

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING
March 6, 2017

The Steuben County Commissioners met at 1:00 p.m. on Monday, March 6, 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, Ken Shelton, Steuben County Councilman and Kim Koomler, Steuben County Auditor.

Lynne Liechty made a motion to approve the claims submitted for payment this day totaling \$892,767.92. James Crowl seconded that motion and the motion carried with three (3) ayes.

Melissa Bixler, Treasurer and Kim Koomler, Auditor, submitted the Monthly Comparison Report for 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.

Ronald Smith made a motion to approve the minutes from the Commissioners' Meeting on February 21, 2017. James Crowl seconded that motion and the motion carried with two (2) ayes.

The Commissioners signed the minutes from the February 6, 2017, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

Gary Fair requested official approval for the installation of carpet in the third floor Plan Commission Archives Room, in the amount of \$1,630.00. Lynne Liechty made a motion to officially approve the installation. James Crowl seconded that motion and the motion carried with three (3) ayes.

Karen Green, Northeast Indiana Works, submitted notification that Northeast Indiana Works (f.k.a. WorkOne) would like to end their lease for the office located 317 S. Wayne St., Ste. 1D, effective April 30, 2017. Donald Stuckey, County Attorney, stated that their rental agreement specifies a month to month lease and the notice they gave was adequate. It was requested that an acknowledgement of receipt be sent to Ms. Green accepting their notification of lease termination.

Breann Fink, Steuben Literacy Coalition Executive Director, submitted a request to use the Community Center Auditorium for Drama Camp during the weeks of July 10 and July 17, 2017. Ms. Fink also requested that the rental fees be waived. James Crowl made a motion to approve the request to rent the Community Center Auditorium for the Drama Camp and to waive the rental fees. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The 4-H Fair Board and County Park Memorandum of Understanding was submitted for review. The 4-H Fair Board had some concerns regarding the final contract. Tami Mosier, Purdue Extension, said that there were multiple typos and the phrase "during fair week" was inserted into multiple statements where it did not belong. Ms. Mosier said that the 4-H Board created the memorandum. When Mr. Stuckey's secretary re-typed it that raised some concern with that since they were the initiating party. Ms. Mosier said she went through line by line to compare the agreements and even the 4-H Program introduction had words added.

Lynne Liechty stated that the Contract should come from the County since the County owns the Park. Ms. Mosier said that was fine; however, the County never initiated a Contract and that is why the 4-H Board initiated it. Commissioner Liechty said that with the changes at the Park the County is initiating the Contract now, but trying to keep the Contract as close to the original as possible. Ms. Mosier said that she never received anything stating that the County was going to initiate the Agreement and if the County is going to initiate the Agreement, the 4-H Program introduction doesn't need to be on the Agreement. Lynne Liechty said that Donald Stuckey will have to take another look.

Donald Stuckey said that he would have to review the requested policy issue changes. Ms. Mosier said that an Open Show would not take place during the 4-H Fair. She said that an Open Show is an open invitation to anyone in the public for any other time. James Crowl said that the week of the Fair, everything is dedicated to the 4-H Projects and there are no Open Shows. Tami Mosier suggested that wording be added about events being

scheduled at the discretion of the Park Superintendent. Ms. Mosier said that the Agreement should also say that the Park Superintendent will not facilitate contracts with the public during the 4-H Fair due to all of the buildings being used by 4-H. Kylee Harris and Frank Charlton said that they have blocked the 4-H Fair Week off so no reservations are made during that time. Donald Stuckey said that he understands the changes that are needed and will have another draft for approval at the next Commissioners' Meeting.

Gary Fair, Community Center Building Maintenance, submitted an invoice from Koorsen Fire & Security in the amount of \$1,219.16. Mr. Fair said that part of the invoice is covered by contract; however, \$658.56 of it is for repairs that were needed. Mr. Fair said that he wasn't sure where the Commissioners wanted to pay for it from. James Crowl made a motion to pay for the repairs from Mr. Fair's maintenance account. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. *After the meeting, the Auditor's Office indicated that Mr. Fair's calculation was incorrect. The correct amount to be taken from the maintenance budget should be \$659.16 and the remaining balance of \$560.00 shall be taken from the contract line item.*

Mr. Fair also submitted an invoice from Building Temperature Solutions LLC, in the amount of \$640.00, for a service call due to a gateway communication error. Lynne Liechty made a motion to approve the invoice in the amount of \$640.00 and to have it paid from Building and Equipment Repairs 1000-068-3000.39. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners accepted the final proposals from Martin Riley and American Structurepoint. The Commissioners took the proposals under advisement and requested that the proposals be electronically sent to the Courthouse Study Committee for review.

