

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING
November 16, 2015

The Steuben County Commissioners met at 8:30 a.m. on Monday, November 16, 2015, in the Commissioners' Room of the Steuben Community Center. Present this day were Commissioners Ronald L. Smith, James Crowl and Lynne Liechty. Also present were Ruth Beer, County Council Vice President, Jim Getz, County Councilman, Kim Koomler, Auditor and Donald Stuckey, County Attorney.

Gary Fair, Community Center Maintenance, delivered a document to the Commissioners regarding Governor Pence directing the Flags to be flown at half-staff Statewide. That document stated that in accordance with the Presidential Proclamation issued, Governor Pence is directing Flags at State facilities be flown at half-staff in honor of the victims of the terrorist attacks in Paris, France. Flags shall be flown at half-staff effective immediately until sunset Thursday, November 19, 2015. Governor Pence further requested that businesses and residents lower their flag to half-staff to pay tribute to those who lost their lives in the attacks in Paris. Ronald Smith stated that Gary Fair will take care of lowering the flag.

The Steuben County Board of Aviation came to the Commissioners to give a progress report on the Airport. Randy Strebis reported that the Board of Aviation has had two (2) board meetings and they would like to bring the Commissioners up to date on what has been going on at the Airport. Mr. Strebis stated that right after their appointments, the Board did public meeting training and did a review of the Indiana Code regarding Aviation Boards and Open Door Policies. He said that they immediately attended AAI Conference for training for new board members so the Board would understand federal grants and federal grant assurances. Mr. Strebis also stated that they developed a sub-committee structure for all aviation and airport activities.

Mr. Strebis stated that a lot of time has been and continues to be spent with the Auditor's Office to get the new Board up to speed. Mr. Strebis stated that the Board has developed procedures that are required for the grant assurances for the FAA grants. He also said that they have completed a review of current and future revenue generation potential and there are no stones left unturned in regards to looking at opportunities for the airport to generate revenue.

Randy Strebis also reported that they notified the Plan Commission that they were in opposition of the CAFO. Mr. Strebis stated that the proper documents were also forwarded as a requirement from the FAA.

A new lease has also been negotiated with TSA Hangar Organization and the first check will come in December.

Mr. Strebis stated they have worked on grant assurance procedures, documented them and reviewed an amended minimum standard document as well. The Board has also been working on tree mitigation, identifying trees and marking them for mitigation. Mr. Strebis stated that at their last meeting they made approval for up to \$4,500.00 for mitigation of the worst trees. He said that this will demonstrate to the FAA that progress is being made.

Mr. Strebis reported that they have also approved a map tool for the Plan Commission that ties in with the grant assurances. Things that are built in certain zones within certain radiuses of the airport need to be reviewed so they do not conflict with the airspace and that also ties in with the grant assurances as well.

Randy Strebis stated that an ongoing item that they are working on is snow removal equipment. Discussions have been ongoing with the County regarding replacing the snow plow truck. They are also asking different departments if there is any possibility of a retired county vehicle that would make a suitable crew car. Mr. Strebis stated that they have also spent some time working with Walt and Marsha Drewes on new operational procedures for Balloons Aloft. He reported that they are working on a comprehensive budget development as well. A Code of Conduct, Mission Statement and Creed is also being worked on to outline a basis of operation and behavior that people can expect from the BOAC. Mr. Strebis also stated that they are working on wayfinding signs off of I-69 to help direct people to the airport. The underground storage tanks are being worked on as well and those have been an ongoing issue. Randy Strebis stated that they are working with the engineer on a Comprehensive Improvement Plan that is due in February.

Mr. Strebig presented a map that shows the different zones that the FAA requires the Board of Aviation to report building permits in the zones. He said that the inner zone is a little more intense than the outer zone. Ronald Smith stated that the Commissioners will not act on the document at this time. Donald Stuckey stated that the requirement of the review should go to the Plan Commission and the Plan Commission then comes to the Commissioners. Mr. Stuckey stated that it would be a requirement of anyone that wishes to get a location improvement permit within that area to have input from the Airport and the Plan Commission.

