

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING  
December 21, 2017

The Steuben County Commissioners met at 8:30 a.m. on Monday, December 21, 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 \$1,032,826.91 were submitted for approval. James Crowl made a motion to approve the claims. Lynne Liechty 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. Lynne Liechty made a motion to approve the Monthly Comparison Report. 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 December 4, 2017. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the November 20, 2017, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

Clint Knauer and Vina Conti, Plan Commission stated that Bill Schmidt needs to be reappointed to the Plan Commission for another four (4) year term. Lynne Liechty made a motion to reappoint Mr. Schmidt to the Plan Commission for another four (4) years. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Knauer and Ms. Conti also submitted information for the BZA Board Appointment. Ms. Conti said that Doug Smith would like to be reappointed; however, Chris Lochamire also expressed interest in being appointed to the Board. James Crowl made a motion to reappoint Doug Smith to the BZA Board. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Vina Conti also stated that Kim Kepler, Trustee and Plan Commission Member, wishes to be reappointed; however, Ms. Conti stated that she wasn't sure who appoints the Trustees. Donald Stuckey stated that he didn't believe the Commission Board has to appoint a Trustee to the Plan Commission anymore; however, the Commission Board has always taken the position that it is a good idea to have a Township Trustee on the Plan Commission. Lynne Liechty made a motion to reappoint Kim Kepler to the Plan Commission. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the Plat of Tri-R-Water.

Kim Johnson, Assessor, submitted the Nexus Cyclical Reassessment for 2019-2022 for approval. Lynne Liechty made a motion to approve that Contract. James Crowl seconded that motion and the motion carried with three (3) ayes.

Gary Fair, Community Center Building Manager requested official approval to clean two (2) restrooms at the Annex in the amount of \$125.00. James Crowl made a motion to officially approve the cleaning of the two (2) restrooms. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Amy Oakes, American Legal Publishing Corporation, submitted the draft of the 2017 S-11 Supplement to the Steuben County Code of Ordinances for approval. Lynne Liechty made a motion to approve the draft Supplement. James Crowl seconded that motion and the motion carried with three (3) ayes.

Donna Thrasher, MSD, submitted a request to use the Community Center Parking Lot on April 28, 2018, from 4:00 p.m. to midnight for the AHS Prom. James Crowl made a motion to approve Ms. Thrasher's request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Rae Delaney, Payroll, submitted the December 8, 2017 payroll in the amount of \$382,071.48 and the December 22, 2017 payroll in the amount of \$373,888.89 for approval. Lynne Liechty made a motion to approve the December 8, 2017 and the December 22, 2017 payroll. James Crowl seconded that motion and the motion carried with three (3) ayes.

The 2018 Memorandum of Understanding between the County Park and the 4-H Fair Association was submitted for approval. It was noted that this agreement is only valid through August 31, 2018, whereupon a new agreement from September 1, 2018 through August 31, 2019 will be submitted. Lynne Liechty made a motion to approve the 2018 MOU between the County Park and the 4-H Fair Association. James Crowl seconded that motion and the motion carried with three (3) ayes.

Public Official Bond Renewals were submitted for Kimberly Johnson, Assessor, William Harter, Coroner and Melissa Bixler, Treasurer for approval. James Crowl made a motion to approve the Bond Renewals. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Gary Fair requested official approval to repaint two restrooms in the Annex in the amount of \$800.00. Lynne Liechty made a motion to officially approve the repainting of the Annex restrooms. James Crowl seconded that motion and the motion carried with three (3) ayes.

Matt Brinkman, Region IIIA, submitted a claim voucher for a draw from the Workforce Development Grant for approval and signature. Lynne Liechty made a motion to approve and sign the claim voucher. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to remove the Weights and Measures Job Posting and schedule interviews. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the Executive Session Statement from the Executive Session held on December 14, 2017. James Crowl seconded that motion and the motion carried with three (3) ayes.

Gary Fair submitted Delta T HVAC Preventative Maintenance Contracts for the Community Center, Courthouse, Community Corrections and Event Center for approval. James Crowl made a motion to approve the Delta T HVAC Preventative Maintenance Contracts as submitted. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jack Daniel, Martin Riley, came to the Commissioners regarding the Courthouse Feasibility Study. Mr. Daniel stated that that they are essentially complete with their feasibility study with the exception of the cost component. He informed the Commissioners that Hagerman Construction is working on that cost estimate. Mr. Daniel gave a presentation to the Commissioners regarding the needs and options that the County will have to approach the project.

Jeff Bassett, Business Impressions, submitted the 2018 Xerox Equipment Recommended Replacements and Contracts for approval. Lynne Liechty made a motion to approve the replacements and the Contracts. James Crowl seconded that motion and the motion carried with three (3) ayes.

