

STEUBEN COUNTY BOARD OF COMMISSIONERS MEETING
June 19, 2017

The Steuben County Commissioners met at 8:30 a.m. on Monday, June 19, 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, Dan Caruso, Steuben County Councilman, Ruth Beer, Steuben County Councilwoman and Kim Koomler, Steuben County Auditor.

Lynne Liechty made a motion to approve the claims submitted for payment this day totaling \$604,806.15. James Crowl 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 June 5, 2017. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

The Commissioners signed the minutes from the May 15, 2017, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

The Commissioners were presented with Ordinance 901 which would establish and adopt a Conflict of Interest Policy regarding vendors taking County Officials to dinner, etc. Kim Koomler said that her thought would be to set the fee between \$100.00 and \$150.00 per person. Lynne Liechty made a motion to set the fee at \$100.00 per person and approve the Ordinance as written. James Crowl seconded that motion and the motion passed with two (2) ayes and one (1) nay.

ORDINANCE 901

**AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF STEUBEN COUNTY, INDIANA
ESTABLISHING AND ADOPTING A CONFLICT OF INTEREST POLICY**

WHEREAS, Steuben County, Indiana, recognizes the importance of eliminating conflicts of interest in the conduct of County business;

WHEREAS, Conflicts of interest are not only against state and federal regulations but are detrimental to the County's good reputation and the public's confidence in County government;

WHEREAS, the Board of Commissioners also recognizes the value of collaboration that occurs at special events and functions such as conferences, dinners, and social outings in which Steuben County officials and employees may be guests of one (1) or more vendors that do business with the County; and

WHEREAS, the Board of Commissioners desires to fulfill both the letter and spirit of federal and state regulations addressing conflicts of interest, and desires to establish a dollar threshold of \$100.00, below which any financial interest or value of any gratuity is not substantial or the gift is an unsolicited item of nominal value.

NOW, THEREFORE, BE IT THEREFORE ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF STEUBEN, INDIANA THAT:

1. The dollar value of \$100.00 below which any financial interest or value of any gratuity is not substantial and may be accepted per this policy.
2. The Board of Commissioners of Steuben County, Indiana, establishes and adopts the Conflict of Interest Policy, which is attached to and made part of this Ordinance.
3. This policy shall be effective upon signing by the Board of Commissioners.

APPROVED this 19th day of June, 2017

BOARD OF COMMISSIONERS OF STEUBEN COUNTY, INDIANA

By: Ronald Smith, President
James Crowl, Commissioner
Lynne Liechty, Commissioner

ATTEST:
Kim Koomler, Steuben County Auditor

Steuben County, Indiana

CONFLICT OF INTEREST POLICY

The following paragraphs apply to all public officials and employees of Steuben County, Indiana.

No officers or employees of the county shall neither solicit nor accept gratuities, favors, or anything of monetary value from Consultants, potential Consultants, or parties to subagreements, unless in accordance with this Conflict of Interest Policy. The aforementioned prohibition does not include gratuities, favors, or anything of monetary value under \$100.00. Any financial interest under \$100.00 shall be considered not substantial in accordance with the Code of Federal Regulations.

This policy conforms to the standards set forth in the Code of Federal Regulations and by the Indiana Department of Transportation. A "Consultant" is defined as an individual or firm providing engineering and design related services as a party to a contract with a recipient or subrecipient of federal assistance.

Linda Myers, Recorder, came to the Commissioners and stated that since SB 505 passed, all of the fees for the County Recorders have gone up. Ms. Myers stated that everything is a flat rate and it is virtually statewide. James Crowl made a motion to accept the new fee schedule for the Steuben County Recorder. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Randy Strebig, Board of Aviation, gave the Commissioners an update on the Father's Day Weekend Fly-In at the Airport. He said that the goal is to make it a Community Event and not just for "aviation-minded people." Mr. Strebig stated that this year is the first year that they have operated from a budget that this BoAC created with the Commissioners and it was nice to have the additional line items so they are not moving money around all the time.

Mr. Strebig said that there are multiple things in place this year for the funds that they are spending on Airport improvement. He said that there are a couple large projects planned that will take place in the fall.

Randy Strebig reported on the fuel sales at the Airport and he said that the revenue to date is \$6,238.00 and that is tracking similar to last year. Mr. Strebig said that he hopes that the fuel sales will be more in the coming summer months.

Mr. Strebig submitted a report from the BoAC's Consultant regarding the grant funds. He said that they are in the process of finishing last year's grant project and this report explains the schedule of the task orders and construction bidding schedules.

