

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING
February 2, 2015

The Steuben County Commissioners met at 1:00 p.m. on Monday, February 2, 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 Ken Shelton, County Councilman, Dan Caruso, County Councilman, Donald Stuckey, County Attorney and Kim Koomler, Steuben County Auditor.

Lynne Liechty made a motion to approve the claims submitted for payment this day totaling \$327,846.97. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made the motion to approve the Commissioners Meeting minutes from the meeting held January 20, 2015. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the January 5, 2015, Commissioners Meeting, which were approved at the previous meeting.

James Crowl made a motion to approve and sign the Executive Session statements from January 23, 2015. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Steuben County Economic Development Certificate of Appointment was submitted for completion. Lynne Liechty stated that she wished to be named on the Certificate. Lynne Liechty made a motion for the approval and signing of the Certificate of Appointment. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ed Nagel, Weights and Measures, came to the Commissioners to request permission to purchase a new gasoline prover. Mr. Nagel submitted information to the Commissioners regarding the prover that is needed and stated that the prover has been condemned and needs to be replaced. The total purchase price, including shipping, for the new prover is \$699.25. Mr. Nagel is requesting two transfers that would cover the purchase price; however, those transfers need to go to Council for approval. James Crowl made a motion to allow Mr. Nagel purchase a new prover once Council approves the fund transfers. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Trane submitted an Energy Savings Contract Annual Report to the Commissioners for approval. James Crowl asked how many years this was to be done. Ronald Smith stated that he believed it was to be done for twenty (20) years. James Crowl made a motion to approve the Trane Energy Savings Contract Annual Report. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Steuben County Code of Ordinances 2015 S-8 Supplement Draft was submitted to the Commissioners for review and approval. Lynne Liechty made a motion to approve the Steuben County Code of Ordinances 2015 S-8 Supplemental Draft. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners discussed the Veterans Services Officer Position that is available. Interviews have been held and Lynne Liechty recommended that the position be offered to Alex Dobson. It was decided if Mr. Dobson accepts, his start time will be as soon as possible. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners also discussed the GIS Coordinator Position that is available. Interviews have been held and Lynne Liechty recommended that the position be offered to Andrea Smith, GISP. If Ms. Smith accepts, her start time will be as soon as possible. Ronald Smith stated that the salary for that position has not been determined and a request needs to be taken to Council. James Crowl suggested that at least \$50,000.00, if not \$52,000.00 be requested. Lynne Liechty suggested \$50,000.00 be requested. Lynne Liechty made a motion to offer the position to Andrea Smith, GISP, and request from Council a total wage, not to exceed \$50,000.00. James Crowl seconded that motion and the motion carried with three (3) ayes.

Vicky Meek, EMS, submitted writeoffs/closeouts for January 2015 in the amount of \$4,631.20 and the 2007 Purged Files from SWC Collection in the amount of \$205,746.00 for approval. James Crowl made a motion to approve the writeoffs/closeouts for January 2015 in the amount of \$4,631.20 and the 2007 Purged Files from SWC Collection in the amount of \$205,746.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jody Kinsey, USI Insurance, introduced herself as Steuben County's new insurance agent at USI. She stated that Shelly Hansen is no longer with USI Insurance due to staffing changes at the organization so she has taken over the case. Ms. Kinsey stated that she has about 36 years of insurance experience and wanted to let the Commissioners know that they are a very important client with USI and the relationship is valued. She stated that she and her team will do everything necessary to make sure that they continue to provide the County with a great product.

Lynne Liechty wanted to discuss the request made for additional funding from the Steuben County Humane Shelter. Lynne Liechty stated that she would like to move the request on to Council. James Crowl stated that he understands the severity of the request; however, he feels that the Commissioners are being forced into a decision. He stated that he also feels the Commissioners were blindsided when this is a budgetary item that should be brought to the Commissioners at budgetary times, not at the beginning of the year when the budget is already set. James Crowl stated that he is not in favor of spending that much money that is not in place in the budget, he feels that it is going to put Council in a bad position requesting that they come up with the money. James Crowl also stated that he is not in favor of approving the request by the Steuben County Humane Shelter.

Lynne Liechty stated that she thinks that negotiations need to be considered and what can and cannot be done. She stated that \$84,000.00 may not be doable, but the funding of the shelter has been the same over the past twenty (20) years and the expenses have grown. James Crowl stated that he is not comfortable with anything because the Commissioners were just presented with an invoice.

Ronald Smith stated that if this agreement is entered into, it was to be for operating expenses. James Crowl stated that he was aware of that; however, when the Humane Shelter said that they were not going to pick up animals in the County if the invoice is not paid, he feels was a little aggressive and almost a threat. Lynne Liechty stated that she doesn't think it was meant as a threat, she thinks they mean that it is simply just not doable without the funding. Ronald Smith stated that he was not sure where those funds would come from as all of the funds have monies in them that have been earmarked for other expenses.