Frank Charlton, County Park Superintendent, told the Commissioners that the County Park has been quiet except for a couple walkers. Mr. Charlton stated that he's been working on the bath house renovation at the beach. Lynne Liechty said that she'd like to know what the cost is going to be and asked how to move forward. Ronald Smith informed her it would have to be submitted to the Park Committee.

Donald Stuckey reported that the camper that was being inhabited at the County Park Campground has been removed. Frank Charlton said that several personal belongings still remain. Mr. Stuckey said that he has notified the owner of the property that it has been towed and that the personal belongings can be disposed of after sixty (60) days if no one comes to pick it up.

Frank Charlton stated that the Highway Department has been dumping the berming dirt into the pit.

Jennifer Sharkey, Highway Engineer, submitted Frontier Utility Permit #2803 for approval. Lynne Liechty made a motion to approve the Utility Permit. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey stated that a letter was sent to Frontier some time ago about the delay and escalation costs to Phase I of the Bike Trail due to the fiber optic cut. She said that she spoke to the local representative and he hasn't been able to get any answers from his superiors. Donald Stuckey stated that since no response has been received he would draft a letter to Frontier.

Jennifer Sharkey stated that there are additional drainage concerns with the 200 N/SR 872 Project and that may need to be separated and taken care of by the Railroad. Ronald Smith stated that the railroad crossing on 200 N is getting bumpy. Ms. Sharkey stated that the Railroad is responsible for the road in between the tracks and the actual tracks; however, outside of the tracks is the County's responsibility.

Ms. Sharkey submitted a reimbursement voucher for the Bridge Inspection Contract in the amount of \$13,226.36. James Crowl made a motion to approve that reimbursement voucher. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey stated that a purchase order should be issued by INDOT for the CR 200 N Phase II Project in the next 30-40 days. She said that once that is received in conjunction with the Notice of Authorization, then the Notice to Proceed can be issued to the Consultant to start design services on that project.

Jennifer Sharkey stated that an RFP has been drafted for the Bike Trail Phase II Inspection Services and it has been approved by the County Attorney. She requested approval to advertise the RFP in January. Lynne Liechty made a motion to approve advertising the RFP in January. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey informed the Commissioners that the inspection on the 200 N/200 W signal was done and everything checked out good except for the Uninterrupted Power Supply. She said that the manufacturer will be coming to look at it after the first of the year.

Ms. Sharkey also submitted the 2017 road work to the Commissioners for review. She said that approximately \$665,000.00 was spent on 24 miles of road way this year which yielded a recovery rate of 35%. She also gave the Commissioners a year-end review summarizing projects, sign placement and other activities.

Jennifer Sharkey reported that the Title VI Implementation Plan has been updated so Steuben County is in compliance with that regulation for federal funding.

Ms. Sharkey requested permission to attend the fly-in for the American Society of Civil Engineers from March 13-15 in Washington, D.C. James Crowl made a motion to allow Ms. Sharkey to attend that event. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The 2018 Highway Engineer Contract was submitted for approval. Lynne Liechty made a motion to approve the Highway Engineer Contract for 2018. James Crowl seconded that motion and the motion carried with three (3) ayes.

Emmett Heller, Highway Superintendent, stated that he was able to secure the gasoline prices. He said that it came in four (4) cents less than last year. Mr. Heller stated that he has not done anything with diesel yet because it is still climbing or staying the same. He requested permission to keep an eye on it and if he doesn't lock it in by the end of the year, he'd like to pay pump price for a couple weeks if needed. The Commissioners gave Mr. Heller permission to do what he sees fit.

Mr. Heller reported that he has ordered 500 tons of salt to date and he has about another 100 ton to be delivered.

Mr. Heller also requested permission to buy a salt box for the new Ford F550. He said he was obtaining quotes when he found a new box that is two (2) years old and the price difference is substantial. James Crowl made a motion to approve the purchase of the salt box in the amount of \$3,995.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ed McGinley, 9380 E. 400 S., Hamilton, Indiana, came to the Commissioners regarding 1000 E and the Schmucker Cattle Ranch. Mr. McGinley thought that the work and funds that went into upgrading 1000 E was to accommodate the increased traffic; however, it seems that more traffic is on 400 S instead. Ronald Smith stated that no arrangements to direct traffic have been made as a Board; however, Emmett Heller stated that Schmucker's did invest money into 1000 E. Mr. Heller said that a lot of traffic on 400 S are the log trucks going to the mill. Mr. McGinley stated that he sees G&L Farming trucks from Sturgis, Michigan traveling down 400. Emmett Heller stated that he would call Schmucker's and find out why J&L isn't running on 1000 E.

Mr. McGinley asked what determines whether to chip and seal a road because traffic on 400 S is ten (10) to fifteen (15) times what it was twenty-five (25) years ago. James Crowl stated that the County cannot keep up with the chip and seal roads that they currently have and a new road hasn't been chip and sealed for approximately twelve (12) years. The Commissioners thanked Mr. McGinley for coming in and voicing his concerns.