Randy Strebig stated that the budget for 2018 is very similar to 2017 except for a \$17.00 increase on a subscription that they need.

Mr. Strebig also stated that the current County Employee Handbook and payroll process did not provide for employees at the Airport so the Airport Manager has been funded from the Commissioners' Budget. He said that he would like to eventually see, in 2018 or 2019, the Airport's budget include the finances and employees. Mr. Strebig said that he has found a couple airports that are similar to the Steuben County Airport and is obtaining information from them regarding that issue. James Crowl said that he is interested in getting it under one (1) budget and Lynne

Liechty agreed. Randy Strebis stated that the current Airport Manager is really an employee, not a contractor and should be treated and paid as an employee. Down the road when the job has to be posted, it will be difficult finding someone to come in without expecting a salary and benefits. Kim Koomler said that the budget for Board of Aviation may not be able to financially support the addition of those items. She said that the funding can come from somewhere else, but Aviation can still have their separate set of rules that they follow. James Crowl said that it is something that they can work toward in the future and try to generate that extra money at the airport to support new items to be added to their budget.

Jody Kinsey, USI Insurance, submitted a mid-year update and financial report to the Commissioners. Ms. Kinsey stated that the claims are running 6% higher than the expected claims in 2016. She said that the net claims per employee have increased approximately by 20% for 2017. Jody Kinsey further stated that the claims are running at 97% of the expected claims, last year was 85% of expected claims.

Ms. Kinsey said that currently there are only eight (8) individuals that are running over \$25,000.00 worth of claims and currently there is only one (1) employee that has hit the \$65,000.00 specific amount. She also reported that there are more families enrolled this year as well.

Ms. Kinsey said when she comes back towards the end of the year, she would like to have network, population health and pharmacy cost discussions.

Kris Treadwell, COA, submitted the annual allocation request of \$45,000.00 to the Commissioners. Ms. Treadwell thanked the Commissioners for their support and gave the Commissioners a handout with statistics from last year. She said that COA continues to grow and they have had over 200 new riders last year and they anticipate an increase for this year as well.

Ms. Treadwell also submitted the 2018 Section 5311 INDOT Grant to the Commissioners for approval. Lynne Liechty made a motion to approve applying for the 2018 Section 5311 INDOT Grant. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Treadwell stated that capital funds were offered through the grant this year and if those funds are received, they may purchase onboard cameras and new software and tablets for the vehicles. She said that obtaining those would allow COA to monitor vehicle speed, location, brake usage, etc.

Jeff Bassett, Business Impressions, submitted the 2018 Xerox recommended replacements and estimated costs to the Commissioners. Mr. Bassett said that the estimated cost is coming in less than this year and the Treasurer is scheduled to get two (2) new machines to be used in tax bill printing.

Bill Schmidt, Wood-Land-Lakes RC&D, stated that they are asking for an annual allocation for 2018 in the amount of \$500.00, which is the same as this year.

Erin Schiffli, Commissioners' Secretary, asked for direction on the 76 Park rezone, survey and legal description. Currently, there is no legal description for that property and one needs to be created in order for the rezone to happen, per the Building/Planning Department. Donald Stuckey stated that a survey wouldn't have to be prepared, they could just prepare the legal description. Bill Schmidt stated that a rezone wouldn't be needed if a land use variance was applied for. Mr. Schmidt stated that it would still be a special exception no matter what it is zoned. The Commissioners directed Ms. Schiffli to contact two (2) Surveyors and obtain quotes from them.

Erin Schiffli also informed the Commissioners that Community Corrections has decommissioned a 2009 Chevrolet Impala and it is now sitting at the Old County Home. Ms. Schiffli asked for direction on what process the Commissioners would like to go forward with in disposing of the vehicle. The Commissioners directed Ms. Schiffli to sell the vehicle on the online auction. Lynne Liechty made a motion to sell it on the online auction. James Crowl seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty discussed having the 200 W property surveyed. Commissioner Liechty said that currently the land is one large parcel and was considering having it surveyed as two (2) or three (3) separate lots. Donald Stuckey, County Attorney, stated that it would be his advice to hold off on the survey and the appraisals.

Isaac Lee, EDC Executive Director, came to the Commissioners and requested an annual allocation for 2018 in the amount of \$150,000.00.

Mr. Lee submitted documentation to the Commissioners that provided an update on the EDC. He said that in 2016 they had eight (8) projects, six (6) of which were local expansion projects that generated 154 new jobs that increased the tax base and helped retain almost 1,180 job.

