

STEUBEN COUNTY BOARD OF COMMISSIONERS MEETING
March 5, 2018

The Steuben County Commissioners met at 1:00 p.m. on Monday, March 5, 2018, 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, Dan Caruso, Steuben County Councilman and Kim Meyers, Steuben County Auditor.

Mike Sevits, Annex Maintenance, submitted quotes for replacing the carpet in the Probation Department. Mr. Sevits recommended the low quote from Sanborn's in the amount of \$21,042.80. Lynne Liechty made a motion to approve the low quote from Sanborn's, to be paid from Cum. Cap. 1138-000-4000.15. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Sevits also submitted quotes for rekeying at EMS. He recommended the low quote from Central Indiana Hardware in the amount of \$3,098.13. James Crowl made a motion to approve the quote from Central Indiana Hardware, to be paid from Cum. Cap. 1138-000-4000.15. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mike Sevits submitted quotes for LED Retrofitting at EMS. Mr. Sevits recommended the low quote from Ross Electrical in the amount of \$3,315.00. Lynne Liechty made a motion to approve the low quote from Ross Electrical, to be paid from Cum. Cap. 1138-000-4000.15. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mike Sevits also submitted a letter from Brandon Mase, A&B Flooring, Inc., that explained the issue with the epoxy flooring at the Prosecutor's Office. In the letter, Mr. Mase presented two (2) options for consideration. Lynne Liechty made a motion to move forward with Option 1 in which the water pockets would be released, another moisture barrier would be installed and the original flooring system would be reinstalled. James Crowl seconded that motion and the motion carried with three (3) ayes. It was also noted that Mr. Mase stated in his letter that Option 1 would not have an additional charge; however, there also would be no warranty available.

Lynne Liechty made a motion to approve the claims submitted for payment this day totaling \$408,726.36. James Crowl 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. James Crowl made a motion to approve the Monthly Comparison Report. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the minutes from the Commissioners' Meeting on February 20, 2018. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the February 5, 2018, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

Rae Delaney, Payroll, submitted the March 2, 2018 payroll in the amount of \$391,576.91 for approval. James Crowl made a motion to approve the March 2, 2018 payroll. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Rick Weaver, Lake George, updated the Commissioners on the Lake George Conservancy District. Mr. Weaver said that last summer they undertook an effort to determine if a Conservancy District was wanted by the residents. He said that the results were about 74% of the Indiana residents and 83% of the Michigan residents in favor. Mr. Weaver said that the information was submitted to Bill Eberhard in November and he submitted it to the Circuit Court. On January 17, a hearing was held where Judge Wheat found everything to be in order and recommended that the Petitioners move forward with the DNR Resource Committee. Mr. Weaver said last week he had a meeting with Dave Smith, DNR and Mr. Smith recommended that one of the Commissioners be in attendance at the DNR Resource Committee Public Meeting. Mr. Weaver said that meeting is to be held on March 14 at 2:00

p.m. at the Potawatomi Inn. Lynne Liechty stated that she would be attending the meeting since she is the North District Commissioner.

Mike Marturello asked how this differs from the other conservancy. Mr. Weaver said that this is a taxing authority. Mr. Weaver said that they inspect the dam every two (2) years and there is work that needs to be done. He said that they have no way to collect the money for the repairs and the Conservancy District would help with that. Lynne Liechty said that having a Conservancy District also opens up the opportunities for grants.

Bill Schmidt asked for clarification on the process. Rick Weaver said that they've had one hearing with Judge Wheat and probably two (2) more hearings will be needed. He said once the DNR has their public meeting, they write up their recommendations. Those recommendations are then sent to Judge Wheat and another hearing would be scheduled. After that hearing, there would be a review process and then a third hearing. If everything is approved at the third hearing, then Judge Wheat issues an order stating that they can set up the conservancy district. Once that order is issued, they then have a period of time to put together a more precise plans of how it will all work.

Gary Fair, Community Center Maintenance, submitted a quote, not to exceed \$1,600.00, from Delta T Mechanical for the Courthouse VAV's. Mr. Fair said that the Courthouse VAV's were inadvertently left off of the 2018 Annual Maintenance Contract for the Courthouse, but will be included on the 2019 Contract. James Crowl made a motion to approve the quote from Delta T for the Courthouse VAV's. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Clint Knauer, Building Commissioner, came back to the Commissioners regarding summer hours for his Building Inspectors. James Crowl said that the Commission Board did not hire Mr. Knauer. Donald Stuckey stated that the Commissioners hired Mr. Knauer as the Building Commissioner. Lynne Liechty said that the Commission Board approved it. James Crowl thought it was handled through the Plan Commission. Donald Stuckey stated that the Plan Commission cannot hire the Building Director. He said that the Board of Commissioners allowed the Plan Commission to hire Clint Knauer and the Commissioners approved him being hired as the Building Commissioner.

