

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING  
May 21, 2018

The Steuben County Commissioners met at 8:30 a.m. on Monday, May 21, 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, Kim Johnson, Steuben County Assessor and Kim Meyers, Steuben County Auditor.

Randy Strebig, BoAC, said he is pleased to announce that the BoAC's selection process has ended with a wonderful candidate for the Airport Manager. Mr. Strebig said that in their negotiations and efforts to get this accomplished, it was his commitment to get Mr. Terry Hallett a couple weeks of additional vacation. He said that the request is reasonable as the position is exempt so there is that ability to make those negotiations. Mr. Strebig said that Mr. Hallett is very involved in the aviation world and with a couple other things where he volunteers his time and he would like to support Mr. Hallett's ability to continue doing that. Mr. Strebig said that his request is to add two (2) weeks of vacation to Mr. Hallett's position this morning as he comes on board. Ronald Smith said that all three (3) Commissioners are aware. Lynne Liechty made a motion to approve two (2) weeks of vacation. James Crowl seconded that motion and the motion carried with three (3) ayes.

Randy Strebig introduced Terry Hallett, the new Steuben County Airport Manager. Mr. Hallett said that he is very excited about the opportunity to come to Angola and he has a long time tie with the Airport.

Randy Strebig also publicly thanked and acknowledged Sam Adams for his work as Airport Manager and on the BoAC.

James Crowl made a motion to approve the claims submitted for payment this day totaling \$487,033.03. 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 May 7, 2018. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the March 19, 2018, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

Rae Delaney, Payroll, submitted the May 11, 2018 payroll in the amount of \$382,507.46 for approval. James Crowl made a motion to approve the May 11, 2018 payroll. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jody Kinsey, USI, submitted the Stop Loss Policy Acceptance Form for approval. Don Stuckey reviewed the form and found it acceptable. Lynne Liechty made a motion to approve the Stop Loss Policy Acceptance Form. James Crowl seconded that motion and the motion carried with three (3) ayes.

Tami Mosier, Purdue Extension, submitted a request to use the Commissioners' van and to have non – county employees travel with her on the following dates:

June 25, 2018 – 4-H Roundup  
June 27, 2018 – 4-H Roundup  
July 30, 2018 – Indiana State Fair  
August 1-4, 2018 – Indiana State Fair  
August 20, 2018 – Indiana State Fair

James Crowl made a motion to approve Ms. Mosier's request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Tami Sumney, IT Director and Crystal Dadura, HR Director, submitted a request to purchase an Applicant Tracking and Job Application Website Add-on in the amount of \$1,950.00 with an annual fee of \$900.00 for a total

up front cost of \$2,850.00. James Crowl made a motion to allow Ms. Sumney and Ms. Dadura to move forward. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners were advised that E-911 is in need of a new Uninterruptable Power Supply (UPS). Currently, Gary LeTourneau does not have the funds in his budget to allow for the purchase; however, there are still funds available in the 2010 Bond in the GIS line. Kim Meyers stated that she has checked with Zachary Mahan, GIS Coordinator, to see if he has plans for those funds and he does not. Lynne Liechty made a motion to allow E-911 to use the funds left in the 2010 Bond – GIS line to purchase the new UPS. James Crowl seconded that motion and the motion carried with three (3) ayes.

Marylyn Ernsberger, Attorney at Law, submitted a letter requesting that the Commissioners reduce a tax lien on a property that is owned by her client. Kim Meyers stated that the majority of the lien are sewer liens and the County can't do anything about those. Donald Stuckey said that Attorney Ernsberger needs to go to the Sewer District and talk to them because there is enough money to pay the property taxes. Mr. Stuckey said that the property taxes have priority over the mortgage and are first in line so he thinks there is plenty of money to pay the County. James Crowl made a motion to have Donald Stuckey draft a response to Attorney Ernsberger stating that the Commission Board has given consideration to the request and according to the law property taxes need to be satisfied first and please proceed to do so. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kone submitted an Annual Traction Elevator Safety Test Inspection Proposal for the lift located in the Steuben County Community Center Auditorium (Lift #47795). Donald Stuckey reviewed the Proposal and made revisions that were approved by Kone. Lynne Liechty made a motion to approve the Inspection Proposal from Kone. James Crowl seconded that motion and the motion carried with three (3) ayes.

