

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING
October 2, 2017

The Steuben County Commissioners met at 1:00 p.m. on Monday, October 2, 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, Jim Getz, Steuben County Councilman and Kim Meyers, Steuben County Auditor.

Mike Sevits, Annex Maintenance, submitted quotes for can light repairs at the Annex. Lynne Liechty made a motion to accept the low quote from Ross Electrical Contracting in the amount of \$1,252.00. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Sevits also discussed tree removal and planting at the Annex. James Crowl made a motion to remove the trees and that replacement would be discussed in the future. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the claims submitted for payment this day totaling \$241,120.62. James Crowl seconded that motion and the motion carried with three (3) ayes.

Kim Meyers, Auditor and Melissa Bixler, Treasurer, submitted the Monthly Comparison Report for review and approval. James Crowl made a motion to approve the Monthly Comparison Report. 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 September 18, 2017. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the September 5, 2017, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

The Commissioners received an update from the Steuben County Community Foundation stating that there was \$12,166.66 donated to the Steuben County Fund in fiscal year 2017 and is permanently endowed at the Community Foundation. The update further states that there is currently \$860.00 available to grant from this fund. The Commissioners requested that it be entered into the record that the update was received and there will not be a disbursement of grant funds at this time.

The Steuben County 4-H Board submitted the annual Boat Storage Contract with Dry Dock for approval. James Crowl made a motion to approve the Contract. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Tami Sumney, IT Director, submitted quotes and a request to purchase seven (7) Universal stands from PCM-G in the amount of \$1,296.00, seventeen (17) Brother PJ722 thermal printers from PCM-G in the amount of \$4,845.00 and ten (10) Panasonic laptops from PCM-G in the amount of \$31,061.00, for a total purchase request of \$38,061.00. Lynne Liechty made a motion to approve the purchase of the requested items. James Crowl seconded that motion and the motion carried with three (3) ayes.

Edward Nagle, Weights and Measures, submitted his resignation to the Commissioners, effective Friday, October 6, 2017. Ronald Smith requested that a letter be sent to Mr. Nagle accepting his resignation and thanking him for his years of service. The Commissioners further requested that the job description provided be reviewed by Donald Stuckey and discussed at the next meeting.

Donald Stuckey, County Attorney, opened bids for the Assessor's Contract for a Professional Appraiser to act as Technical Advisor regarding real property assessment. Bids were received by Nexus and Lexur and they were both taken under advisement for review by Kim Johnson, Assessor. Ms. Johnson requested to be put on the next meeting agenda to make a recommendation.

Koorsen Fire and Security approved and initialed the contract changes recommended by Donald Stuckey. James Crowl made a motion to approve the Koorsen Fire & Security Contracts for the Sprinkler, Backflows and Fire Alarms in all County Buildings with the approved changes. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Linda Myers, Recorder, submitted a quote from Imaging Office Systems, Inc. for microfilming services for approval. Ms. Myers stated that the invoice shall be paid from her Recorder's Perpetuation Fund. Lynne Liechty made a motion to approve the quote from Imaging Office Systems, Inc. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jay Schabel, RES Polyflow, thanked the Commissioners for the opportunity to update them on the status of their project to commercialize waste plastic conversion in Ashley, Indiana. Mr. Schabel said that he is pleased to say that despite the downturn in oil pricing and the resulting instability in the oil market, they were successful in securing contracts for the purchase of additional product streams. He said that those product streams combined with their technology and construction guarantees a significant amount of stable revenue and production success to their business model. He said that this approach was well received by the funding community and they are now assessing funding offers in order to choose the right partners that are best suited to support growth in Ashley, Indiana. Mr. Schabel also stated that they anticipate the plant funding to be finalized around the end of this year and are seeking the necessary permits and approvals to be able to break ground immediately thereafter. He said that they have also been working with the Town of Ashley and REMC to resume the activities to ensure they have utilities and roadways to the site for construction to begin immediately.

The Commissioners reviewed and discussed the letter received from Steuben Lakes Regional Waste District regarding their project by Cranston's Reef. Donald Stuckey, County Attorney, said that he reviewed the letter and the agreements and he red lined a lot of information. Mr. Stuckey said that what the Waste District sent was designed for the homeowner, not a bare land owner. He said that he made a number of changes and he recommends possibly trading the requested easement in Cranston's Reef for the removal of the canister at the County Park. Ronald Smith asked that Mr. Stuckey and the Waste District's attorney review the matter and come up with a resolution. Donald Stuckey said that he would contact the attorney and report back to the Commissioners at the next meeting.

The Commissioners requested Erin Schiffli, Commissioners' Secretary, to start scheduling Commissioner Appointed Department Head Reviews.

