

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING  
November 7, 2016

The Steuben County Commissioners met at 1:00 p.m. on Monday, November 7, 2016, 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, Ken Shelton, Steuben County Councilman, Ruth Beer, Steuben County Councilwoman and Kim Koomler, Steuben County Auditor.

James Crowl made a motion to approve the claims submitted for payment this day totaling \$354,012.14. 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 October 17, 2016. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the October 3, 2016, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

The Deer Removal Contract for 2017 was submitted to the Commissioners for approval. Lynne Liechty made a motion to approve the Deer Removal Contract with Matt Bidlack. James Crowl seconded that motion and the motion carried with three (3) ayes.

The 2017 Engineer Agreement was submitted to the Commissioners for approval. James Crowl made a motion to approve the Engineer Agreement. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Erin Schiffli, Commissioners' Secretary, submitted a rough draft invoice to be sent to MSD for their portion of the new parking lot, rain garden, dumpster pad and sidewalk. Lynne Liechty made a motion to approve the invoice and to send it to MSD. James Crowl seconded that motion and the motion carried with three (3) ayes.

Alex Dobson, Veterans' Service Officer, submitted a letter notifying the Commissioners that he accepts the full time offer of employment beginning in 2017. He also requested in that letter that his time in service to the Community be moved to his first hire date as the part-time position so he will receive six (6) days paid vacation as of January 1, 2017. James Crowl made a motion to approve Mr. Dobson's request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Steuben County Board of Aviation submitted a Grant Application for approval. Lynne Liechty made a motion to approve the grant application. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners discussed the iMAN invoices that were submitted for the installation of the network fiber from US 20 to the County Park Entrance and from the County Park Entrance to the Event Center. Lynne Liechty made a motion to pay Invoice #1272 in the amount of \$110,849.76 and Invoice #1273 in the amount of \$20,004.76 from 1172-101-4000.01. James Crowl seconded that motion and the motion carried with three (3) ayes.

Brad Miller, Indiana Landmarks, submitted a letter requesting permission to approach Steuben County Council to ask them to appropriate funds in order to conduct a feasibility study on the Old County Home. Lynne Liechty made a motion to not invest any money into the Old County Home and to not grant permission for Mr. Miller to approach County Council. James Crowl seconded that motion and the motion carried with three (3) ayes.

Rae Hall, Payroll and Benefits, submitted information to the Commissioners stating that Steuben County's current Organ Transplant Rider will not be renewing their clients. Ms. Hall received verbal permission from Commissioner Smith and Commissioner Liechty on October 27, 2016 to sign a disclosure to AIG for organ transplant coverage beginning on January 1, 2017. Lynne Liechty made the motion to officially approve the disclosure to AIG for organ transplant coverage. James Crowl seconded that motion and the motion carried with three (3) ayes.

Gary Fair, Community Center Maintenance, obtained verbal permission on October 28, 2016, for repairs to the Old Jail in the amount of \$2,006.00. Mr. Fair submitted paperwork for official approval. James Crowl made a motion to officially approve the repairs, in the amount of \$2,006.00, to be paid from CAGIT 1110-000-3000.39. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Vicky Meek, EMS Director, submitted October Closeouts in the amount of \$2,712.68 and October Writeoffs in the amount of \$219,412.91 for approval. Lynne Liechty made a motion to approve the Closeouts and the Writeoffs. James Crowl seconded that motion and the motion carried with three (3) ayes.

Donald Stuckey opened the proposals received for the Courthouse Feasibility Study. Proposals were received from the following:

1. National Center for State Courts
2. RQAW
3. Martin Riley
4. The Troyer Group/A&Z Engineering
5. American Structurepoint
6. DLZ (received late but was accepted)

The Commissioners stated that all proposals would be given to and reviewed by the Courthouse Study Committee and took all proposals under advisement.

Kathy Armstrong, Juvenile Detention Alternatives Initiative (JDAI), came to the Commissioners to give an update on the program. Ms. Armstrong reported that she has spent her time analyzing data on who is being detained and why. She said that the objective of JDAI is to reduce the number of youth being detained, given a set of parameters. Ms. Armstrong said that the next task is to convene a Purpose of Detention Work Group which will be a four (4) to six (6) month process. At the end of that process, a community consensus will be reached regarding who should be detained. She said that going through that process would create a tool called a DRAI (Detention Risk Assessment Instrument) that will be used to make detentions uniform across the board. Ms. Armstrong said that she wanted to inform the Commissioners where they were at with the process and thanked the Commission Board for the opportunity. Ronald Smith said that the Commission Board realizes the necessity of the program and endorses and supports the JDAI.