Bill Schmidt stated that when Clint Knauer came in after the Plan Commission hired him, he was introduced as the new Building/Plan Commission Director. Donald Stuckey said that his recollection was that the Plan Commission hired him and the Commissioners approved it. Donald Stuckey said that State Statute is clear and the Plan Commission cannot hire the Building Director.

James Crowl said that there are reasons why the Highway Department goes to four (4) ten (10) hour days during the summer. The Building Department is a public office and if they are allowed to do this, other public offices will be asking to do the same. Kim Meyers clarified that the Building Department would not be closed on Fridays, only the two (2) Building Inspector hours would change. Mr. Knauer said that there would be overlap and he is requesting this for the contractors that request earlier or later inspections. He said that the office hours will not change, only the Building Inspectors' hours will be changed. James Crowl said that could also be accommodated by staggering their hours.

No motion was made by the Commission Board, therefore the matter died due to the lack of a motion.

Vina Conti, Plan Commission, submitted the Boone Acres Plat for signatures.

Donald Stuckey stated that a letter is scheduled to be sent to Lakeland Electronics this week regarding the cameras at the Event Center. Mr. Stuckey said that according to the documentation that he has on the camera system, there is a three (3) year warranty on parts and a one (1) year warrant on labor.

Frank Charlton reviewed the County Park Road Paving Bids from the previous Commissioners' Meeting and he recommended the low bid from E&B Paving in the amount of \$173,001.00. Lynne Liechty made a motion to accept the bid from E&B Paving. James Crowl seconded that motion and the motion carried with three (3) ayes.

Kylee Harris reported that they are still working on getting the seasonal billing in for the campers. Ms. Harris asked when Donald Stuckey plans on implementing the \$200.00 late fee. Mr. Stuckey said that the \$200.00 late fee wouldn't be implemented until the campers receive, sign and send the contract back.

Kylee Harris said that there have been inquiries about renting the Event Center on Sundays. Ms. Harris said that the price has been changed for the Friday and Saturday rental; however, the price was never changed for the Sunday through Thursday rentals. Ms. Harris also said that on the Friday and Saturday rental the price includes the cleaning fee and tax. Erin Schiffli stated that the price was increased on the Event Center due to the increase in the cleaning fee so the Commissioners made it all inclusive with no specific cleaning fee. Kylee Harris said that she thinks that the fee for Sunday through Thursday needs to be adjusted because it was not adjusted to reflect the increase in the cleaning fee. James Crowl made a motion to change the Event Center Rental fee to \$1,325.00 which would be all inclusive. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey, Highway Engineer, submitted Utility Permits #2741-RC for Diggin' and Dozin', #2742-RC for NIPSCO and #2743-RC for Bill Booth/Miller Poultry for approval. Lynne Liechty made a motion to approve the Utility Permits. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey reported that they had a preconstruction meeting for the CR 200 N/SR 827 Project. She said that an additional five (5) day closure for the railroad crossing was discussed. Right now the contractor has a thirty (30) day closure for 200 N. east of SR 827. She said that 200 N. west of SR 827 will be maintained for residents only. Ms. Sharkey said she felt that it would be appropriate for the railroad crossing to be closed an additional five (5) days. Lynne Liechty made a motion to approve the additional five (5) day closure of the railroad crossing. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey said that there will be some utility relocation and lane restrictions on 200 N. as well.

James Crowl stated that it was clarified in the Drainage Board that the real estate on the southeast corner of CR 200 N/SR 827 is going to be purchased. Commissioner Crowl told Ms. Sharkey that, pending the closure of the deal, clean fill can be put in there.

Ms. Sharkey submitted a reimbursement voucher for engineering services that were rendered during the bidding process. James Crowl made a motion to approve the reimbursement voucher. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey reported that she will be getting the final Bridge Inspection Reports at Road School this week and she will deliver them to the Commissioners at the next meeting.

