

STEUBEN COUNTY BOARD OF COMMISSIONERS MEETING  
February 16, 2016

The Steuben County Commissioners met at 8:30 a.m. on Tuesday, February 16, 2016, in the Commissioners' Room of the Steuben County Community Center. Present this day were Commissioners Ronald L. Smith, James Crowl and Lynne Liechty. Also present were Donald Stuckey, County Attorney, Ruth Beer, Steuben County Councilwoman, Ken Shelton, Steuben County Councilman, Jim Getz, Steuben County Councilman, Wil Howard, Steuben County Councilman and Kim Koomler, Steuben County Auditor.

James Crowl made a motion to approve the claims submitted for payment this day totaling \$736,301.83. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the Commissioners' Meeting minutes from the meeting held February 1, 2016. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the January 19, 2016, Commissioners' Meeting, which were approved at the previous meeting.

Jody Kinsey, USI Insurance, submitted the Aggregate and Specific Excess Loss Insurance for approval and signature. Lynne Liechty made a motion to approve the Aggregate and Specific Excess Loss Insurance. James Crowl seconded that motion and the motion carried with three (3) ayes.

Rick Meyers, Annex Maintenance, submitted a proposal from Koorsen Fire & Security for the repair to the sprinklers in the Circuit Court Ceiling, in the amount of \$14,450.00. James Crowl made a motion to approve the proposal from Koorsen Fire & Security, in the amount of \$14,450.00, to be paid from Cum. Cap. 1138-000-4000.15. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Meyers also discussed the Courthouse roof with the Commissioners. He stated that two (2) shingles are completely gone and some of the shingles are cracked; however, currently there are no leaks. He said he was able to speak to Al Knisely and Mr. Knisely said there are spare shingles in the basement. James Crowl said that the repair will have to wait until spring when someone with a lift can inspect them as it is a dangerous situation. Commissioner Crowl asked Mr. Meyers to do some research on getting the roof fixed because it does need to be addressed.

Vicky Meek, EMS, submitted January 2016 Closeouts, in the amount of \$11,883.90 and January 2016 Writeoffs, in the amount of \$196,916.78, for approval. James Crowl made a motion to approve the January 2016 Closeouts and Writeoffs. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Matt Perry, Aviation Board of Commissioners, submitted his letter of resignation to the Commissioners. Lynne Liechty made a motion to accept the letter of resignation and to appoint Dennis DeForest in his place. James Crowl seconded that motion and the motion carried with three (3) ayes.

Donald Stuckey, County Attorney, updated the Commissioners on the donation of the Prairie Heights property. Mr. Stuckey said that they had problems finding the deed because it is a handwritten 1875 deed, but he was able to locate it and forwarded it to the school's attorney.

Mr. Stuckey stated that he's had some trouble getting a hold of the MSD attorney. He said he's ready to go on the documents for the MSD Tower. Mr. Stuckey said he called Mr. Shoup and left a message but has yet to hear back from him.

Donald Stuckey also reported to the Commissioners that a letter requesting a loan for the RESPoly Infrastructure will be forthcoming. George Pifer asked if the loan from the County is contingent upon the Town of Ashley and RESPoly Flow getting the financing needed. Ronald Smith said that it was and it always has been. Commissioner Smith said that this deals with the public access coming off of 800 S and with the TIF area.

Lynne Liechty asked Donald Stuckey if he was working with Gary LeTourneau on the Motorola process. Mr. Stuckey stated that he brought the paperwork today, but he still needs the notice for the paper. Lynne Liechty stated that Gary LeTourneau will be over later to discuss this issue.

Frank Charlton, Plan Commission and Building Department, came to the Commissioners with updated fee schedules for the Plan Commission and Building Department. He said with direction from the Plan Commission Board and some input from County Council, they doubled all of the fees for the Plan Commission and Building Department. Mr. Charlton said that the current fee schedule has been in place for at least eleven (11) years and the Board decided it was time to raise the fees to try to get the Plan Commission to where they are not operating in the red. Mr. Charlton said that a few things were left alone but almost all fees were doubled. James Crowl stated that the Plan Commission cannot make a profit, they have been running at a loss for several years and even with the new fee schedule they will be operating at a loss. Lynne Liechty stated that she thought it needs to be done incrementally.

Ronald Smith opened the public hearing for the fee schedule changes, Ordinance No. 879 and Resolution 02-2016-01.