Lynne Liechty asked if the \$18,000.00 Annual Allocation was coming out of CEDIT. It was verified those funds come from CEDIT; however, the Humane Shelter has not signed their contract and until that contract is signed, no payment will be made from that allocation.

Lynne Liechty stated that the last correspondence from the Humane Shelter was that they are going to make a decision at their next meeting. Ronald Smith stated that if they wish to have operating expense to get them through until a new budgetary year, that is their choice, but at this point in time the Commissioners cannot start pulling money from other accounts. James Crowl stated that if they choose to sign the Allocation Contract, there is money available for them right now.

Ronald Smith stated that communication to the Humane Shelter will be that consideration was given concerning the proposal for additional funds and at this time, due to budgetary issues and the timing of the request, the Commissioners choose not to submit anything to the County Council. The Commissioners feel it would cause duress for the Council in trying to meet the needs of that appropriation and would advise that this issue be brought back to the Commissioners at the appropriate time for another budgetary year.

Kayleen Hart, Steuben County Soil and Water, came to the Commissioners to invite them to the annual meeting and since there is a new Commissioner, Ms. Hart wanted to speak about what the Steuben County Soil and Water does. Ms. Hart stated that the Annual Meeting is scheduled for March 4, 2015, and she also wanted to give the Commissioners some information regarding upcoming events this year. She stated that the Steuben County Soil and Water is a partner in with Regional Conservation Partnership Program Grants which dedicates the farm bill

funds to farmers in that area. Ms. Hart also stated that they just received a Clean Water Indiana Grant and a partnership with DeKalb County.

Zac Martin, Steuben County Soil and Water, handed out a table showing what was done for 2014 including the acres completed and the reductions of sediment and bacteria. Using the amounts on the tables he stated that they have been able to enter that into a model called the SWAMM model. He stated it was developed out of the third phase of the Pigeon Creek Water Shed Management Plan and it has allowed them to get a close estimate of what they have seen in reductions.

Bill Schmidt added that he would like to compliment the Steuben County Soil and Water for the interactions that they have with the Lakes Council and the programs they run in conjunction with the Lakes Council. Mr. Schmidt stated that they do a very good job reaching the Lakes Community, etc.

Crystal VanPelt, Purdue Extension, came to the Commissioners with information regarding a local government webinar presented by Purdue. Ms. VanPelt stated that this time the webinar is on the Senate and House Bills and she will be hosting that webinar with the specialists so they can answer questions.

Ms. stated that at the EDC Annual Meeting, Purdue Extension and the Purdue Center for Regional Development is going to talk about some of the programs that are available to Steuben County and could be beneficial.

Crystal VanPelt stated that she has been partially trained on the Community Leadership Certificate. Ms. VanPelt said that it would be an eleven (11) week program that she would hold and that program could be tailored for non-profits, businesses or government leadership groups. Ms. VanPelt also hopes to put together an Advisory Committee at a meeting on February 23, 2014, at 6:00 p.m.

Ms. VanPelt also updated the Commissioners on what she has accomplished while being employed by Steuben County and what she has planned for the upcoming year.

Ronald Smith updated everyone on the County Park Community Building Safe Room FEMA Application. He stated that Steuben County is waiting for the information to come from either FEMA, Region III-A, Ken Herceg or someone else. Steuben County is being accused of not having done the proper paperwork for the Hazard Mitigation Plan when Steuben County did have the proper paperwork finished and submitted. DeKalb County had submitted their paperwork at the same time, theirs had been returned and Steuben County's paperwork turned up on someone's desk in Indianapolis. Indianapolis failed to forward the paperwork on, therefore, we have been put on hold. There has been information taken to the Department of Homeland Security to the effect that someone did not pay attention to Steuben County and to what we were requesting. Steuben County has done its due diligence, proper submissions and paperwork and we are now waiting for Indianapolis to act or react to the fact that it was not returned to us at a proper time.

Region III-A submitted their Allocation Contract, in the amount of \$12,445.00, for approval and signatures. James Crowl made a motion to approve and sign the Allocation Contract. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Region III-A submitted a Board of Directors Appointment form to the Commissioners. Lynne Liechty made a motion to nominate Ronald Smith to serve on Region III-A Board of Directors. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey submitted Frontier Utility Permit #2725 for approval. Lynne Liechty made a motion to approve the Frontier Utility Permit #2725. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey updated the Commissioners on the 200 N/200 W Intersection Project. NIPSCO is currently relocating the overhead electric lines. They have the poles relocated but the lines need to be transferred over. She stated that she also talked to the shopping plaza and there is some relocation that needs to happen for Harger's Meat Market sign along with two light poles.

Jennifer Sharkey submitted an invoice from BF&S, in the amount of \$40,891.50, for the Bike Trail Construction Inspection for December 1 to December 31, 2014, for approval. James Crowl made a motion to approve the invoice. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey also submitted an invoice from GAI for the Maple Street Project, in the amount of \$4,800.00. She stated that this will take us up to 54% completion of the design. Ms. Sharkey informed the Commissioners that there is a field check meeting on Friday, February 6, 2015. She stated that they had to do a separate driveway permit to convey the right of way site distance strip and that was sent into INDOT last week for their review and approval. Lynne Liechty made a motion to approve the invoice from GAI in the amount of \$4,800.00. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey stated that the meeting on Maple Street will be held at the Orland Fire Station on Friday, February 6, 2015.