Kylee Harris, County Park Assistant Superintendent, said that they looked into the light for the Event Center Parking Lot and it only reached to the first row of parking, which was not adequate. Ms. Harris said she contacted NIPSCO about installing a light on an already existing pole. NIPSCO submitted several options and once a light is chosen, an Engineer comes to see if the light can be installed. Ms. Harris recommended the square LED light, 400 Watt HPS with an illumination of 160' x 90', in the amount of \$16.50 a month. Lynne Liechty made a motion to approve Kylee Harris to move forward with NIPSCO to get the light installed. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Harris said that the Lion's Building parking area is very muddy and they would like to have a stone parking lot installed since that building is being rented more often. Quotes were received from three (3) local contractors. Dave Dilts Excavating, Inc. was the lowest bid received in the amount of \$18,550.00. James Crowl made a motion to accept the quote from Dave Dilts Excavating, Inc. in the amount of \$18,550.00 and that the invoice shall be paid from the County Park Improvement Fund. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kylee Harris reported that the Bridal Extravaganza she attended went very well and she handed out a lot of flyers for the Event Center and Lion's Building.

Ronald Smith informed Ms. Harris that Leroy Steury will be coming to look at the ceiling in the Lion's Building to determine what options are available to improve the acoustics.

Janel Meyer, Steuben County Soil and Water, reported that they went out and did a site inspection at the County Park for the proposed Pollinator Habitat. Ms. Meyer said that the proper process needs to be discussed for establishing the Pollinator Habitat. She said that before anything is planted there has to be an effective kill; however, she understands that the Commissioners do not want bare ground. Ms. Meyer said that a mixture of oats like Black Eyed Susan's could be there while they are in the process of doing the kill.

Ryan Owen, Biologist with Pheasants Forever, said that he is helping with this project in a technical advisory capacity. Mr. Owen said that currently the site is covered in a mix of annual and perennial weeds and some grasses. He said that it would take some effort in getting the area converted over from the current cover to what would be ideal. Mr. Owen said that it would be best to seed in the late fall, early winter.

Mr. Owen stated the process would include mowing or burning the vegetation, letting it green back up, spray with herbicide and repeating the herbicide treatment throughout the year. He said that the biggest cost would be the cost of seed and that would be approximately \$400.00, but could change by next year with the market volatility.

Kylee Harris said that they are looking at close to 2.5 acres total with one area behind the Event Center around 1.3 acres and the other area is along I-69 which is about 1.2 acres.

Ronald Smith asked if a residual could be used during the burn down and keep it bare during the summer months or if it would be better to burn it down twice. Mr. Owen said that a residual could be used, they would just have to watch how long that residual lasts.

James Crowl said that all of the parking lot dirt from the Lion's Building is going on the hillside by the Event Center and the County Highway Department will bring their last berming load of the day to the Park as well.

Janel Meyer said that Steuben County Soil and Water would pay \$800.00 per acre with a max cap of \$2,000.00 and that should be able to cover everything with the exception of who seeds, mows, etc. Ronald Smith said that the Board is committed to the project. Ms. Meyer said that this will be similar to the 319 Grant where the County pays up front and then would receive reimbursement. Lynne Liechty made a motion to move forward on the project with Steuben County Soil and Water. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mary Allred, EMS Director, came to the Commissioners regarding the specifications on the new ambulance. Ms. Allred said that she needs some clarification so the bidding process can begin. Mary Allred said that Chevy has stopped making the van chassis for ambulances but Braun has two (2) 2016 van chassis that are available. She said that the cost for those are approximately \$177,000.00 each. Ms. Allred said if the Commissioners decided to go with the truck chassis, the cost increases to \$207,000.00 each. She requested guidance on which way the Commissioners would like to go so she can request the correct specifications.

Ms. Allred informed the Commissioners that the wrecked ambulance was totaled and \$139,000.00 was received for the loss. She asked if she could utilize those funds for a second ambulance.

Mary Allred said that she would recommend staying with the 2016 van chassis because they are less expensive, it's what EMS uses now and they are still quality vehicles. Ms. Allred said that there won't be any compatibility issues with staying with the van chassis.

Ms. Allred said that she doesn't need to have a second ambulance if the funds are not there. Ronald Smith said that he would rather wait until budget time this year for the second ambulance.

Mary Allred also informed the Commissioners that in the past the powerloader and the stretcher were included in the price of the ambulance; however, she said that she knows for a fact that she can get that for thousands of dollars less if she orders it separate and has it shipped.

James Crowl made a motion to move forward with the bidding process of one (1) 2016 Chevy van chassis ambulance. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mary Allred stated that she has been trying to figure out ways to save money and get the best quality service possible. Ms. Allred said that the servicing of the ambulances has been done at Lonsbury's Garage; however, after some research she found out she could get the same service at Bill's Towing for about \$100.00 cheaper per service. Lynne Liechty said that she was very pleased that Ms. Allred was out pricing services and trying to save the County money. The Commissioners told Ms. Allred that it is up to her where she wants to take the ambulances for service.