Dennis Spidel, a local builder, stated that he wanted to speak more in regards to a breakdown in communication than anything. He said that the doubling of fees may be necessary, but he was in the Planning/Building Department Office and asked for the proposed fee schedule along with a narrative of why they felt the need to increase the fees. Mr. Spidel stated that he does not go to all of the meetings and the minutes from those meetings are not complete enough for anyone to really see what is going on. He said when he asked for the proposed fee schedule and narrative he was told they didn't really have one. Mr. Spidel said that the following Monday he was in Indianapolis and it was proposed to the Commissioners that all fees be doubled.

Mr. Spidel asked what the incentive was to build larger homes and increase the property taxes if doing so was going to cost more in fees. Mr. Spidel stated that he was told that the property taxes go to Indianapolis and don't come back to Steuben County; however, he doesn't think that's true. He thinks the tax money does come back here and serve schools, departments, etc. and he believes doubling the fees inadvertently imposes another tax. Mr. Spidel stated that he feels that the agenda of the Commissions is not in favor of the building community and the residents of Steuben County as things are already very restrictive for no reason at all.

Ken Shelton, Steuben County Council, stated that he is not questioning the authority of the Commissioners and the process; however, he has several concerns when it comes to increasing the fees. Mr. Shelton stated that he's been approached by several citizens and contractors and they fear retaliation for expressing their feelings on how things may impact them. Mr. Shelton stated that the doubling of fees may have negative impacts on economic development and fears the wrong message is being sent to people that may consider Steuben County for their business.

Ken Shelton stated that more restrictions are being encouraged which demands more expenses, more manpower, more hours, more fees and now the doubling of fees. Ken Shelton said it has been ten (10) to fifteen (15) years since the last fee increase and if that's the case why weren't the fees increased five percent (5%) or ten percent (10%) a year to keep up with it instead of breaking the back of people that want to invest in Steuben County by making improvements to their business or housing.

Mr. Shelton stated that he felt that some fees are punitive. If someone goes for a variance and they have to appeal, it costs \$300.00 for a citizen who wants to do something to their own property. Then if the Board rules against them the next step is to take it to Circuit Court with an attorney to try to overturn the decision. Ken Shelton asked the Commissioners to consider if this is exactly what they want to do to contractors and to citizens.

Lynne Liechty stated that some of these fees and ordinances are needed because Steuben County is unique because of the lakes. Frank Charlton stated that compared to surrounding counties Steuben County's building lots are quite a bit smaller as well.

Bill Schmidt stated that the people that come and ask for a variance are asking to break the law. Mr. Schmidt stated that the BZA doesn't have an agenda, someone gives them a set of rules and they enforce those rules.

The BZA doesn't have predetermined ideas or precedence, they just enforce a set of rules that are given to them. Mr. Schmidt stated that people build because they want to, if the cost of the Plan Department is not covered by these fees, everyone else is subsidized. Mr. Schmidt said that he doesn't think the fees are unreasonable, public notice was given and no objections were voiced at the Plan Commission meetings and asked the Commissioners to approve the proposed fee schedule.

George Pifer stated that he appreciates Mr. Spidel's comments, but if you go back to what it costs, he doesn't believe the taxpayers should pick up the difference if there's a shortfall. Mr. Pifer stated that he doesn't think a fee is punitive, it makes people think about what they are doing. The fees cover the basic costs they are not in place to make money.

Dennis Spidel stated that Steuben County accepts six (6) people to a variance hearing each month. That would cost \$300.00 for each. If there's seven (7) requests and a special meeting is needed, the fee jumps to \$1,800.00. Mr. Spidel stated that in Warsaw, Lake Wawasee, Tippecanoe Valley, etc., they have on average sixty (60) people a month that apply for variances and the Plan Commissioner makes the decision whether or not to grant those variances.

Frank Charlton stated that if the fee schedule is changed, Steuben County's fees may be more than surrounding counties; however, in Michigan they are close to three to four times the amount Steuben County charges.

Frank Charlton stated that if someone owns a piece of property, immediate family members can build that house without a building permit, but if they hire one person, it no longer falls under the log cabin rule.