Phil Pieri, Nordic, came to the Commissioners regarding cost savings on the County's natural gas bills. Mr. Pieri said that the last cost savings totaled approximately \$21,656.50. Mr. Pieri said that it appears at this time there is only six (6) meters on the Contract for the County and he has been advised that is not correct. He said if NIPSCO came and removed a meter and installed a new one, that would remove that meter from the program. Gary Fair stated that he counts thirteen (13) meters. Mr. Pieri said that he's willing to go door to door to each County Building and look at the meters personally.

Phil Pieri said that NIPSCO's natural gas rate has dropped to .475 per therm and Nordic is prepared to give Steuben County Government natural gas for .425 per therm.

Due to Mr. Pieri not having all of the meters on the estimate, the Commissioners requested that Mr. Pieri meet with Gary Fair to check each meter and come back to the Commissioners with updated information at the next regularly scheduled Commissioners' Meeting.

Todd Pfafman, Community Corrections, came to the Commissioners to get the TANF Grant signed. Mr. Pfafman stated that it has already been approved; however, it needs to be signed by Kim Koomler, Auditor.

Mr. Pfafman also requested permission to accept a quote from Wagler Construction, in the amount of \$1,472.00, to install a door between two (2) offices. He stated that Community Corrections does have the funds for the work. James Crowl made a motion to accept the quote from Wagler Construction in the amount of \$1,472.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Danic, Community Foundation, submitted a letter to the Commissioners regarding the request for a temporary pass-through fund for the Steuben County Exhibit Hall. Ms. Danic said that the Board of Directors had some concerns. Lynne Liechty stated that she would take care of it and would work with Kim Koomler, Auditor and Erin Schiffler, Commissioners' Secretary, on a letter to the Community Foundation.

Vi Wysong, KPC Media, submitted information to the Commissioners regarding the Pokagon Triathlon currently scheduled for May 20, 2017. Ms. Wysong stated that she is requesting permission to use a county road for a bike route. James Crowl made a motion to allow the Pokagon Triathlon to use a county road for a bike route. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Gary Fair submitted a Verbal Approval Form, for repairs needed to the Courthouse balcony, for official approval. Mr. Fair stated that the additional work will be in the amount of \$1,559.00. Lynne Liechty made a motion to official approve the additional work needed on the Courthouse balcony, in the amount of \$1,559.00. James Crowl seconded that motion and the motion carried with three (3) ayes.

Janet Deahl, Potawatomi Snowmobiler's, Inc., submitted a request to continue to run the snowmobile trail through the County Park like they have done in past years. James Crowl made a motion to approve the request to run the snowmobile trail through the County Park. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners reviewed the Rental Rates for the Community Center. Lynne Liechty made a motion to increase all rentals by 3% for 2017. James Crowl seconded that motion and the motion carried with three (3) ayes.

Kylee Harris, County Park Assistant Superintendent, submitted information and quotes on an AED for the Event Center. Lynne Liechty made a motion to accept the quote from Physio Control, in the amount of \$1,827.58. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Harris also submitted information and quotes for cleaning equipment and supplies for the Keg Refrigerator at the Event Center. James Crowl made a motion to allow Ms. Harris to purchase the supplies needed. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey, County Engineer, submitted Frontier Utility Permit #2771. Lynne Liechty made a motion to approve that Utility Permit. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey reported that she reached out to the City of Angola regarding a maintenance agreement for mowing and plowing of the Bike Trail. The City of Angola is willing to renew that contract for \$10,000.00 which is the same amount the County paid this year. Lynne Liechty made a motion to approve that maintenance agreement for the Bike Trail. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey said that she is waiting on INDOT's approval on Maple Street. She said that they are waiting to see if vegetation is established and they will do their final review in the next week.

Jennifer Sharkey said that the environmental document for the CR 200 N/SR 827 Project is still available for public review at the Highway Department and the Carnegie Public Library. She said that she has a quarterly report meeting with INDOT next week as well. Ms. Sharkey submitted a reimbursement voucher for design activities that have commenced in September. James Crowl made a motion to approve the reimbursement voucher. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey stated that she had a meeting with INDOT on November 1 regarding bridge inspections and she reported that Steuben County is in compliance with how the consultant selection was done. She reported that Clark Dietz was the consultant that was selected to do the bridge inspection for the next round and she has been in contact with their representative as well.