Mr. Strebig stated that at the Board Member training they learned that when the assurances are signed off on and accepted, if the County was ever found to not be in compliance with those assurances, the FAA can go back 20 years and force the County to pay an average of \$100,000.00 per year.

Mr. Strebig stated that in the last meeting the Board of Aviation adopted amendments to the minimum standards for Commercial Operators to function at the Airport. He said that the insurance needed to be cleaned up. Mr. Strebig also submitted an Ordinance for review and approval.

Chuck Walker, Aviation Board, directed the Commissioners' attention to a spreadsheet he prepared that lays out a survey he prepared regarding data per aircraft, operations, total aircraft based on the fields, county census data and 2015 budgets. According to his calculations, Mr. Walker stated that there is a \$5.11 average per capita and puts the budget at approximately \$175,000.00. The Aviation budget for 2015 was \$101,000.00. For 2016, the BOAC will operate the airport directly, there will not be an FBO. Mr. Walker stated that operations will be simple, fuel, oil, hangar and air field maintenance. The BOAC will then get a barometer on potential revenue for a future FBO.

Mr. Walker stated that the lease for the buildings has been extremely low and the County has been paying the utilities for those buildings. Mr. Walker further stated that some capital equipment has to be purchased including a tug for moving large aircrafts, aircraft tow bars, an air deer to move small aircrafts and a crew car. He also said that a business computer and video surveillance cameras are also needed. He said that the 2015 estimated revenue is around \$18,000.00. For 2016, the projected revenue is approximately \$79,000.00 with fuel sales representing about \$32,000.00 of that calculation. Mr. Walker stated that they have an operating budget of \$171,000.00. The net out to the County is \$92,000.00, \$46,500.00 in capital equipment and then inventory of fuel as well. Mr. Walker believes that the airport is a revenue generator and should become self-funding.

Ronald Smith thanked the Aviation Board for their tremendous efforts.

Tami Sumney, IT Director, submitted a request to have her James Schlup attend training in Fort Wayne, Indiana from November 30 through December 4, 2015. Ms. Sumney stated that the cost of the training will be \$2,475.00. James Crowl made a motion to allow James Schlup to attend training. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Stuckey opened the annual bids for Highway Supplies. Bids were received from North Central Co-op, Warner Oil, Old Prairie Products, American Timber Bridge, McHenney Gravel, R. Smith & Sons, Pulver & Sons Asphalt Materials, Brooks Construction, Pierceton Trucking Co., Asphalt Materials Inc., Irving Sand & Gravel, Hansen Aggregate, MacAllister Machinery Co., API Construction Corp., The Klink Group, Stone Street Quarries, Inc., E & B Paving, Albright Contractors, Butler Mill Service, Co., Crowl Earthwork & Construction, Inc., Primco, Inc.

Mr. Stuckey also opened the annual quotes for Blades, Pavement Markings and Drainage. Quotes were received from Winter Equipment Inc., St. Regis Culvert, American Wire, Rope & Sling, Three Rivers Barricade, Airmarking, Co., and CivilCon.

Mr. Stuckey opened the 2016 Print Bids. A. E. Boyce submitted a bid for Classes 1 and 2 and Waddell Printing submitted a bid for Classes 4 and 5 for 2016 print bids.

Mr. Stuckey opened the bids for the 2016 Janitorial Supplies. Bids were received from The Janitors Supply Co., Inc, C.A. Nedele Sons, HP Products and All American Poly.

Donald Stuckey stated that even though the bids require review, the Commissioners may accept all bids at this point and go forward because then the departments can pick and choose which ones they wish to use.

The Commissioners accepted all Highway bids for review by the Superintendent and Engineer.

Lynne Liechty made a motion to accept all 2016 Print Bids and all 2016 Janitorial Supplies for review. James Crowl seconded that motion and the motion carried with three (3) ayes.