Due to the last meeting of 2017 being so close to the first meeting of 2018, Lynne Liechty made a motion to change the last meeting of the year from December 28, 2017 to December 21, 2017, at 8:30 a.m. James Crowl seconded that motion and the motion carried with three (3) ayes.

Lori Hickey, Chief Deputy, submitted miscellaneous claims in the amount of \$666,721.46 for approval. James Crowl made a motion to approve the miscellaneous claims. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kris Treadwell, Council on Aging, submitted the 2018 INDOT Grant for approval. Lynne Liechty made a motion to approve the grant. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jack Bireley, came to the Commissioners regarding a road easement vacation on Old 427. Jennifer Sharkey, Highway Engineer, stated that she reached out to the State regarding this right of way and they provided her information that it was relinquished to the County in 1958. She said that at that time, based on the laws, the County didn't have to do anything as far as formally accepting it. She said that once the State relinquished it to a party, that party was now the owner of that right of way.

Mr. Bireley said that in 2000 or 2001, he was going to put a pole barn on the property and he was told about the right of way. Due to that right of way, he has to stay a specific distance away from it and there isn't enough room for a pole barn.

Donald Stuckey said that if someone gets him a legal description, he would prepare the abandonment or vacation of the right of way.

The Commissioners advised Mr. Bireley that he would need to hire a licensed surveyor to create a legal description, get the legal description to Donald Stuckey for review and then Mr. Stuckey would prepare the documents to abandon the right of way.

Jennifer Sharkey, Highway Engineer, submitted Mediacom Utility Permit #2792, NIPSCO Utility Permit #2793, Frontier Utility Permit #2794 and Centurylink Utility Permit #2795 for approval. Lynne Liechty made a motion to approve the utility permits. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey said that the 200 N/827 Project is still scheduled for a January 2018 letting with construction anticipated in the spring and summer of 2018. She submitted the Contract with GAI for construction inspection which has been reviewed and approved by INDOT, in the amount of \$209,700.00 and 80% of that is being reimbursed with federal funds. James Crowl made a motion to approve the contract with GAI. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey stated that a meeting was held with INDOT on the 200 N Phase II Project. She said that they had contact negotiations with American Structurepoint and that was sent to INDOT for review.

Ms. Sharkey said that the right of way for the Bike Trail Phase II should be secured by the end of January. She also stated that the People for Bikes Grant Application required a letter from the local government showing their support of the project. Lynne Liechty made a motion to approve the letter of support. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey reported that Steuben County was awarded \$220,839.62 in road funding from the Community Crossings Grant. She said that of the eleven (11) projects that were submitted, only two (2) of them were awarded funds. She said that she has some follow-up conversations in the works and is gathering more information.

Emmett Heller, Highway Superintendent, updated the Commissioners on continuing projects. Mr. Heller said that they are finishing up mowing and they put away the rollers and the chipper for the year. Mr. Heller also reported that they received 50 tons of salt last week.

Frank Charlton, County Park Superintendent, reported that the Old Exhibit Hall has been demolished.

Mr. Charlton discussed getting a credit card machine. Donald Stuckey said that Mr. Charlton would have to contact a company and bring the Contract to the Commissioners for approval. Mr. Stuckey said that this would also have to be coordinated with the Auditor.

Frank Charlton stated that he spoke to someone at the Waste District and they said that two (2) years ago they lowered the billing and the County is not being billed for the canister at the County Park.

Rick Meyers, Courthouse Annex, submitted quotes for the lighting on the Baron Von Steuben Statue. Lynne Liechty made a motion to approve the low quote from Ross Electrical in the amount of \$2,935.00, to be paid from 1000-068-3000.39. James Crowl seconded that motion and the motion carried with three (3) ayes.

Gary Fair, Community Center Building Manager, submitted quotes to have seven (7) trees removed. Lynne Liechty made a motion to approve the low quote from Sevits Tree Service in the amount of \$950.00, to be paid from 1000-068-3000.39. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Fair also submitted quotes to remove trees at the former YIP House. James Crowl made the motion to approve the low quote from Mills Tree Service in the amount of \$550.00, to be paid from 1000-068-3000.39. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Fair discussed the need for locks on the dumpsters and he submitted a quote from Larry's Lock and Safe for consideration. James Crowl made a motion to approve the quote from Larry's Lock and Safe in the amount

of \$474.30 to be paid from 1000-068-3000.39. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Gary Fair reported that caulking is needed on the roof and in order to keep the warranty valid, Fort Wayne Roofing must do the caulking. Mr. Fair submitted a quote not to exceed \$1,200.00 for the caulking. Lynne Liechty made a motion to approve that quote and to pay the invoice from 1000-068-3000.39. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Fair stated that Julian's came and dug up a sink hole that appeared in the Community Center yard and it was determined that it was storm water coming off the south side of the building. James Crowl asked that Gary Fair have the repairs quoted. Mr. Fair said that the City of Angola was going to require \$4,600.00 worth of permits to cut into the street and in the past those monies were refunded; however, Mr. Fair said that Amanda Cope doesn't see how a refund will happen at this point in time.