Ronald Smith asked Frank Charlton if Mr. Spidel's claim, that he did not have proper access to the increases in fees and information, was valid. Mr. Charlton said that there is some validity to that claim. He said that Mr. Spidel did stop in the Plan/Building Office and Mr. Charlton told him that nothing was in place yet. Frank Charlton said that the information was put together late and right before the Plan Commission Meeting. Mr. Charlton stated that the Plan Commission started talking about increasing the fees approximately six (6) months ago. James Crowl stated that it wasn't something that was rushed into and it was discussed during several meetings.

[REDACTED]

\*\* This portion of the minutes was removed per a motion made March 21, 2016.

James Crowl made a motion to adopt Ordinance No. 879. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

**Second and Third Readings  
Steuben County, Indiana  
Ordinance No. 879**

Thereupon, County Commissioner, Lynne Liechty moved that all rules of procedure of the County Commissioners which might prevent, unless suspended, the second and third readings of Steuben County Ordinance No. 879, 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 James Crowl 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

Nays

The County Auditor then read aloud the title of said Ordinances for the second and third readings. Thereupon, County Commissioner, James Crowl, 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 Lynne Liechty 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. 879, 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. 879 is on file in the Auditor’s office. Ordinance No. 879 reads as follows:

**ORDINANCE NO. 879**  
**An Ordinance Amending Ordinance #739**

IT IS HEREBY ORDAINED by the Steuben County Commissioners that Ordinance #739 is hereby amended to provide the following revised fees for permits and penalties for violations:

**I: Residential-one or two family dwellings**

Site Built

Habitable areas (finished spaces)	\$0.14 per SF	
Unfinished basements, attached garages	\$0.10 per SF	
Indiana Modular, HUD Sectionals	\$0.10 per SF	
Unfinished basements, attached garages	\$0.10 per SF	
Singlewide Mobile Homes	\$100.00 each	
Foundation permits only	\$50.00 each	
Interior remodeling or alterations of existing one or two family dwellings	\$0.07 per SF	\$50.00 min
Additions to existing one or two family dwellings	\$0.14 per SF	\$50.00 min
Unattached garages, accessory buildings or storage buildings	\$0.10 per SF	\$40.00 min
Swimming pools, fireplaces, carports, mfg. sheds and all other improvements other than living areas.	\$50.00 each	
Decks, porches and awnings	\$50.00 each	
Decks, porches, awnings that are installed at the time of new construction	\$20.00 each	

**II: Industrial – Commercial**

Foundation Only	\$100.00 each	
Commercial:		
New Construction, Additions	\$0.14 per SF	\$50.00 min
Remodel	\$0.10 per SF	\$50.00 min
Commercial Swimming Pools	\$200.00 each	
Commercial storage tanks for combustible or flammable liquids or gases	\$50.00 each	

**III: Occupancy Permits, required for all the above** \$10.00 each

**IV: Electrical Fees**

Service Inspections	\$30.00 each
Existing residential electrical packages; includes services, rough-in and final inspections	75.00 each
Commercial electrical	\$75.00

**V: Miscellaneous**

Communication towers	\$200.00 each
Mobile home inspections required by Zoning Ordinance	50.00 each
Add for out of county inspections, \$50.00 per hour plus .405 cents per mile (minimum of 2 hours)	\$50.00 per hr. plus.405
Inspections not required by permit	\$50.00 per hr.

Inspection Fees:

1 <sup>st</sup> trip	\$30.00
2 <sup>nd</sup> trip	\$40.00
3 <sup>rd</sup> and subsequent trips	\$60.00 each

**VI: Renewals (2 renewals only for 6 months each**

Stick Built	\$50.00
All others	\$25.00

**VII: Penalties**

Work without a permit	Triple fee
Occupancy before final inspection	\$100.00
Failure to comply	\$100.00 per day

Each of the above permits is valid for a continuous period of 12 months from the date of issue.

This Ordinance shall take effect March 8, 2016.

DATED this 16th day of February, 2016

**STEUBEN COUNTY BOARD OF COMMISSIONERS**

2/16/16

**First Reading**

2/16/16

**Second Reading**

2/16/16

**Third Reading**

**Lynne A. Liechty, North District  
Ronald L. Smith, Chairman, South District  
James A. Crowl, Middle District**

**Attest: Kim Koomler, Auditor**

**I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law. Erin L. Wray**

James Crowl made a motion to adopt Resolution 02-2016-01. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. Resolution 02-16-01 reads as follows:

**RESOLUTION 02-2016-01**

**A Resolution Amending Resolution #02-2010-01**

COMES NOW, the Board of Commissions of the County of Steuben, Indiana, and pursuant to the authority vested by I.C. 36-7-4-100, et seq., as amended by the General Assembly of the State of Indiana, and all acts amendatory thereto, enact the following:

**PLAN COMMISSION FEE SCHEDULE**  
To the  
**ZONING ORDINANCE & SUBDIVISION CONTROL ORDINANCE**  
**OF STEUBEN COUNTY, INDIANA**  
A Part of the Master Plan for Said County

WHEREAS, after due deliberation by the Plan Commission, the Steuben County Plan Director filed a petition for said Fee Schedule;

WHEREAS, the notice of public hearing on said amendment was published as required by I.C. 36-7-4-604; and,

WHEREAS, on the 6<sup>th</sup> of January, 2016, the Steuben County Plan Commission held a public hearing on said Fee Schedule, and after due deliberation, did certify, by a 7-0 vote, 1 abstention, a favorable Recommendation of the Fee Schedule to the Zoning Ordinance & Subdivision Control Ordinance of Steuben County to read:

The Plan Director and/or the Plan Commission office shall collect the following fees:

**Improvement Location Permits**

<199 Square Feet	\$ 25.00
>=200 Square Feet	\$150.00
Fences & Retaining Wall	\$ 20.00

**Signs**

prices per square feet	\$1.00
Minimum	\$50.00

**WECS**

Micro (<2kw)	\$50.00
Small(<=10kw)	\$75.00
Medium(10 to 100kw)	\$200.00
Large(<=1MW)	\$1,000.00
Large(>1MW)	\$2,000.00

*Note: Fees are tripled (x3) for post construction permits*

**BZA PETITIONS**

**Variances**

First Variance	\$300.00
Additional Variances	\$100.00 each
<i>plus</i> Legal Notification	\$70.00

**Special Exception**

<i>plus</i> Legal Notification	\$70.00
	\$150.00

**Appeal**

1/2 hour or less	\$300.00
More than 1/2 hour	\$600.00
plus Legal Notification	\$70.00

*Note: Fees are tripled (x3) for post-construction petitions*

**VACATION**

Vacation of Public Way/Easement	\$1,000.00
<i>plus Legal Notification</i>	\$70.00

**SUBDIVISIONS**

Administrative Division	\$150.00
Primary Approval	
First 4 Lots	\$100.00
Each Additional Lot	\$20.00
<i>plus Legal Notification</i>	\$70.00

**REZONE**

	\$250.00
<i>plus Additional per Acre</i>	\$20.00
<i>plus Legal Notification</i>	\$70.00

**Overlay District (Wind Farm)**

	\$5,000.00
<i>plus Additional per 10 acres</i>	\$1.00
<i>plus Legal Notification</i>	\$70.00

**PLANNED UNIT DEVELOPMENT**

	\$1,000.00
<i>plus Additional per Acre</i>	\$20.00
<i>plus Applicable Subdivision Fees</i>	
<i>plus Legal Notification</i>	\$70.00

*\*Plus Subdivision fee if crating a subdivision.*

**COPIES**

Zoning Ordinance	\$30.00
Subdivision Control Ordinance	\$30.00
Comprehensive Plan	\$30.00
Lake Book	\$15.00
Other Documents ( <i>per Page</i> )	.10¢
Large Maps ( <i>payable to Auditor</i> )	\$2.00

**LEGAL NOTIFICATION**

Certified Mailing (minimum)	\$50.00
Legal Ad Publication	\$20.00

**SPECIAL MEETING**

Board of Zoning Appeals	\$900.00
Plan Commission	\$900.00
Both PC & BZA	\$1,800.00

**We, the Board of Commissioners of Steuben County, Indiana, after due deliberation, by majority vote, DO CONCUR with the said recommendation of the Steuben County Plan Commission, and therefore;**

**BE IT HEREBY ORDAINED, THE FEE SCHEDULE FOR THE ZONING ORDINANCE & SUBDIVISION CONTROL ORDINANCE OF STEUBEN COUNTY REPLACES RESOLUTION 02-2010-01**

**Passed the 16<sup>th</sup> day of February, 2016, by the Board of Commissioners of the County of Steuben, Indiana, to be in full force and effect from the date of last publication**

**STEUBEN COUNTY BOARD OF COMMISSIONERS  
Lynne A. Liechty, North District  
Ronald L. Smith, Chairman, South District  
James A. Crowl, Middle District**

**Attest: Kim Koomler, Auditor**

**I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law. Erin L. Wray**

Lynne Liechty introduced Job Scholars, a new business to the Community. Trey Calver, Senior Finance Student at Trine University and Jake Bagley, MBA Student and Admissions Counselor at Trine University, came to the Commissioners regarding their new start up business. Mr. Calver stated that they took an entrepreneurship class last year and came up with the idea for Job Scholars. He stated that their mission is to ease the financial stress on college students and provide convenient assistance to community members while connecting the university with the local community as well.