Lisa Caudill, Steuben County Humane Society, came to the Commissioners to discuss the 2016 Allocation. Ms. Caudill reported that the Shelter Manager has been replaced by Executive Director, Alisa Mills. Ms. Caudill stated that Ms. Mills has increased the operational procedures one hundred percent (100%). She said that they have also been doing training, including veterinary training. Adoptions are also up significantly and customer engagement satisfaction is through the roof. Lisa Caudill stated that if you walk into the Shelter today, as opposed to three (3) or four (4) months ago, you will see a significant difference. Ms. Caudill stated that since receiving funding in July, they have taken in 380 animals and 29 law enforcement calls were involved in that count. They have adopted 223 of those animals back out to the community, the others were reclaimed by their owners. The in-house residency has dropped from 195 animals in September to 94 at the end of October. Lisa Caudill stated that they are not euthanizing the animals, they are marketing the animals on Facebook, through public conversation, through community events and they are going back to loving homes.

Ms. Caudill stated that they have spayed and neutered 193 animals since July and they have given 101 rabies vaccinations. She said that they have grants for some of those procedures and the costs savings going back to the County is roughly \$13,000.00 by offering low cost spay and neuter and free rabies vaccinations. It not only saves money, but it is putting healthy animals back into the Community. Lisa Caudill reported that they received a new software system that is called Shelter Manager which has increased the efficiency of the Shelter in accounting and in animal management. It also makes the reporting very specific and accurate. Ms. Caudill also reported that software was donated by someone. She stated that all of the computers have also been updated and some were replaced thanks to a donation from a vendor in Fort Wayne.

Lisa Caudill stated that the floor plan for the new shelter has been finalized and they will be putting it out to bid in the next couple of months to local contractors. The Humane Shelter has also added two (2) new board members and two (2) potential board members are visiting this evening as well. Lisa Caudill stated that things at the shelter are going extremely well, she thanked the Commissioners for their financial support and the Shelter is looking forward to County support in 2016.

Lisa Caudill stated that she would like to discuss the 2016 allocation and if there were any restrictions, stipulations, special needs, etc., regarding the \$45,000.00. Lynne Liechty stated that the \$45,000.00 would be paid in two equal installments, one in February and again in July and it does include county-wide service. Ms. Caudill asked if the Humane Shelter could still talk with neighboring municipalities about additional funding from their geographic areas. Commissioner Liechty said that she sees nothing wrong with talking to them and the Shelter is free to ask for donations or funds from any of the municipalities, townships and cities. James Crowl stated that it is a county blanket policy, all animals in the county get picked up, but if the cities wish to donate money that is fine, there is no problem with that. Ronald Smith asked if the municipalities do not donate, would there be any punitive actions against them. Lisa Caudill stated that to the best of her knowledge, they would not suffer any consequences if they do not donate. Ms. Caudill stated that it is not the intent of the Shelter to punish the community for negotiations with funding. Ronald Smith stated that he would like to make that an official act of the Commission Board that they go on record saying that the Commission Board has no problem with the Shelter soliciting other municipalities for other funds, if funds are not received from those other municipalities, there shall be no punitive action. Lynne Liechty made a motion that the Shelter must cover the entire county; however, they may solicit funds from other municipalities with no punitive action against those municipalities if no funds are received. James Crowl seconded that motion and the motion carried with three (3) ayes.

Lisa Caudill stated the money that the Shelter saved the Community this year equaled approximately \$13,000.00. She would like to request that the Commissioners consider refunding that amount back to them so the Shelter can continue to move forward with that program. Ms. Caudill stated that the spay and neuter program is

based solely on grant money. That savings was passed onto the Community and allows the Shelter to do this type of practice. It prevents unwanted litters of kittens and puppies and by offering a low cost service the Shelter is getting more community members spaying and neutering their animals. Lisa Caudill stated that if the Commissioners would consider refunding that money to the Shelter, they would put that into 2016 efforts with a stipulation that those funds are only to be used for the spay and neuter program. James Crowl stated that the significant budget increase from 2014 to 2015 went from \$18,000.00 to \$45,000.00 and to tack on another \$13,000.00 is another significant increase. Lynne Liechty stated that she feels that should be brought in front of the budget committee in 2016 for 2017's budget. Ronald Smith stated that timing is always a factor and the timing prohibits them from moving forward at this time unless an additional is requested. Kim Koomler, Auditor, stated that an additional cannot be requested this year, it must be requested next year.