Debbie Lewis, WIC, asked the Commissioners what the space cost would be if the State approved WIC moving to the old WorkOne area. Lynne Liechty made a motion to set the space cost at \$1,700.00 per month. James Crowl seconded that motion and the motion carried with three (3) ayes.

Clint Knauer, Plan Commission, submitted the Zoning Ordinance Amendment for approval. James Crowl made a motion to approve the Zoning Ordinance Amendment No A-18-02. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

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

**Zoning Ordinance Amendment No. A-18-02**

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 Ordinance Amendment A-18-02 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  
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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  
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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  
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The President of the Steuben County Commissioners, Ronald L. Smith, declared publicly Ordinance Amendment A-18-02 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 Amendment A-18-02 is on file in the Auditor's office. Ordinance Amendment A-18-02 reads as follows:

**STEUBEN COUNTY, INDIANA**

**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:

**AMENDMENT NO. A-18-02**

**to the**

**ZONING ORDINANCE of Steuben County, Indiana  
A Part of the Master Plan for said County**

WHEREAS, Steuben County adopted a new Subdivision Control Ordinance on July 3, 2008, which became effective on August 1, 2008, amended most recently on March 1, 2016.

WHEREAS, the Steuben County Zoning Ordinance was implemented to protect the health, safety, and welfare of the community;

WHEREAS, IC 36-7-4 and IC 14-28-4 grants local governmental units the authority to develop, adopt, and enforce land-use and developmental standards within their jurisdiction.

WHEREAS, some changes are necessary for the Steuben County Zoning Ordinance to be consistent with the minimum standards and language requirements;

WHEREAS, after due deliberation by the Steuben County Plan Commission, it was determined that the Steuben County Zoning Ordinance should be amended to adopt the minimum standards and language requirements.

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

WHEREAS, on the 2<sup>nd</sup> day of May 2018, the Plan Commission held a public hearing on said Amendment and, after due deliberation, did certify a FAVORABLE RECOMMENDATION OF A-18-02 by a 5-1 vote, to AMEND the Zoning Ordinance of Steuben County to read:

*(Bold Italicized text to be added)*

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**BUILDING DIMENSIONAL HEIGHT:** Maximum Building Height:

Without Basement: twenty-seven (27) feet

With Basement: thirty-five (35) feet

*Section (Table) 03.04*

*Section (Table) 04.04*

Section (Table) 05.05

**PROJECTIONS INTO REQUIRED YARDS:**

Building projections and structures shall not be located closer than five (5) feet from the side lot line and ~~six~~ (6) feet from the building on the adjoining lot, except for single family attached buildings and buildings in the business districts where a fire rated wall is provided between two adjoining uses. Structures within the side yard shall not impede access around the building between the front and rear yards.

Section 10.05(a)

**HEIGHT LIMITATIONS:**

The maximum height of detached accessory buildings shall be one (1) story. Attic storage shall be permitted, provided the space shall only be used for storage.

For residential accessory buildings located in all zoning districts, the maximum dimensional height shall be eighteen (18) feet, *measured from the lowest floor to a height halfway between the eaves & ridge to the peak of the roof.*

Section 11.02(d)

**BASEMENT.** The portion of a building which is partially or wholly below the average grade, (50% below grade).

Chapter 24

**BE IT HEREBY ORDAINED, THE ZONING ORDINANCE OF STEUBEN COUNTY BE AMENDED AS PER SAID AMENDMENT NO. A-18-02.**

**PASSED** this 21 day of May, 2018, by the Board of Commissioners of the County of Steuben, Indiana, to be in full force and effect from this date forward.

**STEUBEN COUNTY BOARD OF COMMISSIONERS**

5/21/18

First Reading

Lynne A. Liechty Northern District

Ronald L. Smith, President/Southern District

James A. Crowl, Middle District

5/21/18

Second Reading

5/21/18

Third Reading

ATTEST:

Kim Meyers, Steuben County 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.

