

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING
December 5, 2016

The Steuben County Commissioners met at 1:00 p.m. on Monday, December 5, 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, Jim Getz, Steuben County Councilman, Dan Caruso, Steuben County Councilman, Ruth Beer, Steuben County Councilwoman and Kim Koomler, Steuben County Auditor.

Lynne Liechty made a motion to approve the claims submitted for payment this day totaling \$582,194.71. James Crowl seconded that motion and the motion carried with three (3) ayes.

Kim Koomler, Auditor and Laurie Stoy, Treasurer, submitted the Monthly Comparison Report for 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 November 21, 2016. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the November 7, 2016, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

Vicky Meek, EMS Director, formally submitted her notice of retirement effective January 18, 2017. Lynne Liechty made a motion to accept the notice of retirement. James Crowl seconded that motion and the motion carried with three (3) ayes.

Isaac Lee, EDC, submitted an Agreement for Services between the EDC and Steuben County. Lynne Liechty was concerned that the Agreement was called an Agreement for Services. Kim Koomler, Auditor, said that the allocation is not a fee for services. Donald Stuckey, County Attorney, said that the County pays in January and July and the Agreement doesn't specify that. Mr. Stuckey stated that after review of the Agreement, there are some changes that need to be made and he would bring an amended agreement to the next Commissioners' Meeting.

Mr. Lee also submitted a Certificate of Appointment to the EDC to be completed by the Commission Board. James Crowl made a motion to appoint Lynne Liechty as the Board of Commissioners' Representative to the EDC. Ronald Smith seconded that motion and the motion carried with three (3) ayes.

Ronald Smith read the bid recommendation for the Print and Maintenance Bids. James Crowl made a motion to accept the annual Print and Maintenance Bids. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. The annual Print and Maintenance Bid recommendation letter reads as follows:

PRINT BIDS

A.E. Boyce – Print Bids,	Classes 1, 2, and 2A
Waddell Printing – Print Bids,	Classes 4 and 5

Recommend accepting both bids.

MAINTENANCE

The Janitors Supply Co. Inc.
C.A. Nedele & Sons
KSS Enterprises
HP Products
Interboro Packaging Corporation

In the past you have always accepted all maintenance supply bids with the condition that the purchaser will check for the best price on an item at the time of purchase.

The Commissioners reviewed the Board appointments that are eligible for reappointment. Lynne Liechty made a motion to reappoint Tom Sanborn to the Alcohol Beverage Board, Kathy Lantz to the Board of Health, Dean Mattox to the Board of Health, Ronald Smith to the Steuben Lakes Regional Waste District and Steve Campo to the Board of Aviation. James Crowl seconded that motion and the motion carried with three (3) ayes.

The remaining appointments were tabled until the next Commissioners' Meeting.

Chuck Walker, BoAC, came to the Commissioners to official notify the Board that he is resigning his position as an Aviation Commissioner as of December 31, 2016, due to a change in his residency. Mr. Walker said that he plans on spending his summers in Steuben County so he will still be involved with the BoAC. He said that the BoAC appreciates the assistance they've been given in the last 15 months.

Mr. Walker gave the Commissioners a progress report and highlights of activities at the Airport. He said that they have accomplished 24 hour access to the terminal, there are now fuel revenue sales, the buildings and landscaping have been cleaned up, there has been the addition of a crew car, there is also a possibility of partnering with Trine University for activities and those are just a few items that have been achieved with the new board. He also reported that a group of pilots have gotten together and formed a Flying Club and they bought a Cherokee 140 Airplane to be used at the Airport for rentals, flying instruction, etc.

Chuck Walker also projected close to a \$40,000.00 profit in fuel sales for 2016. Chuck Walker further stated that he, Randy Strebis and Sam Adams have never submitted a claim for their per diem meeting fees. He said that their compensation is the successful turnaround of the Airport.

Mr. Walker said that the BoAC will be in good hands with the remaining members and he believes after the first of the year Randy Strebis will be elected the new President and Todd Gorman as the Vice President. He said that he plans on continuing working with the Board as an unofficial member and with the ongoing projects. Mr. Walker thanked the Auditor's Office, County Council, County Attorney and the Commission Board for all of their help.