Emmett Heller, Highway Superintendent, updated the Commissioners on projects at the Highway Department. Mr. Heller also stated that all of the components for the new truck have arrived and they are working on getting that put together. He stated that 300 tons of salt and about 1,000 tons of sand has been delivered.

James Crowl stated that there is a tree by Carter Cemetery that is coming dangerously close to the road and the bucket truck may have to be used to trim it.

Jennifer Sharkey, County Engineer, stated that the contract documents are being finalized to finish out the 200 N/200 W project. Ms. Sharkey stated that they have gotten positive feedback on the project.

Ms. Sharkey stated that a ribbon cutting for the Bike Trail is scheduled for Friday, December 4, 2015, at 11:00 a.m. at the trailhead on 127 just north of the HAWK signal across from 300 N. Ms. Sharkey stated that the Bike Trail is not officially open at this time but they are hoping to have it officially open the last week of November or first week of December.

Jennifer Sharkey stated that she is still getting the final information to INDOT regarding the Maple Street Project and she is still waiting to hear back regarding the 8 inch curb along the Lurecraft property.

Ms. Sharkey stated that they had a quarterly meeting on November 10, 2015, with INDOT on the 200 N/SR 827 project. She said that the intersection study should be finalized in 2-3 weeks. Jennifer Sharkey stated that if there are significant impacts, she believes it would be appropriate to discuss with INDOT some type of cost sharing mechanism.

Ms. Sharkey stated that a bridge inspection meeting was held to determine the future inspection cycle. She said that they moved from an even year to an odd year and inspections have just finished up in October. The next inspection cycle will be October, 2017. Ms. Sharkey submitted a reimbursement voucher for the inspection work that was done in October for 80% reimbursement of the inspection costs. James Crowl made a motion to approve the reimbursement voucher. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey stated that she had discussions with Clear Lake regarding structures in their incorporated area. She stated that she had to clarify maintenance and ownership responsibilities.

Ms. Sharkey stated that she had a meeting with Ramada, regarding Phase II of the Bike Trail, on November 13. She said that it appears that they are comfortable with the proposed alignment and they would like to be involved in the process. Ms. Sharkey stated that there is a meeting scheduled for this Wednesday at 1:00 p.m. at the Highway Department with Pokagon State Park.

Jennifer Sharkey also reported that she is working on the well permit with Rick Shipe for the County Park Community Building.

Ms. Sharkey reported on the extension of the CR 100 N drainage around the Loon Lake area. She said that she will be looking at the culvert on 280 W in the White Oaks Glen Subdivision to see if any modifications need to be done with that 24" culvert. Rus Strang stated that he would like to see that culvert put back the way it was. Mr. Strang stated that instead of the Contractor having to comply with anything, he got rewarded with a bigger culvert. Ronald Smith stated that it is a Drainage Board issue.

Jennifer Sharkey stated that she has been voted as President-Elect (Vice President) of the American Society of Civil Engineers and there would be some additional meetings for her to attend. Ms. Sharkey asked the Commissioners if they were comfortable with her serving in that position. The Commissioners congratulated Ms. Sharkey and gave their blessing for her to serve as President-Elect of the American Society of Civil Engineers.

Frank Charlton, Plan Commission, came to the Commissioners regarding a rezone for ESM Holdings. Mr. Charlton stated on November 4, 2015, a meeting was held for Rezone Z-15-02 ESM Holdings LLC, located at 9785 W. US Hwy 20. Mr. Charlton stated that the Plan Commission does give a positive recommendation by a 7-0 vote and one abstention for this rezone. He said that ESM Holdings requests to rezone the property from Local Business to General Business. Frank Charlton stated that there has not been any negative feedback on this rezone and the required public notice was sent. James Crowl made a motion to pass Ordinance Z-15-02 on its first reading. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. Donald Stuckey, County Attorney, said no other action was needed. Zoning Ordinance No. Z-15-02 reads as follows:

Ordinance No. Z-15-02

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 Local Business shall hereinafter be zoned as General Business:

A part of the southwest quarter of Section 20, Township 37 North, Range 12 East, Jackson Township, Steuben County, Indiana, described as follows:

Beginning at a point in the center of Federal Highway 20, where the same intersects the centerline of State Highway No. 327, said point of beginning being 974 feet north from the south line of said Section 20; thence south 00 degrees, 00 minutes east (assumed bearing) along the centerline of said Highway No. 327 a distance of 330.25 feet; thence north 90 degrees 00 minutes west 200.00 feet; thence north 00 degrees 00 minutes west 330.25 feet; thence south 90 degrees 00 minutes east 200.00 feet to the point of beginning. Subject to legal highways and easements of record

Map #s 76-05-20-000-019.000-005

DATED: November 16, 2015

STEBEN COUNTY BOARD OF COMMISSIONERS

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

ATTEST:
Kim Koomler, Steuben County Auditor

Rex Shultz came to the Commissioners regarding an exception to the variance that was made to his cottage for a room addition. Mr. Shultz stated that with the addition of septic and setbacks, the only parking that he has is on the road right of way and he would like permission to park there. Donald Stuckey stated that the road in question is a dead end road so there is no thru traffic. James Crowl stated that after the outhouse is gone, Mr. Shultz could stone the area and that could be a recommendation. Once the sewage system is installed and approved, he could install a stone parking lot to accommodate two (2) cars. Ronald Smith stated that the Commissioners can give approval as long as the Plan Commission okays it because it would not disparage anyone else from using it. Commissioner Smith said that as long as it meets the Plan Commissioners parameters, the Commissioners can endorse it. James Crowl made a motion to permit Mr. Shultz to install a stone parking lot for two (2) cars in the right of way. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Eric Henion, MS4, brought in a plan for the Southeast Quadrant Drainage Improvements. Mr. Henion stated that the engineer's estimate comes to about \$28,000.00. From other projects that have been done, 60% of the funds have been received from IDEM grants, the City picks up the other costs and then gets reimbursed through in kind matches. Eric Henion stated that the Courthouse portion, in conjunction with getting the downspouts disconnected for the east half of the building, will cost the County approximately \$5,000.00. IDEM would reimburse 60% and the City would pick up the other 20%. Eric Henion stated that this project will minimize the runoff going into the sanitary sewers and then to the waste water treatment plant. Mr. Henion stated that they plan on getting the Courthouse portion done as soon as possible, before Christmas.

Eric Henion stated that there is an alley on the south side of the Gutstein building and in order to put the pervious concrete/detention area in there, the parking lot would be pushed to County property by either easement or some kind of agreement. Mike Marturello, Herald Republican, stated that they are in favor of the project and are under the assumption that when the parking lot moves, the south side will become public parking and not dedicated to KPC. James Crowl made a motion to accept the proposal. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Eric Henion stated that he's been working with Gary Fair and Jennifer Sharkey on the County parking lots as well. Mr. Henion said that on the back side of Community Corrections there is a wall with some drainage issues and it requires topography and survey work. The County would have to pay for the work on the wall and the pavement needed and the same thing with the proposed new parking lot. Lynne Liechty made a motion to allow Mr. Henion to get Roland & Associates involved at the City's expense. James Crowl seconded that motion and the motion carried with three (3) ayes.

Dane Goshorn, County Park Superintendent, came to the Commissioners regarding upgrades to the campground road. Mr. Goshorn stated that he has funds still available and there are two (2) parts in the road that are getting very bad so he had C&M Asphalt give him a quote to get the roads fixed. C&M Asphalt quoted \$11,350.00 and he has the funds right now to take care of it. Dane Goshorn is requesting to move the funds he has left over into the 2016 budget. James Crowl stated that he is in favor of getting the work done and encumbering the money, but more engineering needs to be done and a couple more quotes need to be received.