Ms. Allred also stated that she was able to find a better price on uniforms and she would like to change vendors on that as well. She said that there is no contract in place for the uniforms. The Commissioners said that is also her decision on where to get uniforms and thanked her for the information.

Mary Allred, EMS Director, submitted February Closeouts in the amount of \$2,716.82 for approval. Lynne Liechty made a motion to approve the Closeouts. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Allred also submitted February Writeoffs in the amount of \$168,635.92 for approval. James Crowl made a motion to approve the Writeoffs. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The First Responder Contracts from each Fire Department were submitted for approval. Lynne Liechty made a motion to approve the Contracts. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey submitted the final inspection and acceptance letter, for the Bike Trail Phase I, for approval. Lynne Liechty made a motion to approve the letter. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey reported that she met with the DNR regarding the Bike Trail Phase II and the trail portion that would go through the DNR property. She said that they are proceeding with the right of way phase for the entire portion of the project so they had to make sure the maintenance objectives were identified. Ms. Sharkey said at this time the County would maintain the hard surface portion of the trail and shoulders, mowing, trees, etc. would be under the DNR supervision. She said that she has spoken to three (3) property owners regarding that project. Ms. Sharkey also said that she had interaction with the City of Angola regarding a fire hydrant by the bulkhead of the trail and the original design was to relocate the hydrant, but they have worked around that and the hydrant will stay in the same place.

Jennifer Sharkey said that on February 16, she received preliminary approval from INDOT for the placement of the right of way markers for Maple Street. She said that the official approval has not yet been received, but she will following up.

Ms. Sharkey reported that the right of way appraisals have been done for the CR 200 N/SR 827 project. She said that two (2) property owners have contacted her regarding that project. Ms. Sharkey submitted a reimbursement voucher in the amount of \$8,316.33 for approval. 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 said that she has been working with Clark Dietz and the State on the Bridge Inspection Contract. She said that there was some modification to the requirements for the load rating and the scour assessment for each bridge. She said that it was passed down from Federal Highway to INDOT and since they are the administrators for the federal funding, it got passed down to the local level. Ms. Sharkey said that the cost will be higher than what it has been in the past, but she's still waiting on final approval of the Contract.

Jennifer Sharkey reported that the scores for the 200 N Phase II Project have been compiled, sent to INDOT, approved and the consultant selected was American Structurepoint. Ms. Sharkey said that she contacted all of the consultants to inform them of the selection. She further reported that a contract won't be finalized until April or May when they find out what the federal aid process will be.

Ms. Sharkey stated that she has had some discussion with the businesses in the area about mobile home moving permits. She said that currently it is \$75.00 per move and there has been a request that an annual permit be created. Ms. Sharkey submitted Ordinance No. 896 for review and said that she is looking to update the permit manual to allow for an annual permit at a fee of \$400.00 per year.

James Crowl made a motion to accept Ordinance 896. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

**Second and Third Readings
Steuben County, Indiana**

Ordinance No. 896

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. 896, 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, James Crowl, 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 Lynne Liechty and on the call of the roll was adopted by the following vote:

Ayes
3

Nays
0

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. 896, to have been duly passed and adopted. Thereupon, said Ordinance was signed by all members of the County Commissioners present and attested by the County Auditor. Ordinance No. 896 reads as follows:

ORDINANCE NO. 896

**AN ORDINANCE APPROVING THE STEUBEN COUNTY
PERMIT MANUAL FOR COUNTY ROADS**

WHEREAS, the Steuben County Highway Department has prepared a revision to the Steuben County Permit Manual for County Roads ("the Permit Manual") which provides policies, procedures, fee schedules, and potential fines for the use of County Roads and right of ways by other units of government, contractors, utilities, and the general public; and,

WHEREAS, the Steuben County Board of Commissioners have reviewed the revised Permit Manual and find it is in the best interest of the citizens of Steuben County to approve the revised Permit Manual in its entirety; and,

IT IS HEREBY ORDAINED by the Steuben County Board of Commissioners as follows:

1. The revised Steuben County Permit Manual for County Roads dated the 6th day of March, 2017 including all fees and penalties included therein are ratified and approved.
2. The terms and conditions of the revised Permit Manual shall be published in the applicable sections of the Steuben County Code of Ordinances as identified in the revised Permit Manual.
3. Effective this 6th day of March, 2017 all terms and conditions of any ordinance, policy, or procedure of the Steuben County Highway Department in conflict with the revised Permit Manual approved by this Ordinance are hereby expressly repealed.

ALL OF WHICH IS ORDAINED by the Board of Commissioners this 6th day of March, 2017.