Mr. Calver stated that Aaron Wolf, Financial Analyst and CPA Candidate at Medical Protective in Fort Wayne, is also a partner. Mr. Bagley stated that they have advisors to help guide their way and those advisors include Daniel Kraft, Director of Engineering at a Pfizer Manufacturing Site, Jack Shaw, Trine Trustee and Former President and CEO of Hughes Net (DirectTV) and Mitchel Rhoades, Trine University Trustee and Former Executive of A&W Root Beer, KFC, IHOP and Burger King.

Mr. Bagley stated that their idea is to serve the community members by helping them get odd jobs done that they don't want to do themselves or don't have the time to do. They also aim to help college students because they don't have time for a full time job. Job Scholars also helps serve the University and economic development by working with local businesses in offering discounts to the student. He said that as of March 1, 2016, they will have a new website and new mobile app.

Mr. Bagley stated that people can log onto the mobile app or on the website. The community member would put in their information and post a job. The student then signs up, posts a brief resume, interests and skills. When a job is posted, a notice will be sent out to the students and they can apply for jobs they are interested in doing. The community member then gets a list of applicants and they select the student they want working for them based on their resume and reviews from other jobs.

Mr. Calver stated that they have laid out their milestones and they have beat some of their goals already. He stated that currently they are based out of Angola and they plan on expanding to Fort Wayne to help students at college campuses down there.

Mr. Bagley stated that each time a job is done, they receive 20% of the wage earned. The other separate revenue stream is the advertising.

James Crowl asked about insurance and if someone is injured while doing a job. Mr. Calver stated that each time a student goes to do a job, the student has to sign a document stating that they carry their own insurance and the homeowner also signs a document stating that they are not liable. Mr. Bagley stated that Job Scholars doesn't hire anyone, they are a web-based platform connecting two (2) different demographics and they are not liable for the students. He stated that students can only do jobs that do not require certifications or a professional to complete.

Jennifer Sharkey, Highway Engineer, submitted Frontier utility permit #2759 for approval. James Crowl made a motion to approve utility permit #2759. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey submitted a reimbursement voucher for the 200 N/200 W intersection project and the accompanying claim in the amount of \$4,761.94 for the consultant services for approval. Lynne Liechty made a motion to approve the claim in the amount of \$4,761.94. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey stated that the construction bids for the Maple Street Project are scheduled to be advertised and three (3) bidders are registered with the county so far. Ms. Sharkey said that the bids will be received on March 7, 2016 and the contract will be awarded on the March 21, 2016, meeting.

Jennifer Sharkey stated that the quarterly meeting with INDOT was held on the 200 N/ 827 Project on February 4. She stated that the project is still moving forward and they are waiting for the Hydraulic Report Approval from the County Surveyor.

Ms. Sharkey reported that the bridge inspection draft report was received from the consultant last week.

Jennifer Sharkey said that on February 9 she met with INDOT regarding the Old 27 lights across from the Outlet Mall. Ms. Sharkey reported that it was the consensus that the lights are county owned. Another meeting has been scheduled with INDOT to determine what kind of service point there is, how to split the service up and what kind of costs the County will be looking at to keep the lights operable. Jennifer Sharkey said that the next step is to find funding for 2016 and in 2017 they will plan on adding a line item for maintenance and repair of those lights.

Jennifer Sharkey stated that Phase II of the CR 200 N project will go from the 200 N/200 W intersection, east to the I-69 bridge overpass, and she will be applying for federal funds for that project as well.

Ms. Sharkey stated that Phase II of the Bike Trail has been advertised as well. Bids will be received on March 21, 2016 and the contract will be awarded on April 4, 2016. She said that currently funds are in place from Major Moves for that project.