**RESOLUTION OF ZONING ORDINANCE TEXT  
AMENDMENT RECOMMENDATION**

**By the**

**STEUBEN COUNTY PLAN COMMISSION**

WHEREAS, on 7<sup>th</sup> February 2018, the Steuben County Plan Commission received the proposed Zoning Ordinance Text Amendment, and said amendment was designated Petition for Amendment No. A-18-02; Developmental standards for Agriculture, Environmental Control, Residential & Manufactured Home Zoning Districts, and Accessory Structures;

WHEREAS, the required notice of public hearing of the proposed Zoning Ordinance Text Amendment was published as required by law;

NOW THEREFORE, BE RESOLVED, the Steuben County Plan Commission by 5-1 vote, DOES RECOMMEND CERTIFICATION of the attached Zoning Ordinance Amendment A-18-02;

BE IF FURTHER RESOLVED, the Steuben County Plan Director is hereby directed to present a copy of the Resolution to the Board of Commissioners for the County of Steuben, Indiana.

This is to certify that the above is a true and exact copy of the Resolution approved at the meeting of the Steuben County Plan Commission held on May 2, 2018.

Certified and signed this 15<sup>th</sup> day of May, 2018.

STEUBEN COUNTY PLAN COMMISSION

Attest: Larry Gilbert, President

Attest: Clinton W. Knauer, Plan Director

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Donald Stuckey said Karen Salser Petitioned for a vacation of an easement and it came to the Commissioners with a positive recommendation if the parties worked out the encroachment situation. He said that if they cannot work out an agreement, the vacation doesn't get approved. Donald Stuckey said that there was an easement issue where the petitioner have to obtain an agreement with the other property owner. Mr. Stuckey said that was a condition upon the Commissioners approval. Mr. Stuckey said that he has received an Encroachment License Agreement from Attorney Will Gooden and has approved it; however, it is not signed so he isn't sure if the other party has approved it. He said that the Commissioners need to approve the agreement and it is the other party's responsibility to get the signatures. Lynne Liechty made a motion to approve the Encroachment License Agreement. James Crowl seconded that motion and the motion carried with three (3) ayes.

Donald Stuckey told the Petitioners that the Commissioners have approved the Encroachment License Agreement, but they are responsible for getting signatures from the other party. Mr. Stuckey told them that they then have to return it to Attorney Gooden for so it can be recorded.

The Commissioners discussed the vacant position on the Plan Commission and BZA. Erin Schiffli stated that one application had been received. James Crowl made a motion to accept the application of Dan Reinhold. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Craig Benson asked about the Salser Vacation. Donald Stuckey apologized because he jumped the gun before the assigned time slot. Donald Stuckey said that he received an email this morning from Will Gooden regarding the Encroachment License Agreement and the Commissioners just approved it. Mr. Stuckey said that until it is signed and recorded, the easement is not vacated. Clint Knauer asked if the vacation was officially tabled until next month. Donald Stuckey said that if a signed agreement is received and recorded it is done, if there is no signed agreement, it is not vacated. Erin Schiffli stated that the Commissioners haven't approved the vacation. Donald Stuckey said that they had to prepare an agreement that met the Commissioners' satisfaction. Clint Knauer asked about the actual vacation of the easement. Mr. Stuckey said that the vacation doesn't occur until the agreement is signed and recorded. Kim Meyers said that the actual vacation will come to another meeting. Donald Stuckey said that he assumes that the agreement will be signed and recorded. Once a copy is provided to him, he will forward it to the Plan Commission to show the vacation. Kim Meyers asked how it is documented in the records if it is done that way. Erin Schiffli said that the actual Salser Vacation Petition has not been approved by the Commission Board. Donald Stuckey said it was approved conditioned upon receiving a signed agreement. Kim Meyers said it was Ordinance 3143 and the actual Vacation hasn't been approved. Donald Stuckey said that the ordinance cannot be signed until the Agreement is recorded. Vina Conti asked when the agreement is recorded, do they come back to pass the ordinance. Donald Stuckey said yes, they would have to come back because the ordinance is tabled, but the Encroachment Agreement has been approved.