Emmett Heller, Highway Superintendent, updated the Commissioners on the Old 127 lights. Mr. Heller said that all of the prep work has been completed. He said that everything that needed replaced has been replaced and there were actually only bad connections, not bad wiring. Mr. Heller said that the timeline is out approximately thirty (30) days. He also stated that he sent in a crash report for the damaged light pole. He said that if the Commissioners want to pursue the matter, it would have to go through the Courts in order to have the gentleman's wages garnished because his insurance is not going to pay for it.

Emmett Heller reported that installing LED bulbs in the Old 127 lights would result in cost savings and they have a five (5) year guarantee as well. James Crowl made a motion to allow Emmett Heller to move forward with purchasing the LED bulbs. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey stated that she has requested an early termination meeting with INDOT on the CR 200 N Project and once that is held she will issue a RFP.

Ms. Sharkey reported that there is a preliminary field check meeting on the Bike Trail Phase II that is scheduled for November 18, 2016. She said that the Ramada Inn and the DNR have been invited to that meeting as well.

Ms. Sharkey said that she would follow up with INDOT on the Community Crossings Grant. She said that she has sent in the approved contract but she hasn't received it back from the State yet.

Jennifer Sharkey stated that a bridge lighting meeting was held for the Four Corners Bridge. She reported that they had some very nice proposals and they are still working towards finding a solution.

Ms. Sharkey reported that the Highway Department hired a contractor to stripe Old 27 but they will be looking to do more in house striping in the future.

Ronald Smith said that a light needs to be installed at the entrance of the County Park, right by Lawnscape, so the entrance is illuminated. Commissioner Smith asked for research to be done on a possible solution. George Pifer asked if the issue could be remedied with a painted turn arrow in the turn lane.

Emmett Heller updated the Commissioners on continuing projects at the Highway Department.

James Crowl told Emmett Heller that around 950 E he's receiving complaints about the quality of the material being used on the road.

Tim Troyer, Sheriff, submitted a request to purchase a Joey Transcorder in the amount of \$9,149.00. Sheriff Troyer stated that the Prosecutor's Office is going to pay \$2,000.00 towards the Transcorder from their Pre-Trial Diversion Fund and the rest would come from the Sheriff's Seizure Fund. Lynne Liechty made a motion to approve the purchase of the Joey Transcorder. James Crowl seconded that motion and the motion carried with three (3) ayes.

Brad Kammeyer, Bayview Road, came to the Commissioners regarding a flooding issue on his property. Mr. Kammeyer submitted photos to the Commissioners so they could see exactly what was happening. He said that the water backs up on Jim Parsell's property, then it runs down and goes across Charlie VanHorn's driveway and then the water gets to his property and floods Marlene Smith's shed as well.

Mr. Kammeyer said that currently they are doing dredging and this would be good timing to fix this issue as well. He said that Emmett Heller's crew pinpointed where the fix was needed. James Crowl said that it is a private drain and it is not county regulated. Commissioner Crowl said that it was a private drain that was established long ago because it was an open ditch. Through research with the Surveyor, it was an open ditch that went to the lake. Then one weekend it was closed up and it wasn't done by the County. Commissioner Crowl said that he thinks that it is a 12" or 15" tile that goes to the lake which means it is a private tile that the County cannot legally go off the road, out of the right of way and fix unless the County put it in, which they did not.

James Crawl informed Mr. Kammeyer that the simple fix would be to have the company doing the dredging also do the drain work. He said that all of the owners should go together and have it fixed since it is a private issue.

The Commissioners scheduled a County Park Improvement Committee Meeting for November 22, 2016, at 9:30 a.m.

The Commissioners scheduled a Courthouse Study Committee Meeting for December 14, 2016, at 8:00 a.m.

The Commissioners received the following correspondence: Indiana Department of Transportation re: Reminder; Steuben County Soil and Water re: November 9 Meeting; State of Indiana re: Income Tax Distributions for Certified Shares; OCRA re: Community Development Block Grant; IN.gov re: Indiana's Veteran Opportunity Program Milestone; IN.gov re: Lt. Governor's schedule for October 25-27; OCRA re: Lt. Governor Holcomb Awards Two Communities with Place Based Investment Funding; St. Joe River Basin re: Meeting Reminder; NEIndiana re: Location Reminder for Caucus Meeting; AIC re: AIC News; Maumee River Basin re: 30<sup>th</sup> Anniversary.

STEUBEN COUNTY BOARD OF COMMISSIONERS

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Ronald L. Smith, President, South District

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James A. Crawl, Vice President, Middle District

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Lynne Liechty, North District

Attest: \_\_\_\_\_  
Kim Koomler, Steuben County Auditor  
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