Jennifer Sharkey stated that she met with Mayor Hickman and the City Parks Department to discuss Phase II of the Bike Trail. Ms. Sharkey said that the City has been in discussion with Senator Coats' Representative and the Regional Cities Initiative to see what kind of funds would be available. She also said that the City has offered to partner with the County in that endeavor.

Ronald Smith stated that he would like to commend the City of Angola and Mayor Hickman for their interest in trying to get the next phase of the Bike Trail done to Pokagon. Commissioner Smith said that Angola feels it has an interest and is even possibly interested in participating with the County on this project.

Emmett Heller, Highway Superintendent, stated that last Thursday they set the main structure on the Maple Street ditch crossing, Friday they set the pipe and the backfilling will be finished today.

Mr. Heller reported that they are working on equipment needs and trying to get things started.

Emmett Heller reported that he ordered the third chassis that was funded by River Boat Funds.

Mr. Heller updated the Commissioners on projects that are ongoing at the Highway Department.

Mr. Heller informed the Commissioners that the Highway Department will be working on 750 S tomorrow, just west of 327 where there is a dip in the road. He said that they are going to install a culvert and raise the road up two (2) feet and then when the weather gets better they will pave over it.

Gary LeTourneau, Communications Director, stated that Donald Stuckey, County Attorney, was given the RFP/RFQ for the Construction Phase of the Radio Project that was prepared by Barnes & Thornburg. Mr. LeTourneau stated that he met with Donald Stuckey on Thursday, discussed the document and indicated that they would have it here at the meeting to have it signed and out to the papers. Gary LeTourneau stated that he has the notice from Barnes & Thornburg. Mr. Stuckey stated that KPC can publish the notice Monday if it is sent to the paper tomorrow before 4:00 p.m.

Mr. LeTourneau updated the Commissioners and said that they had a low key kick off meeting for the Radio Project on Wednesday. The project manager was there along with 7-8 other individuals from Motorola and ERS. He said that they are working on tower sites currently and working with the FCC and the State on frequency allocations. He said that there has not yet been a timeline established for project installation and/or completion.

Gary LeTourneau stated that when the installations are done in the vehicles, representatives from the companies will be on site to make sure things are working correctly.

Gary LeTourneau asked if the notice of publication for the design build portion of the contract should go through the Auditor's Office as a matter of recording. Lynne Liechty stated that she believes it should go through the Auditor's Office. Donald Stuckey stated that it has to be published Monday and one week from Monday. Lori Hickey, First Deputy Auditor, asked if the notice only had to be in one paper because if it has to be in two (2) papers, the Hamilton News only publishes on Tuesday.

RJ Robinson, First Deputy and Jason Hufnagle, Jail Commander, came to the Commissioners with a request to fix the padded cell in the jail. Mr. Robinson stated that the damage is in the amount of \$3,725.00 and it will be paid from the jail maintenance budget. James Crowl made a motion to approve the request to fix the padded jail cell. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ronald Smith spoke about the parking lot around the new County Park Community Building. James Crowl stated that the handicapped parking spots should be concrete and the rest of the parking can be asphalt. Ronald Smith stated that if bid documents are to be drawn up, it has to be drawn accordingly and he asked how to get that bid document completed. Ronald Smith asked Donald Stuckey if it was satisfactory if it was advertised in the paper that the County is advertising for individuals to submit a proposal for paving around the building and they can show them what is needed. Donald Stuckey asked why it wasn't part of the building project. James Crowl stated that it was not figured into the building bid like the concrete side walk and the paving of the parking lot is separate. Erin Wray, Commissioners' Secretary, asked if specifications needed to be drawn up and who would do that. Ronald Smith said that he could do the specs but he is not a professional draftsman. Donald Stuckey said that the specs need to include the type of asphalt, how thick it is to be, etc. James Crowl said if it is broken down into two (2) segments, one for handicap parking and one for the rest of the parking lot, it could be under \$50,000.00. Donald Stuckey said that it would be considered one project, would have to be bid and specs need to be drawn up and he isn't sure who would do that. Ronald Smith said that they will come up with specs and send it out for bids.

Ronald Smith stated that preliminary drawings have been done for the sound system and for the security monitoring at the new County Park Community Building. Commissioner Smith stated that at the Park Board Meeting scheduled for February 26, they hope to have the documents ready to send out for bids. Erin Wray, Commissioners' Secretary, asked for clarification and if the sound system and security monitoring projects were going to be sent for bids or for quotes. Lynne Liechty said that they were not going to be sent out for bids because they are each separate and under the \$50,000.00.