May 21, 2018 Commissioners' Meeting Continued

Craig Benson said that he is representing the Johnston's who are the other parties on the vacation. Mr. Benson said that there were some representations made in the petition which are not correct as far as sharing costs. He said that the document that was just received have portions that are not acceptable as they exist. Donald Stuckey said that is up to them. Mr. Benson said that until there is some sort of agreement between the parties, the vacation of the alleyway is tabled. Donald Stuckey said that is correct as the ordinance has not been passed and will not be passed until a signed, recorded agreement is received. Mr. Stuckey said that if the agreement is renegotiated, it will have to be brought back to the Commissioners and approved by the Board again.

Kelly Bailey, SUP 101 Lakes, came to the Commissioners regarding the old Beach House located at the County Park. Ms. Bailey said that she would be interested in renting paddleboards out of the location if the opportunity is available. The Commissioners turned the matter over to Frank Charlton and Kylee Harris and requested that they work together with Ms. Bailey. The Commissioners requested that they come back to the next Commissioners' Meeting to discuss it further.

Kris Treadwell, COA, submitted the 2019 Section 5311 Operating Grant for approval. Ms. Treadwell also submitted statistics for the Commissioners to review. Lynne Liechty made a motion to approve the 2019 Section 5311 Operating Grant. James Crowl seconded that motion and the motion carried with three (3) ayes.

Randy Brown, EMA, came to the Commissioners regarding storage options. Donald Stuckey stated that he reviewed the lease for the Humane Shelter and it was found that the Shelter built the garage and that is their improvement to use for the remaining six (6) years on the lease. Mr. Brown was requested to check on renting a hangar at the Airport and to come back to the next Commissioners' Meeting with his findings.

Mike Sevits, Annex Maintenance, submitted quotes for seven (7) thermostats to be repaired in EMS. Lynne Liechty made a motion to accept the low quote from Armstrong's Heating & Air Conditioning in the amount of \$2,163.47 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 the Annex Sidewalks. The Commissioners tabled that matter until the Board could go look at the condition of the current concrete.

Frank Charlton, County Park Superintendent, introduced Mara Emerick. Ms. Emerick is doing an internship at the Event Center this summer. Mara Emerick told the Commissioners that she is a senior at Ball State University and she wants to be an Event Planner.

Mr. Charlton said that E&B Paving starting paving the County Park roads today and should be done before Memorial Day weekend.

Kylee Harris said that the Power of the Purse has a lunch and dinner scheduled at the Event Center and a wedding happened over the weekend that went well. Frank Charlton said that the United Way gave the Commissioners a thumbs up on the Event Center and said that Steuben County needed something like this for years.

Kylee Harris stated that there was an issue with the dumpster at the Clear Lake Park. She said that the dumpster was supposed to have a padlock and it is being exchanged. Ms. Harris also said that the Clear Lake Town Marshal and the Sheriff's Department are aware to patrol the area and they seem to be doing a good job so far.

Jennifer Sharkey submitted Frontier Utility Permit #2815 for approval. James Crowl made a motion to approve the Utility Permit. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey said that materials should be delivered for the 200 N Project by the week of the 28<sup>th</sup> for the railroad crossing. She said that they are targeting June 4 for the road closure.

Ms. Sharkey said that Brooks Construction was tentatively going to start June 1 for the thirty (30) day road closure, but the utilities have not been relocated yet.

Jennifer Sharkey said that there is one (1) bridge that is on a yearly inspection now so she is submitting a Supplemental Agreement in the amount of \$3,462.56, which 80% of that is reimbursable through the federal aid grant. Lynne Liechty made a motion to approve the Supplemental Agreement. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey said that the bridge under the yearly inspection does not have any structural deficiencies, it's still a safe bridge to cross, it just doesn't meet the design parameters of today's standards. James Crowl asked who is responsible if a load limit is posted and someone over the limit goes over the bridge and damages it. Jennifer Sharkey said that the party going over the bridge would be liable, not the County. Donald Stuckey said if there is a study to back up the posted load rating they are fine. Ms. Sharkey said that there was a load rating analysis done.