Matt Brinkman and Jonathan Dorsey, Region IIA, came back to the Commissioners because they were asked to look into options for the County Park receiving grant funds. Mr. Dorsey stated that a Friends of the Parks Group could run as the main liaison between grant programs and the Park. He said that non-profits have a harder time and is that it is a citizen led group and they have to be very motivated with the same ideas as the Parks Department and the Commissioners in moving forward. Mr. Dorsey said that non-profits don't have a financial stability so that becomes an issue with local matches and making sure the money is used appropriately. Mr. Dorsey said that a true Park Board would be preferred. Donald Stuckey stated that an independent Park Board would have independent taxing authority. Kim Meyers stated that it would be similar to the Board of Aviation; however, she does not know the legalities and what would be required through the State to establish. Kim Meyers stated that if more grants are added, she will need another employee in the Auditor's Office. Kim Meyers asked if the value of the grants are worth the work that has to be done to get and manage the grants. Donald Stuckey stated that he would submit a legal memo on the steps to establish a Park Board, ramifications and who can be on the board. Kim Meyers also requested information on how it would affect the maximum levy.

Mary Allred, EMS Director and Kris Thomas, Health Department, came to the Commissioners regarding County Employee Blood Borne Pathogen Training and Hepatitis B vaccinations so Steuben County is compliant with OSHA regulations. Ms. Allred stated that an exposure control plan is needed and she needs permission to send out the information to Department Heads.

Kris Thomas stated that the Health Department will administer Hep B vaccinations for all employees that are determined to have an exposure risk. Ms. Thomas stated that it is a three (3) shot series and there is a cost associated with the vaccination. She stated that County Employees who have strictly County Insurance would fall under the 317 Program for this vaccination and there would be no cost. If the County Employee is under their spouses insurance they would not qualify under the 317 Program. Ms. Thomas also stated that if the employee is over 65 years of age and they are on Medicare or an employee has already received the vaccination, they do not qualify for the 317 Program. Kris Thomas said that the vaccination would cost approximately \$50.00 per shot if it was not covered. Kim Meyers stated that if it is a requirement, the County would have to pay for the shot cost.

Mary Allred said that she would like to send the information to the Department Heads so the training can be started. The Commissioners agreed that she could send the information to the Department Heads and ask them who would be needing the vaccination so an estimated cost can be figured out.

Erin Schiffl, Commissioners' Secretary, submitted the 2018 Capital Improvement (EDIT) Plan for approval. Lynne Liechty made a motion to approve the 2018 Capital Improvement (EDIT) Plan. James Crowl seconded that motion and the motion carried with three (3) ayes.

Gary LeTourneau, Communications Director, submitted a letter requesting direction on what the Commissioners would like him to do with the decommissioned radios. Mr. LeTourneau stated that the radios would

have very little use for the general public and would also have to be deprogrammed at County cost. Lynne Liechty made a motion to allow Mr. LeTourneau to dispose of the radios how he sees best; however, requested that he check with Steve Crisman at the Solid Waste District on disposal options. James Crowl seconded that motion and the motion carried with three (3) ayes.

Bill Harter, Coroner, submitted the 2018 Service Contract with St. Joseph Hospital for approval. James Crowl made a motion to approve that Contract. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Tim Troyer, Sheriff, submitted a request to encumber funds into 2018 to pay for repairs to the Jail basement floor; however, no Contract was submitted for approval. Kim Meyers stated she cannot do an encumbrance until a Contract dated in 2017 is received. James Crowl made a motion to accept the request if a Contract is received. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners' closed their Executive Session and Donald Stuckey advised them to reconvene their regular meeting in order to make the decision regarding the termination of Christena Badger. Jim Crowl made the motion that the Board of Commissioners uphold the EMS Directors' decision to terminate Ms. Badger. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. It was also stated that Donald Stuckey will be sending a letter to Ms. Badger today informing her of their decision and a copy will be sent to Mary Allred.

The Commissioners received the following correspondence: Matt Meersman re: West Lakes & SJRBC Statute Changes; IACC re: American Public Works Association; IACC re: County Commissioner Letter; John Sampson NEIndiana re: Mayors' & Commissioners' Caucus Materials; Janel Meyer SCSW re: Approved Meeting Minutes; Janel Meyer, SCSW re: Preliminary Agenda; Maumee River Basin Commission re: Board Meeting; Maumee River Basin Commission re: December Board Meeting; Ben Beer, USI Consultants re: Introduction.

STEBEN COUNTY BOARD OF COMMISSIONERS

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Ronald L. Smith, President, South District

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James A. Crowl, Vice President, Middle District

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Lynne Liechty, North District

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