Dane Goshorn also reported that the roof on the south restroom is starting to rot out and the heads on the screws are popping off. Mr. Goshorn stated that Fremont Lumber quoted materials at about \$2,400.00. He said that he also needs to get the toilets ADA accessible. Ronald Smith recommended that Mr. Goshorn speak to the Auditor's Office so things can be coordinated for an encumbrance. James Crowl asked that Jennifer Sharkey be included in the road projects as well.

Dane Goshorn stated that Gary Fair recommended that the garage at the Superintendent's home be insulated and material for that is approximately \$1,400.00. Mr. Goshorn stated that he could do that work on his own. Ronald Smith stated that Mr. Goshorn is cleared to spend the funds that is left in this year's budget if the need is there.

Sheila Anderson, Fifth Third Bank, submitted information to the Commissioners regarding an employee benefit program. Ms. Anderson stated that Fifth Third Bank offers several programs to educate people about how to be wise with their spending, their money management, as well as understanding saving, growing and investing their money. The benefit program also gives County employees the same benefits and discounts that a Fifth Third employee would receive. Ms. Anderson also gave the Commissioners information about the Empower U Program in which employees are given an empowerment plan that they can take home and review. She said that these programs and benefits are at no cost to the employer and Fifth Third Bank can cater it anyway that would fit best with the County. Ronald Smith stated that the Commission Board would like to review the information and then make a decision on how to move forward with this.

Tami Mosier, Purdue Extension, submitted a Memorandum of Understanding (MOU) between Purdue Extension/4-H Board and Dane Goshorn, Steuben County Park Superintendent. The MOU spells out the reasonable expectations of each party and what is to be taken care of by each entity. Ms. Mosier stated that the term of this contract is from November 1, 2015 until August 31, 2016. James Crowl made a motion to approve the MOU. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jody Kinsey, USI Insurance, came to the Commissioners to report back on her discussions with Cameron Hospital. Ms. Kinsey stated that she had a very good meeting with them and they shared a lot of information with her. She said that Cameron Hospital is doing everything they can to keep costs down, but with that being said, they are willing to put a deal together with the County. Ms. Kinsey stated that they are going to structure an agreement to bring back to the Commissioners for approval. Jody Kinsey stated that currently Signature Care is getting a 12% discount from Cameron and they were in agreement to give a 20% discount to the County.

Jody Kinsey also stated that this is the first year that the County will have to do the 1094/1095 reporting. Ms. Kinsey stated that she checked with Pro-Claim this morning and at this point they have not received any direction as to whether they were going to help Melissa Shepherd with that or if it was going to be done in house. Ms. Kinsey stated that Pro-Claim has a fee schedule in place that they will help prepare those forms for a \$1,500.00 annual fee plus \$10.00 per employee statement fee. She said that it is estimated that it could take an HR Department anywhere from 2-3 hours per form to complete. Jody Kinsey said that she would get Erin Wray, Commissioners' Secretary, the form for approval and signature.

Donald Stuckey, County Attorney, submitted the RES Poly Flow Promissory Note and Security Agreement for review. Donald Stuckey stated that two (2) typos were found and those have been corrected. Donald Stuckey stated that it is his understanding that RES Poly Flow has not officially chosen their site location. Donald Stuckey stated that DeKalb County offered to put up to \$150,000.00 into the project as well.

Jim Getz, County Councilman, submitted information regarding variance fees that are charged by the Building Department. Mr. Getz stated that Frank Charlton gave him a list of charges and a list of what Mr. Charlton thought the actual cost to his department was to go through the variance process. In 2015 the Building Department has done 28 variances and is only charging \$150.00 per variance. Mr. Getz stated that it has to be revenue neutral; however, charging only \$150.00 per variance is not even close to revenue neutral. It was reported that the \$150.00 fee has been in place for over 20 years.