He stated that the EDC is excited to be moving up in the ranking in the Top 100 Micropolitan List and two (2) communities are on track to potentially make that list as well this year.

Mr. Lee thanked the Commissioners for attending the Enterprise Center Open House Tour.

He reported that the EDC has installed key fobs that allows the facility to be open 24 hours a day and video surveillance has also been installed.

Mr. Lee updated the Commissioners on the Business Retention Expansion Process. He said that they are three (3) months into that process and there have been approximately 35 business visits.

Isaac Lee said that they have historically had issues with not being able to train out of state employees and he reported that is changing. He said that the labor shed could go out 30 to 40 miles in some instances. Mr. Lee reported that some employers have 50% or more employees that are out of state residents.

Mr. Lee stated that the available workforce is really thin and every employee that is getting trained becomes a target. He said that he's heard of instances where employees have left for 20 to 25 cent raises and they are giving up their seniority at organizations.

Mr. Lee also reported that they are working on getting Cameron Hospital registered as a drug testing site specific to Steuben County.

Tami Mosier, Purdue Extension, came to the Commissioners on behalf of the 4-H Fair Board and requested an annual allocation for 2018 in the amount of \$10,000.00. Ms. Mosier said that the annual allocation funds used to build future leaders. She said this year there are approximately 400 youth involved in 4-H and over 100 adult volunteers. Ms. Mosier reported that every year she conducts a survey of final year 4-Her's and the youth feel that as a result of the 4-H program they have learned a great deal of skills with planning and organizing at the top of the list.

Ms. Mosier also stated that part of the funding helped send youth on top quality, educational trips. She said that the last trip she had youth studying computer science, engineering, aerospace and natural resources.

Ms. Mosier also informed the Commissioners that the Horse & Pony Club has secured grant funding in the amount of \$10,000.00 to be used for new vinyl fencing around the horse arena. Ms. Mosier said that she has cleared this with Frank Charlton and wanted to bring it to the Commission Board's attention as well.

Thomas Green, Steuben County Soil and Water, came to the Commissioners and requested an annual allocation for 2018 in the amount of \$16,000.00. He said that the request is the same as last year; however, they moved some money around due to spending more on printing. He said that they also have a new grant for the Pigeon Creek in the amount of \$75,000.00.

Rodney Renkenberger, Maumee River Basin Commission, came to the Commissioners and requested an annual allocation for 2018 in the amount of \$7,242.00. Mr. Renkenberger reported that they were able to obtain \$1 million for capital through the legislature so they are looking for projects. He said that the legislature also doubled the administrative allotment.

Alicia Mills, Community Humane Shelter of Steuben County, came to the Commissioners and recapped 2016. Ms. Mills said that the total intake for Steuben County was 975 animals, with 386 from cities and towns and

589 from County addresses. She said that they received 139 calls which resulted in 153 animals coming into the shelter. Ms. Mills said that they have been onsite for suicides, accidents and fire assistance. She said that they offer spaying and neutering and also rabies shots. Educational programs are also offered through the schools, the YMCA and Pet Therapy is offered at the rest homes and RISE. Ms. Mills also said that they utilize the help of some Community Service workers as well. Alicia Mills said that if you take the total of what they did for the 589 County address animals, 50% of the billable services for 2016 would be \$88,350.00.

Ms. Mills stated that the new building will be opening in mid-August and that has all been privately funded. She said that they are looking forward to working with the County on their current site as well. She reported that they plan on doing more community outreach programs when they move to the new location.

Lynne Liechty asked what the total numbers onsite were. Ms. Mills said that currently they have around 100 animals onsite. Commissioner Liechty asked if they were all from Steuben County. Ms. Mills said that not everything onsite is from Steuben County. Commissioner Liechty asked how many animals the Shelter was taking from other states. Alicia Mills said that it all depends on where their numbers sit and in order to keep customers coming, they work with a four county group and Ohio as well, to get different types of dogs. Ms. Mills said that she gets approximately 25-50 dogs a month from other shelters, depending on the traffic. She also reported that there are shelters in Michigan that take Pitbulls and there are some other shelters that help with the cat population as well. Ms. Mills stated that they have a "wish list" and if someone comes in looking for a specific breed of dog, she is able to put that on the list and she actively looks at other shelters for those animals.