The Commissioners thanked Mr. Walker for the work that he has done with the BoAC.

Clint Knauer, Building Commissioner, requested guidance on encumbrances at the end of the year. Mr. Knauer said that the Plan Commission looks to update and review the Zoning Ordinance once a year. He said that the current ordinance was adopted in 2008 and has been updated at least once a year since that time. Clint Knauer said that he has money left in this year's budget and Indiana Code allows for the update of a Zoning Ordinance to be done by the Plan Commission or at the direction of the Executive Body. Mr. Knauer said that he's talked to a consultant regarding an estimate and will be contacting another one as well. Kim Koomler said that as long as there is a contract in hand, the funds can be encumbered. James Crowl made the motion to allow Clint Knauer to move forward with the contract. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Frank Charlton, County Park, submitted information on a new tractor for the County Park. Mr. Charlton said that John Deere is considerably higher priced than New Holland and Kubota tractors. He said that the warranties are similar as well. Mr. Charlton recommended going with a Kubota Tractor and for the difference in the price he would like to purchase the larger tractor. Ronald Smith asked where the funds were coming from. James Crowl said that the backhoe that is no longer needed at the County Park is going to be bought by the Highway Department for \$9,000.00. James Crowl requested that the \$9,000.00 from the sale of the backhoe be put back in the County Park funds to help purchase the tractor. Donald Stuckey stated that the funds will go into the General Fund and an additional from Council will have to be requested for those funds. Frank Charlton said that the Kubota tractor will cost \$27,995.00. James Crowl made a motion to allow Frank Charlton to purchase a Kubota Tractor, in the amount of \$27,995.00 from the County Park Improvement line item in EDIT. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Frank Charlton submitted an updated Seasonal Camper Agreement for review and approval. The Commissioners took the Agreement under advisement to be considered at the next Commissioners Meeting.

Mr. Charlton reported that the dumpster pad has been completed at the Event Center.

Frank Charlton said that he has spoken to TLA Signs and they have decided to do an aluminum plate sign that will be attached to the current sign.

Mr. Charlton said that he would like to have a dual light installed in the Event Center Parking Lot and he is working on that as well.

Dan Caruso submitted a credit card application for the BoAC. Mr. Caruso stated that he needs to have Commissioner Smith sign the application as well. Lynne Liechty made a motion to approve the credit card application for the BoAC. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners were informed that the rental insurance, requested by the Health Department, for items being stored at the Enterprise Center will cost \$225.00 a year. The Health Department indicated that they will be paying for that premium from their budget. Lynne Liechty made a motion to approve the Rental Insurance. James Crowl seconded that motion and the motion carried with three (3) ayes.

Randy Brown, EMA Director, thanked the Commissioners for attending the training exercise. Mr. Brown said that Steuben County is a member of the District 3 Planning Council. He said that each County has three (3) representatives and the County Commissioners have an appointment on that Council. Mr. Brown recommended that the Commissioners appoint Gary LeTourneau, Communications Director, to the District 3 Planning Council. Lynne Liechty made a motion to accept Randy Brown's recommendation of appointing Gary LeTourneau to the District 3 Planning Council. James Crowl seconded that motion and the motion carried with three (3) ayes.

Emmett Heller and Jennifer Sharkey submitted all of the Highway bids to the Commissioners. Ms. Sharkey said that all of the bids were reviewed, organized and approved by the Highway Department.

Jennifer Sharkey submitted Frontier Utility Permit #2772 for approval. James Crowl made a motion to accept that Utility Permit. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey said that the Notice of Termination Documents for both Maple Street and the Bike Trail have been submitted to IDEM to show that vegetation has been re-established.

Ms. Sharkey said that the environmental documents for the 200 N/SR 827 were approved. She said that she has sent a request to move forward with the right of way acquisition process. She submitted a reimbursement voucher in the amount of \$29,238.00 for approval. Lynne Liechty made a motion to approve the reimbursement voucher. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey stated that she received the draft contract on the Bridge Inspections from Clark Dietz on Friday. She said she would take a few days this week to review that contract, if everything checks out okay, she will send it to INDOT for final review. Ms. Sharkey said that Clark Dietz won't start their work until October, 2017.