Jennifer Sharkey said that there is a quarterly meeting for the 200 N Project Phase II Project at INDOT on May 30 at 9:00 a.m. She said the funds for that project will be available in 2022.

Ms. Sharkey said that there is a Pre-Construction Meeting scheduled for May 30 at 1:00 p.m. on the Bike Trail Project.

Ms. Sharkey reported that Brooks Construction will begin work on Old 27 on May 29.

Jennifer Sharkey submitted Traffic Ordinance No 2155 that would reduce the traffic speed from 50 MPH to 40 MPH in the short stretch of 200 W. as vehicles are coming into the four way stop. Lynne Liechty made a motion to approve Traffic Ordinance 2155. James Crowl seconded that motion and the motion carried with three (3) ayes.

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

**Traffic Ordinance Amendment No. 2155**

Thereupon, County Commissioner, James Crowl moved that all rules of procedure of the County Commissioners which might prevent, unless suspended, the second and third readings of Traffic Ordinance 2155 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 Lynne Liechty and was on the call of the roll adopted by the following vote:

Ayes  
3

Nays  
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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  
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 Traffic Ordinance 2155 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. Traffic Ordinance 2155 is on file in the Auditor's office. Traffic Ordinance 2155 reads as follows:

**Steuben County, Indiana**  
**Traffic Ordinance No. 2155**

Whereas the Steuben County Commissioners have caused a traffic study to be made over and along County Road 200 West from County Road 100 North to 1,600 feet north of the intersection, all in Steuben County, Indiana, and whereas, the Steuben County Commissioners have determined it is in the best interest of the health and safety and general welfare of the public traveling over and along County Road 200 West from County Road 100 North to 1,600 feet north of the intersection, all in Steuben County, Indiana, to have the speed of motor vehicles along said roadways regulated to forty (40) miles per hour.

**Therefore, Be It Ordained That:**

The maximum speed limit over and along County Road 200 West from County Road 100 North to 1,600 feet north of the intersection, all in Steuben County, Indiana, shall be forty (40) miles per hour for all motor vehicles traveling over and along said roadways.

Violations of this ordinance shall be charged by a traffic summons issued by any police officer having traffic enforcement jurisdiction in Steuben County, Indiana. The Prosecuting Attorney for Steuben County, Indiana, is authorized to prosecute any violation. The courts of Steuben County, Indiana, having general traffic jurisdiction shall be empowered to process such charges as violations of the law as are all other traffic violations of the Indiana Code and like penalties shall be imposed as set forth in the Indiana Code for any violation, however, any fine is not to exceed **FIVE HUNDRED DOLLARS, (\$500.00)**.

This ordinance shall become effective after the third reading and publication of this ordinance as required by law.

Read and passed first reading on: 5/21/18  
Read and passed second reading on: 5/21/18  
Read and passed third reading on: 5/21/18

**STEBUEN COUNTY COMMISSIONERS**  
Ronald Smith, President, South District  
James Crowl, Middle District  
Lynne Liechty, North District

Attest:  
Kim Meyers  
Steuben County Auditor

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Jennifer Sharkey submitted the Steuben County Highway's Roadwork Plans to the Commissioners.

Ms. Sharkey reported that the 2018 Community Crossings Application will open on August 6 and be due September 28 with the awards announced in November. She said that these would be projects for the 2019 construction season and would more than likely be contracted out.

Jennifer Sharkey said that the LPA Certification is something new that is coming out and it gives flexibility on Federal Aid Projects that aren't on the National Highway System.

Ms. Sharkey submitted the Operational Report that is due to the State. She gave each Commissioner a copy and a copy also stays in the Auditor's Office.

James Crowl noted that the Highway Department had that they were doing sand seal from Old 27 to Ashley and he assumes it would be from Old 27 to Hamilton next year. Emmett Heller said that they are going from Ashley to Hamilton. Jennifer Sharkey said that she would take a closer look at that because she isn't sure if the budget would allow it.