Bill Schmidt stated that the Plan Commission has had some discussion on this very topic. In 2014 they generated under \$30,000.00 from variances, special exceptions, etc. Mr. Schmidt believes that everything, not just variances, but exceptions, vacations, and building permits should be doubled. He stated the amount of money that Steuben County charges relative to other communities, is next to nothing. Frank Charlton stated that Allen County charges close to \$700.00-\$800.00 per variance. Another County was \$400.00 and Steuben County is \$150.00 and then \$100.00 for each additional variance. Bill Schmidt stated that the Commissioners need to figure out how to close the door on people coming directly to the Board of Commissioners for vacations as well. Bill Schmidt again stated that he believes anything that comes out of the Building Department or Plan Commission should be doubled across the board.

Frank Charlton said that he could contact other counties similar to Steuben County to see what they charge. James Crowl said that he would like this addressed fairly quickly so the new charges could start in 2016. Donald Stuckey stated that he believes the Plan Commission should recommend what they feel the charges should be.

Nitin Timble, A&Z Engineering, reported to the Commissioners that A&Z Engineering is a growing twenty-five (25) person team and they are looking forward to working with Steuben County in the future.

James Crowl made a motion to approve the claims submitted for payment this day totaling \$232,865.74. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the minutes from the October 19, 2015, Commissioners' Meeting and the minutes from the October 22, 2015, Special Meeting. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the October 5, 2015 Commissioners' Meeting and the October 13, 2015, Joint Commissioner and Council Meeting that were approved at the previous meeting.

A draft Memorandum of Agreement was submitted for each of the 2016 Allocation recipients, except the Humane Shelter. Lynne Liechty made a motion to approve those Memorandums. James Crowl seconded that motion and the motion carried with three (3) ayes.

Vicky Meek, EMS, submitted closeouts for the month of October, in the amount of \$10,202.90 and writeoffs, in the amount of \$204,752.39, for approval. James Crowl made a motion to approve the closeouts and writeoffs. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Michelle Herbert, County Clerk, submitted a request to close the Clerk's Office from Noon – 1:00 p.m. on Friday, December 18, 2015, for their annual Christmas carry-in. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kim Koomler, Auditor, submitted her Official Bond for approval. Lynne Liechty made a motion to approve the Official Bond. James Crowl seconded that motion and the motion carried with three (3) ayes.

Donald Stuckey reported that Koorsen Fire & Security agreed with the proposed changes to the Backflow Contracts. James Crowl made a motion to approve the Koorsen Fire & Security Backflow Contracts as amended. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kirk Grable, Barnes & Thornburg, submitted an Engagement Letter for Legal Services, regarding the Radio Project, for review and approval. Donald Stuckey stated that he has reviewed that letter and approves. Lynne Liechty made a motion to approve the Engagement Letter. James Crowl seconded that motion and the motion carried with three (3) ayes.

Donald Stuckey, County Attorney, submitted Ordinance 874, regarding the fee for information removed from GIS, for approval. Lynne Liechty made a motion to pass Ordinance 874 on its first reading. James Crowl seconded that motion and the motion carried with three (3) ayes.

**Second and Third Readings
Steuben County, Indiana
Ordinance 874**

Thereupon, County Commissioner, James Crowl, moved that all rules of procedure of the County Commissioners which might prevent, unless suspended, the second and third readings of Steuben County Ordinance 874, 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 Lynne Liechty and was on the call of the roll adopted by the following vote:

Ayes
3

Nays
0

Under the suspension of the regular rules, County Commissioner, Lynne Liechty, 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 James Crowl and on the call of the roll was adopted by the following vote:

Ayes
3

Nays
0

The County Auditor then read aloud the title of said Ordinances for the second and third readings. Thereupon, County Commissioner, Lynne Liechty 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 James Crowl and on the call of the roll adopted by the following vote:

Ayes
3

Nays
0

The President of the Steuben County Commissioners, Ronald L. Smith, declared publicly Ordinance No. 874 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. Ordinance No. 874 is on file in the Auditor's office. Ordinance No. 874 reads as follows:

ORDINANCE 874

WHEREAS, the Steuben County Commissioners passed Ordinance Number 860 entitled "An Ordinance To Restrict Addresses On Public Property Data Base Web Site (GIS)";

WHEREAS, said Ordinance provided that a fee of Seventy-Five and no/100 Dollars (\$75.00) per parcel shall be changed to covered persons that request restriction and/or change of name of the records from the public property data base website; and,

WHEREAS, the Steuben County Commissioners wish to repeal said Ordinance, IT IS HEREBY ORDAINED by the Steuben County commissioners that Ordinance 860 "An Ordinance To Restrict Addresses On Public Property Data Base Web Site (GIS)" is hereby repealed effective immediately upon passage of this Ordinance.