Ms. Sharkey reported that she had a meeting with INDOT on Phase II of the Bike Trail last week. She said that she needs to have more discussions with the DNR as INDOT had concerns with terminating the Bike Trail at the intersection of 727 and 127, where they have the three (3) way stop, because there isn't a dedicated pedestrian route from that point to the Park entrance.

Jennifer Sharkey said that there are funds at the Steuben Community Foundation that were donated back in 2000 and the fund has been inactive for the last five (5) years. The Community Foundation would like to move forward and apply those funds to a worthy project. Ms. Sharkey submitted a letter that she drafted requesting the Community Foundation review the request and release the funds to be used on Phase II of the Bike Trail or suggest a different use. James Crowl made a motion to approve and send the letter. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey said that she received notification that the Community Crossings Grant payment is being processed and should arrive shortly.

Jennifer Sharkey said that she met with the representative for the Four Corners Bridge Lighting Project. Ms. Sharkey said that they had some additional questions regarding installation costs and inquired which entity would be responsible for those. Ms. Sharkey said that she did reply to those inquiries stating that the Association would be responsible for the installation costs, not the County. Lynne Liechty made a motion to proceed with the bridge lighting project under the assumption that the Fund for the Bridge at Jimmerson and Lake James (Bridge #43) will be paying for the installation costs. James Crowl seconded that motion and the motion carried with three (3) ayes. Ms. Sharkey asked what the protocol would be in the future for other bridges on different lakes. James Crowl said that each bridge would be considered individually.

Ms. Sharkey asked if the maintenance costs would be paid from Cum. Bridge. The Commissioners stated that would be the appropriate fund. Bill Schmidt stated the lights that they are quoting are \$1,600.00 apiece. He said that it is their hope to raise enough money to put in eight (8) lights and give the County two (2) additional lights for future use.

Jennifer Sharkey said that INDOT has added 5.7 miles to Steuben County's inventory so the appropriation for the care of those roads should change. Lynne Liechty made a motion to accept the letter adding 5.7 miles to the Steuben County inventory. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey updated the Commissioners on the street light at 200 W and 175 N. She said that she spoke to NIPSCO and they may need an official letter to move forward on that project. James Crowl made a motion to approve the official letter. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey also submitted a summary of the Highway Department's activities over the past year.

Emmett Heller, Highway Superintendent, thanked the Commissioners for allowing him to attend the IACC Conference.

Mr. Heller said that the service wire for the Old 127 lights are in place; however, NIPSCO still needs to take care of things on their end. He said that if things fall together, the lights should be turned on by the end of the year.

James Crowl made a motion to approve the sale of the backhoe from the County Park to the Highway Department, in the amount of \$9,000.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Bill Harter, Coroner, submitted Letters of Understanding, between Beams Funeral Home, Oberlin-Turnbull Funeral Home, H.E. Johnson & Sons, Weicht Funeral Home and Johnson Funeral Home, for transport fees. Lynne Liechty made a motion to approve the Letters of Understanding. James Crowl seconded that motion and the motion carried with three (3) ayes.

Kim Koomler, Auditor, further discussed the funds for the purchase of the Kubota Tractor for the County Park.

Kin Koomler also submitted a letter of complaint regarding the insurance renewal process.

The Commissioners received the following correspondence: State of Indiana re: Statement on deal to keep Carrier jobs in Indianapolis; Joe Griffin – Contract Furnishings re: Sustainable Energy Solutions for your City; Indiana Department of Agriculture re: News: Poultry Products Donated to Hoosier Food Pantries; State of Indiana re: Lt. Governor Holcomb schedule; Rodney Renkenberger, Maumee River Basin Commission re: December Agenda & Minutes; State of Indiana re: Award for Infrastructure Grant Funding.

STEUBEN COUNTY BOARD OF COMMISSIONERS

Ronald L. Smith, President, South District

James A. Crowl, Vice President, Middle District

Lynne Liechty, North District

Attest: _____
Kim Koomler, Steuben County Auditor
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