TANF Grant Requests for Reimbursement and the Quarterly Reports. James Crowl seconded that motion and the motion carried with three (3) ayes.

Lee David requested to have a check written when the signed Contract comes back. Kim Meyers said that they would look into the process.

Brett Hays also requested to increase the NICC credit card limit from \$5,000.00 to \$10,000.00. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Brett Hays submitted the policy software contract in the amount of \$5,902.55 to the Commissioners for approval. Lynne Liechty made the motion to approve the contract and to allow Mr. Hays to e-sign. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Hays also submitted a request to install and program a new phone system at the LaGrange Community Corrections Office. He submitted a quote from Lauer Communications in the amount of \$2,175.36 for approval. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jody Kinsey, USI, submitted insurance premium renewal numbers for review. Ms. Kinsey said that she is not submitting any recommendations at this time, but she felt it was important to put the numbers in front of the Commissioners for review and come back at the next meeting and make an official recommendation. Ms. Kinsey said that last year the County switched to Gerber Life due to cost savings and this year if the County renewed with them, the expected cost increase would be 22.62%, which would be approximately \$726,000.00. If the County switches from Gerber Life to US Fire for 2018, the cost increase would only be 4.08% which would be approximately \$130,943.00.

Ms. Kinsey said that she is currently holding off on network options due to the PHP/Proclaim merger; however, in 2018 she proposes looking into different options.

Jody Kinsey said that they were able to successfully negotiate with Lincoln to not increase any Life, Dental or Vision benefits and she would recommend staying with them. James Crowl made a motion to approve staying with Lincoln for Life, Dental and Vision Insurance. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Kinsey said that Proclaim has rolled out online enrollment and this year during Open Enrollment it will be electronic instead of on paper.

Lynne Liechty asked if the glitch with Lincoln has been resolved. Ms. Kinsey said that she believes it has all been resolved and everything was reinstated. Lincoln has reprocessed the claims without employees having to go back to the provider. She said that USI has also offered their services if anyone needs calls to be made. Ms. Kinsey stated that she has asked Ms. Delaney to keep her informed on any issues with Lincoln. She said that they are a preferred partner and are held to high standards and expectations, if it's not working something different has to be done.

Rae Delaney, Payroll and Benefits, submitted the last pay period's payroll for approval per State Board of Accounts. Ronald Smith signed the payroll check register report.

Karen McEntarfer, Town of Ashley, submitted updated cost estimates for the RES Polyflow project. Ms. McEntarfer said that she was approached by Jay Schabel and he said that things were moving forward. Due to that conversation, she contacted the engineering firm to get updated costs on infrastructure. She said that since there has been a time delay, costs have increased. Karen McEntarfer said that she is representing the Town of Ashley and is requesting assistance on the infrastructure for the RES Polyflow Project. Ms. McEntarfer stated that the Steuben County EDC is also working on this and the Town of Ashley has some TIF money tucked away to use as well. Ronald Smith said that he will be speaking to Region IIIA this Thursday about this project and possible grant opportunities. Commissioner Smith said that he's not sure how soon Steuben County can come up with any kind of assistance or how much they can come up with, but the Commission Board can give consideration to the request. Karen McEntarfer said that they plan on starting the project this winter. James Crowl said that there's an issue with drainage concerning the DNR and nothing can be done until that is taken care of. Ronald Smith stated that the Commissioners are aware that this project is moving forward and the Board will look for whatever source of cooperation that can be given.

Kris Treadwell, Council on Aging, submitted an INDOT 5311 3rd Quarter Claim for approval. Lynne Liechty made a motion to approve that claim. James Crowl seconded that motion and the motion carried with three (3) ayes.

Erin Schiffl, Commissioners' Secretary, asked Donald Stuckey if he has been in contact with NIPSCO regarding the contract at the Event Center. Mr. Stuckey stated that the charges in the amount of \$2,618.11 from the statement dated July 21, 2017, needs to be paid. He further stated that they may be able to do something about the Contract for 2018, but not this year.

The Commissioners received the following correspondence: Kathy Armstrong re: Progress on the DRAI meeting date change; IN.gov re: October 11 email from Commissioner Bennett; Janel Meyer SCSW re: Approved Board Meeting Minutes; John Sampson Northeast Indiana Regional Partnership re: Mayors' and Commissioners' Caucus Policy Agenda.

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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