Steuben County Board of Commissioners
Ronald L. Smith, President
James A. Crowl, Vice President
Lynne Liechty, Member

ATTEST:
Kim Koomler
Auditor

Ms. Sharkey reported that the 200 N/200 W traffic signal was impacted by the last severe storm. She said that repairs are needed, but the light is currently working due to a temporary unit being installed.

Jennifer Sharkey stated that on February 23, she and Emmett Heller met with two (2) representatives from NIPSCO. She said that the electrician discussed feasibility and concerns regarding the bridge lighting for the Four Corners Bridge. Ms. Sharkey said that within two (2) weeks, NIPSCO could have two (2) street lights installed for a cost to the County of \$30.00 a month. She said that installation and maintenance would be NIPSCO's responsibility. Jennifer Sharkey said that she needs authorization for those lights to be installed and add it to the electric bill.

Bill Schmidt said that he wasn't even aware this was a consideration. Mr. Schmidt said that \$18,000.00 has been raise by private individuals for the bridge lights and that can now be given back. Lynne Liechty made a motion to approve the installation of the NIPSCO light for a cost of \$30.00 a month. James Crowl seconded that motion and the motion carried with three (3) ayes.

Emmett Heller reported that Truck #47 will be on the road tomorrow morning. Mr. Heller said that the new power washer has also been installed.

Mr. Heller said that he wants to submit paperwork to County Council for additional appropriation for the Old 127 lights in the amount of \$6,949.55. He said those funds were taken from MVH 533-4000.15 which is his truck account and he'd like to have those funds reimbursed.

Mr. Heller said that in MVH 533-4000.15 he had \$27,000.00 at the end of 2016 and he didn't have contracts for those funds so he couldn't encumber it. He would like to have those funds put re-appropriated. Kim Koomler said that Mr. Heller needs the Commissioners approval first and then he can go to Council for the requests.

He also stated that in the CREDIT line item there was \$27,000.00 left at the end of 2016 and he would like to ask for those funds to be returned as well. James Crowl made a motion that Mr. Heller may approach County Council with his requests. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Brett Hays, Community Corrections and CAVA came to the Commissioners regarding an additional TANF Grant request. Mr. Hays stated that he filed the financial reports for TANF with the State. He said that there were a couple errors that needed corrected and that was resubmitted. Mr. Hays said that the State was so pleased with the financial reporting and the fact that Steuben County was the only County to submit reports correctly, they recommended that Mr. Hays apply for more funds. Brett Hays said that the original request was for \$466,000.00 and the State told him to request \$750,000.00. He said that would create an increase in \$233,000.00 for programming and \$49,710.00 for admin costs.

Mr. Hays said that they have also changed the way admin cost are figured. He said that it used to be a flat 10% and no documentation was needed. Brett Hays said that now a request for 14% can be made; however, you need documentation. CAVA has the documentation for the 10% which is what they get. Mr. Hays made the suggestion that CAVA continue getting their 10%, 2% goes to NICC for the efforts to make sure the financial reports are done the way they need to be and the other 2% to the County to reimburse for the administration of the fund. James Crowl made a motion to approve Mr. Hays' request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Isaac Lee, Steuben County EDC Executive Director, was in attendance and Commissioner Smith stated that they spoke last week. Commissioner Smith further stated that Mr. Lee has pointed out that in the past the County has made a designation when funds are made available to the EDC and has requested a meeting with the Commissioners. Commissioner Smith asked if Mr. Lee would like to speak to the Commissioners regarding that issue at this point in time. Isaac Lee said that he did not bring any of the paperwork with him today and he feels that it may be more appropriate to schedule a meeting for another date. Commissioner Smith asked Mr. Lee if he would like to have the meeting during a regularly scheduled Commissioners' Meeting or during a Special Meeting with everything being in the open and public. Isaac Lee said that he would leave that up to the discretion of the Commissioners. Ronald Smith requested to have Mr. Lee put on the agenda for the next Commissioners' Meeting.

Jody Kinsey, USI, submitted Business Associate Agreements between Steuben County and USI Insurance Services, LLC and Magellan Rx Management, for approval. Lynne Liechty made a motion to approve the Agreements. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners received the following correspondence: Maumee River Basin Commission re: Meeting Request with Sen. Long; Maumee River Basin Commission re: Meeting Request with Sen. Long; Kathy Armstrong re: POD Minutes and Thinking About Detention Activity; State of Indiana re: OCRA March 2017 Dates to Know; Maumee River Basin Commission re: Legislative Update – MRBC State Budget Request; St. Joe River Association re: Watershed Event – Last Chance to Register; St. Joe River Basin Commission re: SJRBC Meeting Reminder; Indiana State Department of Agriculture re: Meeting Notice.

STEBEN 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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