Bill Schmidt updated the Commissioners on the Bridge Lighting Project at Four Corners, Lake James. Mr. Schmidt stated that they have a person contacting the property owners again to try to get permission to install the lights. He said that hopefully by spring, they will have an idea whether or not they will be able to go with the original proposal. If the original proposal isn't going to work, they do have some other ideas.

James Crowl stated that he would like to discuss the Health Department's new Septic Ordinance. Donald Stuckey stated that the Ordinance states that installers have to be certified and the written proficiency exam has to be completed. James Crowl stated that he was not aware of the cost associated with the testing because it was not listed in the Ordinance, but it was stated in the minutes. Donald Stuckey stated that the amount of the fees may change over time, so the Ordinance just states that you have to be IOWPA certified and they charge to be certified and to take the test.

A request was received by Kim Koomler, Auditor, stating that the Judges, Prosecutor and the Clerk wanted to address County Council regarding how to move forward with the Courthouse Renovation Project. The Commissioners requested that a letter be written to the Judges stating that the Courthouse Study Committee is an advisory committee to the Board of Commissioners. If the Committee wishes to address the Council, it should be done by the Commissioners. The Commissioners requested that another Courthouse Study Committee be scheduled for either Tuesday, March 1 or Wednesday, March 2 at 8:00 a.m.

The Commissioners reviewed the camera purchase request from Dane Goshorn, County Park Superintendent. Lynne Liechty stated that she is okay with him purchasing the camera, as long as it is used for park photos only. James Crowl made a motion to approve Dane Goshorn's request to purchase a camera for use at the County Park. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ronald Smith stated that he visited another company regarding the audio/video at the new Community Building; however, they saw people by appointment only so he called and left a message for Kip Davis.

The Commissioners discussed the parking lot at the new Community Building. James Crowl asked if Jennifer Sharkey could draw up the plans and specifications. Ronald Smith called Ms. Sharkey and stated that they want the handicapped spots to be concrete and the rest of the parking lot asphalt. Ms. Sharkey stated that she would work on it when she returned from her vacation.

The Commissioners further discussed the surveillance and camera system at the County Park Community Building. Mike Votaw from Lakeland Electronics told them not to short themselves as it is easier to have things done now rather than add to the system later. Lynne Liechty stated that she feels that sixteen cameras (16) is overdoing it. Gary LeTourneau, Communications Director, stated that it is better to overdo it now than add to it later and if something happens it would end up being in the one location that has no surveillance. Mr. LeTourneau reviewed the quote and diagram from Lakeland Electronics. He said that there seems to be one blind spot on the patio and he doesn't feel the need for camera 15 and 16, one or the other would do. He asked if the cameras had a warranty and James Crowl said that the cameras have a three (3) year warranty. Gary LeTourneau said that the hardware allows for four (4) TB worth of storage which would amount to eight (8) days of storage. Mr. LeTourneau said that the quote from Lakeland Electronics is not overkill and looks good. James Crowl made a motion to accept the quote from Lakeland Electronics. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ronald Smith stated that Leroy Steury was waiting on the wiring for the cameras and the audio/video so he could move forward. Commissioner Smith also stated that he told Kylee Harris, County Park Assistant Superintendent, to start scheduling things for September, 2016. Lynne Liechty stated that she will meet with Lakeland Electronics, Tami Mosier, Gary LeTourneau and Kylee Harris on the cameras and audio/video. Erin Wray, Commissioners Secretary, stated that Kylee Harris' job description does not include being the County Park Community Building Event Planner and she is currently only deemed part-time. Ms. Wray stated that Kim Koomler is going to have to be included on the Personnel Policy side and if the Commissioners want Ms. Harris to be full time, County Council will have to be involved.

The Commissioners received the following correspondence: Indiana State Department of Agriculture re: Support for Indiana FFA Read to Feed Project; State of Indiana re: Statement from Lt. Governor Sue Ellspermann;

DHS re: New Damage Assessment App to Speed Disaster Recovery; State of Indiana re: Governor announces availability of place based investment funds; Indiana Dept of Agriculture re: Indiana Grown Team Expands.

STEUBEN COUNTY BOARD OF COMMISSIONERS

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Ronald L. Smith, President, South District

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James A. Cowl, Vice President, Middle District

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Lynne Liechty, North District

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

elw