The new Republic Services Dumpster Service Agreements were submitted for approval. James Crowl made a motion to approve the new Service Agreements. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Brett Hays, NICC, informed the Commissioners that there were some bylaw and statute changes that affected the Advisory Board. Mr. Hays submitted an advisory board roster for approval which would reappoint the current advisory board; however, it would also fulfill the obligations that have yet to be appointed by the new law changes. He said that there is one vacant position and that is the ex-offender position. Mr. Hays said that currently there is not an appropriate person for that position. Lynne Liechty made a motion to approve the roster submitted by Mr. Hays. Ronald Smith seconded that motion and the motion carried with three (3) ayes.

Mr. Hays stated that he met with Donald Stuckey on Friday to review the draft contract for credit card payments. He said that there was one change that was made to specify that the agreement is with NICC. Donald Stuckey approved the agreement from a legal standpoint and he recommended that the Commissioners also approve the agreement. James Crowl made a motion to approve the agreement. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Brett Hays also submitted a quote for policy management software. He said that Community Corrections has policies specific to the department and those policies are strongly encouraged, sometimes mandated by the Department of Corrections in order to be in compliance for grants. Mr. Hays said that this software interfaces with Outlook and it manages review processes for NICC. He said that the cost for this software is \$6,000.00 plus a \$1,400.00 annual fee. Lynne Liechty made a motion to approve the purchase of the software. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Hays submitted a quote to expand the storage capacity of the current camera system so more days can be recorded. James Crowl made a motion to approve the quote for the camera system. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Brett Hays also submitted a quote for a new camera system so he can start migrating the old cameras over to the new system. Mr. Hays said that the old system will be utilized in the LaGrange Office. Lynne Liechty made a motion to approve the purchase of the new camera system. James Crowl seconded that motion and the motion carried with three (3) ayes.

Matt Meersman, St. Joe River Basin, came to the Commissioners regarding the 2018 allocation request that was made to County Council. Mr. Meersman thanked the Commissioners for their support of watershed management. He said that he was following up on his appropriation request and he was informed that of the \$6,520.00 that he requested, the Commissioners only made a request of \$500.00 to County Council.

Mr. Meersman stated that the State intended the Commission to be ran by the Counties. He said that in the enabling legislation, it reads that the appropriation needed for a part of the St. Joe River Basin budget is a portion among the participating counties in direct relationship to their land area that is in the basin. Mr. Meersman said that Steuben County has about fifteen percent (15%) of the St. Joe River Basin and the \$6,520.00 that he requested was

not the full fifteen percent (15%) of their operating budget because each County also has a City that has a seat on the Commission. He said that they asked the City of Angola for twenty-five percent (25%) of the fifteen percent (15%) that the County would be responsible for. He said that the City of Angola has agreed to come on at the level requested. Mr. Meersman requested reconsideration of the allocation that was requested by the Commissioners.

James Crowl said that when a request goes from \$500.00 one year to \$6,520.00 the next, it's seen as a big step and that's why the Commission Board decided to send it to the Council at the same amount as last year. Jim Getz asked if there was still time to get Mr. Meersman on Tuesday's County Council Meeting Agenda. James Crowl said that the request would have to come from the Commissioners as it is an allocation in the Commissioners' Budget.

Ronald Smith stated that for the Commission Board to step back in at this point in time and submit an additional request would be inappropriate and unfair to County Council. Commissioner Smith said that if the Commission Board would go back to Council, a dollar amount should be set. He also said that the allocation is pretty much locked into what was requested. Commissioner Smith said that Mr. Meersman's argument is well taken. The Commissioners thanked Mr. Meersman for coming in and speaking with them and they expressed condolences that a favorable recommendation is not being made to County Council for an increase in the St. Joe River Basin's annual allocation for 2018.

The Commissioners received the following correspondence: IN.gov re: County Commissioners October 2 Email from Commissioner Bennett; Janel Meyer, SCSW re: Preliminary Agenda; Rodney Renkenberger, Maumee River Basin re: Board Meeting, Agenda and Minutes; BoAC re: Memorandum 9-17; Matt Meersman, St. Joe River Basin re: Meeting Reminder; IACC re: INDOT award record – Community Crossings Initiative.

STEUBEN 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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