Emmett Heller, Highway Superintendent, reported that they are prepping for FDR on 475. Mr. Heller said that they've switched out some culverts in the last two (2) weeks and they've been repairing berms, ditches and culverts. He said that they are going to be working on 200 N and 275 N. Mr. Heller said that they starting mowing roadsides this morning.

James Crowl said that he would work with Erin Schiffli to figure out someone to mow at the Old County Home.

Brett Hays, NICC, submitted the TANF Grant Reimbursement Request in the amount of \$72,832.50 for approval. James Crowl made a motion to approve the Grant Reimbursement Request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to formally approve the rental fee waiver for an Event Center Conference Room in order for DLGF to have training. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mary Allred, EMS Director and Crystal Dadura, HR Director, came to the Commissioners regarding decisions in the EMS department. Mary Allred submitted photos to the Commissioners of stacks of paperwork. Ms. Allred said that she would like to address the billing and find out where the Commissioners would like to go with it.

Ms. Allred submitted three (3) reasonable choices with ball park costs. Lynne Liechty said that she likes the third option. Crystal Dadura said that she thinks there needs to be a lot more discussion, but something needs to be done. Ms. Dadura said the numbers that are being presented are not precise. Formal quotes that are a lot more in depth are needed, but in order for Mary Allred to do that, she needs guidance from the Commissioners.

Lynne Liechty said that the first option is only sending the billing out and that saved some money. Mary Allred said that keeping it in house costs \$883,492.00. Lynne Liechty said that the cost for outsourcing just the billing would be \$796,950.00 and if Steuben County partners, the cost per year is approximately \$300,000.00. Mary Allred said that the total costs listed is after everything goes through. She said with the first option the County takes on one hundred percent (100%) liability, the second option minimizes the liability and the third option places zero percent (0%) on Steuben County. Lynne Liechty said that Steuben County would continue to keep their name on the vehicles.

James Crowl asked who the company would be if an outside partnership is approved. Lynne Liechty said that the primary company in this area is Parkview. Mary Allred said that there are about four (4) choices available for an outside partnership. Ronald Smith said that if you do your homework, you know what is going on and all three (3) Commissioners are very much aware of the fact that there needs to be some action taken. Ronald Smith said that how Steuben County manages the billing process in the future lies with the Commissioners. James Crowl asked if they need more research. Crystal Dadura said as far as the second option, for just outsourcing the billing department and not the outside partnership, there needs to be more quotes obtained to see what benefits would be paid out. Ms. Dadura said keeping it in house the way it is, the liability is very high. She said if the Commissioners decided to keep the billing in house, four (4) to five (5) new employees would be needed, but the liability would stay the same so the Commissioners would have to take benefits, etc., into consideration. Ms. Dadura said at this point she thinks the outsourced billing needs to be discussed more and more quotes should be received.

Lynne Liechty said that there were three (3) quotes and there was only one (1) that was located in the State of Indiana. Commissioner Liechty said that she spoke to several people who have used that particular vendor and spoke highly of them. She said the company out of Elkhart would be available within 24 hours if there were any issues. She said that they partner with you, they do the training, they are there, they bring in the computers and software and you are up and running. Lynne Liechty said that the vendors out of state concern her because of the lack of one on one, particularly with starting something new.

Mary Allred said that the contractual fee was estimated at about seven percent (7%) but you could see anywhere between ten to fifteen percent (10-15%). Lynne Liechty said the one that she looked at in the State of Indiana was at 5.7%.

Kim Meyers, Auditor, asked Donald Stuckey if this would have to be advertised for quotes or proposals. Donald Stuckey said that quotes could be obtained for the outside partnership if they are a fixed number, but if the outsourced billing is chosen, they would have to do a request for a proposal.

James Crowl asked if the outside partnership total cost would be secure. Lynne Liechty said yes and that it could be less than what is currently listed. Mary Allred said that it depends on the volume and the population. She said for an example, LaGrange County pays their outside partnership around \$250,000.00. Lynne Liechty said that DeKalb is around \$300,000.00.