Denise Kreais, RISE Executive Director, submitted an annual report to the Commissioners. Ms. Kreais thanked the Commissioners for their years of support. She submitted a request for a 2018 allocation in the amount of \$45,000.00.

Ms. Kreais said that they went from employing a staff of 16-17 people to employing 58-62 employees. She said that they have the potential of growing to serve an additional 300 individuals with special needs, from the 200 they serve currently. Ms. Kreais said that they just completed an expansion project that added 22 classrooms for the additional 90 individuals they are serving at the RISE facility.

Matt Meersman, St. Joe River Basin Commission, thanked the Commissioners for allowing him to present. Mr. Meersman said that they are looking for a significant increase in the annual allocation for a total amount of \$6,520.00 for 2018. Mr. Meersman stated that 76% of the County drains to the St. Joe River and 24% goes to the Maumee River. Matt Meersman said that the St. Joe River Commission has been involved in water quality monitoring. James Crowl said that this is the first time that the St. Joe River Basin has come before the Commission Board and he thanked Mr. Meersman for that.

James Penick, Steuben County Historical Society, thanked the Commissioners for their continued support and requested an allocation for 2018 in the amount of \$2,500.00. Mr. Penick stated that the Steuben County Historical Society is trying to restore the Griffin Round Barn and the restoration may run up to \$100,000.00; however, the roof would only cost approximately \$60,000.00. He said that if they are able to do that, the allocation request for 2019 may be increased by \$5,000.00.

Megan Peterson, Purdue Extension, came to the Commissioners with a Memorandum of Understanding between Purdue Extension and the Steuben County Courts and Clerk. Ms. Peterson spoke to the Commissioners about the Co-Parenting for Successful Kids Program. She said that it was created in Nebraska and Purdue Extension has bought the program to teach across the State. Ms. Peterson said that a lot of counties have made it a mandatory program for anyone that is going through a divorce with children. She said that before this program was available, the Courts mandated divorcing parents take a course called Sandcastles that was offered at the Northeastern Center. Since this new program is researched based and ever-improving, the Courts would like to replace the Sandcastles program with the Co-Parenting for Successful Kids Program. Ms. Peterson stated that the participants will be paying for the program and the County will get a portion of that fee to go towards other parenting education classes. James Crowl made a motion to approve the MOU. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Randy Brown, EMA Director, submitted information on the Plum Box. Mr. Brown stated that recently there was a glitch where the system went down for a short period of time and that caused him to start looking into this product. Mr. Brown said that the Plum Box is capable of pulling in a strong cellular signal when there isn't one available. He said that it was created for officers to use their license plate readers and data in their vehicles where they were outside of a cellular signal. Mr. Brown said that he is interested in purchasing the Plum Box Extended which is a large box that has four (4) cellular antennas, two (2) GPS antennas and two (2) wifi antennas in it. He said that this box would allow the County to provide a data and voice over IP network when the network is down and it would provide services to 138 users at a time.

Mr. Brown said that he has a couple groups that are interested in donating funds to purchase a couple of the boxes. Lynne Liechty said that the County is putting up seven (7) new towers in the area and she asked if AT&T and Verizon were going on those towers. Mr. Brown said that he was not sure if they were or not. Lynne Liechty asked if this would help the new radio system or if this was just for cell phone usage. Mr. Brown stated that it was to bring up a data network (Spillman, County Servers, etc.) and that is different than the radio network. Randy Brown said that the Plum Box costs approximately \$7,000.00 each, plus data plan costs. Mr. Brown said that he would like to have a box in each police car; however, that is not feasible. He would like to have a box that would remain in the Emergency Management vehicle, Communications, at the Emergency Operations Center and then procure others for the Community Center and Sheriff's Department. Mr. Brown said that currently FEMA, CNN and ESPN use this product as well.

Lynne Liechty asked Donald Stuckey to check on the company's reputation. Ronald Smith stated that he would like to see what the LEPC Board says about this product as well.

Randy Brown stated that he went to the County Council regarding a new Tahoe and they sent him back to the Commissioners. Mr. Brown said that he went back through and did research on capabilities of vehicles and he needs something with a decent tow capability and something that is going to tow won't have good fuel efficiency. He said that he came down with three (3) different vehicles that would work and they include a Jeep Wrangler Unlimited, 2017 Dodge Durango and the 2017 Chevy Tahoe.