DATED: November 2, 2015

STEBEN COUNTY BOARD OF COMMISSIONERS

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

ATTEST:

Kim Koomler, Steuben County Auditor

Gary Fair, Community Center Maintenance, submitted a memo from 2008 regarding the use of space heaters and fans that he is requesting be updated and distributed to employees. Ronald Smith stated that last Monday the building was very cold as the heating system did not get turned on early enough. James Crowl stated to enforce the rule, it would require Gary Fair removing the heaters and that puts Mr. Fair in a bad position. Lynne Liechty stated that she doesn't think personal heaters are allowed per the building code due to them being a fire hazard. Donald Stuckey stated that they are not permitted in the building and Gary Fair has the right to confiscate them. James Crowl stated that Mr. Fair will end up taking the heat. Kim Koomler stated that it is so cold on Monday mornings because Mr. Fair turns the heat way down and requested that the setting be changed. James Crowl stated that a boiler could go down during the weekend and Mr. Fair doesn't know it until he arrives on Monday morning. Ronald Smith stated that he believes that heaters and fans should not be used. The Commissioners took no action on the memo and the current rule stays in place. Ronald Smith requested that a new memo be sent out stating that the cold season is upon us and please be advised that personal heaters are not appropriate and will be confiscated if you bring them in the building.

The Daughters of the American Revolution (DAR) submitted a request to decorate the Baron Von Steuben Statue for Christmas. Ronald Smith requested a letter be sent to the DAR stating that because of the nature of their organization a proper decoration is allowed, for any holiday they would like to place a decoration on the statue, unless there is a violation that occurs.

The Commissioners were asked if they would like to increase the rent for the Community Center tenants by 5%. James Crowl made a motion to approve the 5% increase. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Leroy Steury submitted change order #1 for the upfront costs from NIPSCO for electric service for the County Park Community Building, in the amount of \$14,525.68. Lynne Liechty made a motion to approve change order #1. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Steury also submitted change order #2 for extensions of the conduits for future buildings and a concrete transformer pad, in the amount of \$1,225.00. James Crowl made a motion to approve change order #2. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kris Thomas, Health Department, submitted a request for additional storage space. The Commissioners took no action on this request, pending the ability to acquire more storage space.

Ronald Smith stated that he was approached by someone requesting that the Pledge of Allegiance be recited at the beginning of each Commissioners' Meeting. Commissioners' Meetings are rolling, therefore, they never end. Ronald Smith recommended reciting the Pledge at the first meeting of the year. James Crowl made a motion to recite the Pledge at the first meeting of the year. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Gary LeTourneau, Communications Director, reported to the Commissioners that the EDC is willing to rent a space to store the new Motorola Radio System for a fee of \$1,000.00. Mr. LeTourneau stated that the space is approximately 3,000 feet and the \$1,000.00 fee will cover the lost income that the EDC would receive from boat storage. Lynne Liechty made a motion to pay the \$1,000.00; however, directed Gary LeTourneau to try to get rent for less than that. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners received the following correspondence: DHS re: Statement on Monitoring of the Situation in France; Deb Bucher re: IACC Dinner invitation; State of Indiana re: ISDA letter to Occupational Safety and Health Admin; General Preservation Corp re: Courthouse restoration; Simplex re: Free Sprinkler Winterization Resource.

STEBEN COUNTY BOARD OF COMMISSIONERS

Ronald L. Smith, President, South District

James A. Crowl, Vice President, Middle District

Lynne A. Liechty, North District

Attest: _____
Kim Koomler, Steuben County Auditor

elw