Ms. Sharkey submitted her findings to the Commissioners regarding the Town of Orland's financial contributions for the Maple Street Project. To date, the grand total that the Town of Orland has spent is \$94,540.00. Jennifer Sharkey also stated that INDOT has a lump sum of \$175,000.00 that is reimbursable, after the project is paid for and accepted. For the construction portion, \$510,000.00 is what they are currently estimating it will cost. There is \$200,000.00 appropriated from Major Moves, the Highway Department is proposing to have \$50,000.00 from the gas and fuel savings be appropriated for the construction of Maple Street and they also would like to have the Commissioners' support to have an additional appropriation of \$260,000.00 within the Major Moves Construction Budget. Ms. Sharkey stated that \$175,000.00 of that would be reimbursed by the State upon completion of the project. Ms. Sharkey also stated that INDOT is going to require an inspection of construction. She and the Highway Superintendent would recommend hiring that inspection done because they believe it would be in the best interest of the County to have a third party do the inspection on both sections. Ms. Sharkey estimated that the cost would be around \$10,000.00 - \$15,000.00 for the construction inspection.

Jennifer Sharkey updated the Commissioners on the Toll Road Interchange meeting that was held. She stated that she felt the meeting went well. They went over the project, ideas and timeline and the Toll Road Representatives took the information under advisement. She believes that it was a positive meeting and a step in the right direction.

Donald Stuckey, County Attorney, updated Ms. Sharkey on the SR 127 lighting. He stated that he called and got no response other than they will look into it and will reference their maps. He has not heard back, he may try to call back this week and see where they are.

James Crowl updated Ms. Sharkey on the property acquisition. He stated that the proposals have come back from two different companies, it's affordable and the Commissioners need to come up with half of the money. He believes that the County will get that piece of real estate purchased that way it will give Highway a spot for dirt and for wetland mitigation.

Jennifer Sharkey stated that a meeting regarding the Four Corners Bridge Lighting will take place on Wednesday, February 4, 2015, at 3:00 p.m., at the Highway Barn.

Ms. Sharkey also stated there were discussions about Follett Creek and having INDOT sliplining the two large 14" diameter pipes under I-69. She spoke to INDOT about possibly extending that project to include the culvert under CR 50 W. INDOT said that they were open to that possibility; however, that project is not currently funded through their program but it could be in the future.

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

Emmett Heller reported that they started road pre-treatment on January 28. It is not 100% and is not a miracle cure, but he said there was definitely a change in the road where it was treated and where it was not treated.

He said that they took some of the treated sand and salt together and used that later in the morning. He stated that the mix, under the right conditions, is a good thing. Mr. Heller stated that he pretreated on Friday afternoon, in anticipation for the snow on Sunday morning, and it didn't help.

Mr. Heller stated that the contract with the Boy Scouts has been signed.

Emmett Heller stated that a total of 790 Tons of salt has been delivered. He said that the company's delivery time has been very good.

Mr. Heller also advised that, when it is not snowing, they have been working on summer road schedules and locations. Mr. Heller stated that he and Jennifer Sharkey met with Cliff from C&M to talk to him about his schedule so Steuben County doesn't get pushed out so far this year. Hopefully things can get started earlier than last year.

James Crowl asked if the Highway Department got called out after hours on an emergency job. Mr. Heller stated that they got called out twice. Once right after half-time for a State Patrolman that was stuck on Loon Lake Road and then 45 minutes later Hamilton went out with an EMS run on 550 E.

June Julien notified the Commissioners that one of the appointments on the Innkeepers Tax Commission is no longer manager at the hotel and she recommended appointing Tom Peet, General Manager at Potawatomi Inn. Lynne Liechty made the motion to appoint Tom Peet to the Innkeepers Tax Commission in place of Tom Rucinski. James Crowl seconded that motion and the motion carried with three (3) ayes.

Donald Stuckey, submitted Resolution 2015-1 for approval. Lynne Liechty made a motion to approve Resolution 2015-1. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

The Commissioners received the following correspondence: IDEM re: 2015 Pollution Prevention Conference; Steuben County Community Foundation re: January 2015 Newsletter; NACo re: Newsletter 2015; State of Indian re: INDOT LPA Newsletter; DHS re: DNR Approval of Kokomo Flood Plain Ordinance; API re: Missed Energy Opportunities; HUD Exchange Mailing List re: HUD Exchange; Commonwealth Engineers re: January eNews; ENR Equipment; NACo County News; State of Indiana from the Desk of Sue Ellsperman; Northeast Indiana Regional Partnership re: Our Story Project Results; NIPSCO re: ED Impact.

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
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