James Crowl said that the figure on the \$796,000.00 is not a solid figure. Lynne Liechty said that is only if the billing for EMS is taken out, estimated on the lesser service out of Elkhart. Mary Allred said that is just an estimated number. Lynne Liechty said that proposals would be needed. Ronald Smith said that they are looking for efficiency as well as savings and that affords both. Mary Allred said that liability is a huge issue. Ronald Smith asked which Commissioner would like to make the motion that Steuben County take the action to move toward an outside partnership for its EMS billing. Lynne Liechty made a motion to move towards an outside partnership and for Ms. Allred to get an RFQ around. James Crowl asked what this would mean for the future of the EMS Department as far as county owned and county run. Ronald Smith said that they are not heading in a sense of direction, they are just trying to correct an issue they have now. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mary Allred asked if she needs to get numbers around and present this to the Council. Kim Meyers asked if the final decision has been made that Steuben County is going with this specific outside partnership or is the Commission Board asking Mary Allred to get quotes. Ronald Smith said that they have selected a process. Erin Schiffli said Mary Allred would draw up specifications and exactly what Steuben County is requesting these outside companies to do and then she would work with Ms. Allred on the advertising. Ms. Schiffli said that those companies will then submit their proposals and/or quotes.

Kim Meyers said that Ms. Allred wouldn't need to go to Council until she knows until exactly what they are dealing with. Donald Stuckey said that they would be submitting a proposed contract with a number and the services they would provide. Lynne Liechty said that would be approved before it would go to Council. Mary Allred said that if there is something that makes the Commissioners feel uncomfortable during this process and they want to go back down to outsourced billing, then administrative wise it is the Commissioners' decision.

James Crowl asked about the ambulance crash. Mary Allred said that there was a personal injury accident west of Fremont. She said that both of the crewmembers have healed and the other person in the vehicle was treated and released. Ms. Allred said that they are still waiting to hear if the box can be used. Erin Schiffli said that she has not heard from the adjuster; however, the personal injury adjuster called and she referred her to Donald Stuckey. Mary Allred said if the insurance company wants to remount the box, a full complete inspection is needed before it can be remounted onto a new chassis.

Lynne Liechty said that she wants to bring up the outside partnership again and she wants to be very clear that the new company would keep the employees that the County has in place and it would be better training as well. Donald Stuckey said that is subject to the Contract that they present and that the Commissioners would have to approve. Mr. Stuckey said that someone could present a contract for \$100,000.00 eliminating all of the employees and the Commissioners would then have to make a decision. He said the facility that the County would provide, whether they can close any facility, all those are issues that should be addressed in that Contract.

The Commissioners rescheduled Jennifer Sharkey's 5 year performance review for Thursday, May 31, 2018, at 8:00 a.m.

Michael Dugan, RES Polyflow, updated the Commissioners and stated that they have secured their equity partner which they will be announcing when they close. Mr. Dugan said that they are in the bond market for the balance of the funding through the Indiana Finance Authority. He said that they are going through due diligence right now with their Investment Bank and Bond Counsel for interested parties who will be pricing and bidding on that bond. Mr. Dugan said that they are going through their closing checklist so they can close the equity, price the

bonds and secure the transaction. He said that they have already begun a number of activities including right of way planning, working with the Northeast Indiana Railroad on crossings, getting permits and Development Agreements that are required. Mr. Dugan said that they anticipate closing on the financing within the next six (6) to eight (8) weeks based on the amount of work that is left.

Donald Stuckey said that a part of the process is a Development Agreement that has been signed by the Town of Ashley. Mr. Stuckey said that it still needs to be signed by Klink's, potentially Steuben County and then of course RES Polyflow. He said part of that Agreement is that the estimated investment cost is \$131,338,000.00 by RES Polyflow, creating seventy six (76) new jobs with approximately a \$47,000.00 per year salary. Mr. Stuckey said that the Town of Ashley is providing a tax abatement and they also are to extend sewer and water and build a road to the property. He said that the property where the road is being built is being donated by Klink's to the Town of Ashley. Donald Stuckey said that with the tax abatement, there would be a payoff of any loan made by the County to the Town of Ashley to extend the water and sewer to the property. Lynne Liechty said that they are looking at a payoff of \$1.5 Million and once RES Polyflow pays the money back to the County, the Town of Ashley would like to borrow those funds to put towards those investments. Commissioner Liechty said that she has not heard back from Region 3a regarding the possible grant that may be available.