James Crowl stated that it would come from Cum. Cap. and we are half way through the year and a lot of those funds have been used up. Commissioner Crowl stated that he feels that EMA may have to keep the vehicle. Randy Brown stated that he got the A/C fixed and the Tahoe can survive but it needs more work. He said that there's a grind in the steering wheel, rear brakes need to be replaced and he'll need approximately \$5,000.00 for repairs. Mr. Brown said that he just needed direction on what to do as his safety is involved and if it doesn't get fixed he won't use the vehicle. Mr. Brown said that he will have to increase his budget by \$5,000.00 for 2018 as well for other repairs and if that gets denied he'll park the vehicle and alter his schedule. He said that he's band aiding something that needs fixed. The Commissioners said that they will not purchase a new vehicle for EMA at this time.

Lee David, CAVA, came to the Commissioners and requested an allocation for 2018 in the amount of \$3,750.00. Ms. David said that there has been new legislation, their numbers are increasing rapidly and they are in need of funding. Ms. David thanked the Commissioners for their support.

Frank Charlton and Kylee Harris, County Park, came to the Commissioners with an update. Mr. Charlton said that the site between the Waste District and the Event Center looks nice and a rock picker is going to have to come out before the weeds start growing.

Mr. Charlton stated that the Horse & Pony Club is wanting to put up new fence around the arena. He said that they are not expanding the arena at all, they are just putting up new fence around the existing arena and it won't cost the County anything. Ronald Smith asked that they put the new fence in so it doesn't get warped the next year. Mr. Charlton said it's his understanding that they are putting new posts in as well.

Frank Charlton asked about the survey for the 76 Park. The Commissioners informed Mr. Charlton that they are going to move forward with getting quotes to have the survey and legal description done.

Mr. Charlton asked about the condemned Exhibit Hall and if the Commissioners want it demolished. James Crowl asked if anyone else has shown any interest. Frank Charlton said that the only person was the Amish gentleman that said he could do it for \$5,000.00. Erin Schiffli, Commissioners' Secretary, asked Donald Stuckey if this project needed to be bid out like the Building Department does for their demolitions. Donald Stuckey said that quotes would have to be received because that is a county policy. Frank Charlton said that he would call another company for a bid as well. The Commissioners also discussed having the Highway Department dump excess dirt from berming in the hole that remains once the building is demolished.

Frank Charlton reported that there is an issue by the horse barn where the water is running into the barn. He said that he talked to Julian's Earthwork about fixing the grade.

Kylee Harris reported that they had their first outdoor wedding at the Event Center and everything went well. Ms. Harris said this weekend is going to be busy with the Crooked Lake Music Fest, Dream Makers Car Show on the 76 Park, Cancer Association at the Event Center, a wedding at the Lion's Building and with campers coming in. Frank Charlton said that the Campground will be filled to capacity.

Lynne Liechty said that the Commissioners were notified that there is a camper that has built a shed larger than allowed by the Park Rules. Frank Charlton said that some time ago, he talked to this gentleman and he told him that it wasn't allowed, the shed was then constructed anyway so Kylee Harris sent the gentleman a letter regarding the size of the shed. Mr. Charlton said that they highlighted in the Contract where it states they have to ask permission and the allowable sizes of the new sheds. The Commissioners agreed that the large shed would not be permitted.

Jennifer Sharkey, County Engineer, stated that she is going to follow up with Frontier regarding the de-escalation costs for Phase I on the Bike Trail as she has not received any response to her first letter.

Ms. Sharkey said that they are on track with the right of way acquisition for the 200 N/SR 827 Project. She said that the RFP for Construction and Engineering has been advertised and they are due on July 21 at 4:00 p.m.

Ms. Sharkey stated that INDOT is still in a holding pattern for the federal funds swap on the 200 N Phase II Project.

Jennifer Sharkey said that they are moving forward with the right of way process for Phase II of the Bike Trail. Ms. Sharkey said that she would like to have the right of way secured by October so bids can go out in December for work to begin when the weather breaks in 2018.

Ms. Sharkey submitted an internal grant form for the Community Crossings Grant. She said that she is seeking approval to apply for the maximum of \$1 Million in state funds which would require a local match of just over \$333,000.00. She said that she is anticipating it to be used for the 2018 roadwork. Lynne Liechty made a motion to approve the Grant Application. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey discussed Traffic Ordinance 2154 that was tabled from the last meeting. Ms. Sharkey said that there is a viable route that can be used instead of 400 N and that is 50 W to SR 120 and then down Swager Drive to SR 827. Dan VanGorden stated that he had called Ms. Sharkey last year to see if she would do a study as he is afraid someone is going to die on that road due to the semis. Lynne Liechty made a motion to approve Traffic Ordinance 2154. James Crowl seconded that motion and the motion carried with three (3) ayes.