Jennifer Sharkey submitted Bike Trail Parcel 11 (DNR Property) easements for approval. Lynne Liechty made a motion to approve Parcel 11. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey also submitted the temporary easement for approval. James Crowl made a motion to approve the temporary easement. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey submitted the right of entry documentation for approval. She said that these documents are needed so they can enter onto the DNR property to construct the Bike Trail. Lynne Liechty made a motion to approve the right of entry documentation. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey submitted the Title Sheet of the Bike Trail Plan Set for approval. James Crowl made a motion to approve and sign the title sheet. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey said that the Bike Trail Construction Inspection Proposals were due at the previous meeting and only one proposal was received. Ms. Sharkey recommended awarding BF&S the Construction Inspection Contract in the amount of \$136,080.50. James Crowl made a motion to award BF&S the Construction Inspection Contract. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey said that the Old US 27 Paving Project Bids were also due at the previous Commissioners' Meeting and she recommends accepting the low bid from Brooks Construction in the amount of \$229,402.35. Lynne Liechty made a motion to award Brooks Construction the Old US 27 Paving Project. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey submitted a letter of understanding from the Toll Road for the Angola Exit Project. Ms. Sharkey said that she met with their Engineer and they discussed a pre-construction inspection of the county owned and maintained facilities. Ms. Sharkey said that would enable them to obtain a before condition rating and an after condition rating. She said that the Toll Road has agreed that any damages would be worked into their project budget. Lynne Liechty made a motion to approve the Letter of Understanding from the Toll Road. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey said that she will be going to Road School this week and next week she is attending the Legislative Fly-In in Washington D.C. She requested that a Commissioner attend the March 13 Council meeting to discuss the additional funding requests from CEDIT and Major Moves for project funding shortfalls. Ronald Smith said that he would be in attendance for the Highway discussion.

Emmett Heller, Highway Superintendent, submitted paperwork for license plates for signature.

Mr. Heller said that Compass Minerals ran out of salt in the Toledo, Ohio location. He said that the contract ends on March 30.

Emmett Heller said that they have replaced six (6) culverts in the last two (2) weeks and they have cut down several trees as well. Mr. Heller said that since the rains have calmed down they have been able to work on some of the gravel roads.

Mr. Heller said that the FDR process that was used last year is not available this year. Mr. Heller said that he contacted three (3) contractors and out of those three (3), J&L Grinding out of Schoolcraft, Michigan was the lowest cost. James Crowl made a motion to allow Emmett Heller to contract with J&L Grinding for the FDR process. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Heller said that currently the Highway Department has software that allows them to work on the International Trucks and the subscription costs \$2,400.00 a year. Instead of using that software, he would like to purchase a different software that would enable the Highway Department to work on both the International and Western Star Trucks. Mr. Heller said the new software costs \$5,600.00 a year. James Crowl made a motion to allow Mr. Heller to purchase the new software. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kelli Johnson, Auditor's Office, submitted information from Joe Edwards, SRI, regarding the starting bids for the Commissioner Sale Parcels. Mr. Edwards recommended the starting bids be set at \$100.00 for vacant land and \$250.00 for land with a structure. Lynne Liechty made a motion to accept that recommendation. James Crowl seconded that motion and the motion carried with three (3) ayes.

Erin Schiffli, Commissioners' Secretary, asked if the Commissioners planned on attending the AIC District Conference. Ronald Smith and Lynne Liechty said that they would be attending. James Crowl said that he would let Ms. Schiffli know.

Lynne Liechty asked Donald Stuckey what was happening with the home acquisition. Donald Stuckey stated that until Council appropriates the money, no offer can be made.

James Crowl stated that he and Emmett Heller went and looked at the Turkey Lake Property that Steve Kilmer had inquired about. Mr. Kilmer said that he was interested in purchasing that property from the Steuben County Commissioners. James Crowl stated that he has no desire to sell the property as it can be used for a dry hydrant or for emergency access to Big Turkey Lake. Lynne Liechty agreed with Commissioner Crowl and stated that she believes the sale of the property would cause more problems than it would solve. James Crowl said that the small triangular piece would have to be separated out from the other piece that is classified as wetlands. Ronald

March 5, 2018 Commissioners' Meeting Continued

Smith requested Erin Schiffli to contact the individuals that have made inquiries about the property and inform them that the Commission Board is not in favor of selling the property.

The Commissioners received the following correspondence: Matt Meersman, SJRBC re: Dam Dangerous – St. Joe River Event; Steuben County BoAC re: 2/18/18 Memorandum; Shirley Czerna, SJRBC re: Meeting Reminder and Materials.

STEUBEN COUNTY BOARD OF COMMISSIONERS

Ronald L. Smith, President, South District

James A. Cowl, Vice President, Middle District

Lynne Liechty, North District

Attest: _____
Kim Meyers, Steuben County Auditor
els