Donald Stuckey said that RES Polyflow is requesting and all parties need to know, if the money through Region 3a is not available, if Steuben County is willing to loan \$1.5 Million at two percent (2%) interest to the Town of Ashley with a payback over six (6) to seven (7) years through the TIF District. Donald Stuckey said those figures were calculated by the Steuben County EDC. Donald Stuckey said that if the Commissioners approve the Development Agreement, they are approving the loan of \$1.5 Million to the Town of Ashley. Donald Stuckey said that at the loan closing, RES Polyflow will pay off the loan of \$1.5 Million from the County. James Crowl said that once that is done, then the Town of Ashley can approach the County for the loan. Donald Stuckey said that could be done, but RES Polyflow and the Town of Ashley need to know now if the County is willing to loan that money. They can't wait until the loan closing because they are going to be turning dirt and the Town of Ashley won't have enough lead time.

Ronald Smith said that everything is conditional on the Commission Board's approval. James Crowl said that they are kind of being choked on this because the original agreement was to pay the money back. Commissioner Crowl said once the money is paid back, then the Commission Board can decide. Lynne Liechty said that Steuben County has gone down this road, RES Polyflow would be a tremendous addition to Steuben County and they can't give up on them now. Ronald Smith said that for the sake of expediency, he would vote yes on the request because it will be dead on the spot where they are unless they move forward. Commissioner Smith said that he understands where Commissioner Crowl is coming from, but they can't wait and need to make a commitment now because it will enable them to move forward. Lynne Liechty made a motion that once RES Polyflow pays back the \$1.5 Million loan, Steuben County will then loan that money to the Town of Ashley at two percent (2%) interest to be paid back over six (6) to seven (7) years from the TIF District. James Crowl seconded that motion and the motion carried with three (3) ayes.

Donald Stuckey said that once RES Polyflow's loan is approved, they will be moving dirt. Michael Dugan said that once funding is secured, they will be kicking off the project and sending notices to proceed to the contractors. Mr. Dugan said that it will take approximately 19 months to become operational.

Donald Stuckey said that this appropriation of \$1.5 Million will have to go to the Council; however, they cannot appropriate it until they have the money but the Commissioners are committed.

James Crowl made a motion to approve the updated Economic Development Plan that was amended to include the Bike Trail funds coming from the CEDIT Fund. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Tim Troyer, Sheriff, submitted information to replace the disposer in the Jail in the amount of \$5,365.04. James Crowl made a motion to approve the purchase of the disposer. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

May 21, 2018 Commissioners' Meeting Continued

The Commission Board reconvened to review the quotes submitted for the concrete repair at the Annex. Lynne Liechty made a motion to accept the low quote from Van Gordon Construction in the amount of \$20,600.00. James Crawl seconded that motion and the motion carried with three (3) ayes. Ronald Smith further stated that the Commission Board diligently compared the quotes, accepted the low bid and noted that there shall be no changes in the price or the scope of the project.

The Commissioners received the following correspondence: Janel Meyer, Steuben County Soil & Water re: Approved Steuben County Board Meeting Minutes; Kathy Armstrong, JDAI re: Steering Committee Reminder; Dave Gee, Region 3A re: Transportation Survey 2<sup>nd</sup> Call; NEIndiana re: Caucus Meeting Followup; Janel Meyer re: Steuben SWCD May Board Meeting rescheduled; NEIndiana re: Caucus Advance Materials; IACC re: Bill Asbery.

STEUBEN COUNTY BOARD OF COMMISSIONERS

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Ronald L. Smith, President, South District

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James A. Crawl, Vice President, Middle District

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Lynne Liechty, North District

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