**Second and Third Readings
Steuben County, Indiana
Traffic Ordinance No. 2154**

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 Traffic Ordinance No. 2154, 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
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The County Auditor then read aloud the title of said Ordinances for the second and third readings. Thereupon, County Commissioner, Lynne Liechty, 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 James Crowl 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 No. 2154, 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 No. 2154 is on file in the Auditor's office. Ordinance No. 2154 reads as follows:

**Steuben County, Indiana
Traffic Ordinance No. 2154**

Whereas the Steuben County Commissioners have caused a traffic study to be made over and along County Road 400 North from State Route 127 to State Route 827, 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 400 North from State Route 127 to State Route 827, all in Steuben County, Indiana, that this facility be declared as NO SEMI TRUCK TRAFFIC.

Therefore, Be It Ordained That:

County Road 400 North from State Route 127 to State Route 827, all in Steuben County, Indiana, shall be declared as NO SEMI TRUCK TRAFFIC.

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: 6/19/17
Read and passed second reading on: 6/19/17
Read and passed third reading on: 6/19/17

STEBEN COUNTY COMMISSIONERS

Ronald Smith, President, South District

James Crowl, Middle District
Lynne Liechty, North District

Attest:
Kim Koomler
Steuben County Auditor

Jennifer Sharkey discussed an email received from Will Gooden regarding CR 400 W and the bridge between second and third basin of Crooked Lake. Ms. Sharkey stated that the next round of bridge inspections are being done in October. At that time she will know what measures are recommended for the bridge structure itself; however, at this point it is in good condition and doesn't need any repairs as far as functionality for the motoring public, but there is a concern for the water navigation. Ms. Sharkey said that she looked into Title 14 of the Indiana Code regarding navigability requirements and there is a statement regarding obstructing a navigable waterway; however, on the DNR website for Steuben County it states that no waterway has been deemed as navigable or not navigable. She said she believes that from a legal standpoint, Steuben County is still compliant with Title 14. James Crowl said that it is a safe bridge. Ronald Smith asked that a response be sent to Mr. Gooden regarding his assumption that the funds from the State would warrant that this improvement be made and that he needs to understand this does not translate that there are additional funds for this sort of thing.

Ms. Sharkey said that there is a request from the Cranston's Reef subdivision by Big Otter Lake regarding a parking lot within County Road Right of Way. She stated that there used to be a small cul-de-sac in this area and then there was a road extension so there is a larger cul-de-sac that is used now. Jennifer Sharkey stated that it would be very tight and there could be concerns if it got overloaded. Donald Stuckey stated that there would be some issues with the Commissioners permitting people to use the right of way for parking. The Commissioners requested to look at the area before making a formal decision on the request.

Jennifer Sharkey stated that she's been getting some feedback regarding the mobile home and oversized/overweight permits. Ms. Sharkey said that one of the proposed changes is for the annual fee, for mobile home moving as well as oversized/overweight vehicle movements, be changed to \$250.00 per year. She also said that a proposed change is to have the County Commissioners and County Highway Department added onto the permit holder's insurance policy as an additional insured instead of having a bond issued. James Crowl made a motion to approve Ordinance 903. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

**Second and Third Readings
Steuben County, Indiana
Ordinance No. 903**

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 Steuben County Ordinance No. 903, 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
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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
0

The President of the Steuben County Commissioners, Ronald L. Smith, declared publicly Ordinance No. 903, to have been duly passed and adopted. Thereupon, said Ordinances were signed by all members of the County Commissioners present and attested by the County Auditor. Ordinance No. 903 is on file in the Auditor's office. Ordinance No. 903 reads as follows:

ORDINANCE NO. 903
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 19th day of June, 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 19th day of June, 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 19th day of June, 2017.

STEUBEN COUNTY BOARD OF COMMISSIONERS

Ronald Smith, President
James Crawl, Member
Lynne Liechty, Member

ATTEST:

Kim Koomler, Auditor

Ms. Sharkey stated that the Uniform Contract will expire August 13 of this year and she is requesting approval for her to send an RFQ to uniform vendors and have them due to the Commissioners at the July 17 meeting for review. Ms. Sharkey said that due to the timeline, she is looking to have the quotes accepted by the Commissioners on July 17 so she can review them. Once reviewed, Ms. Sharkey said that she will contact the Commissioners regarding her recommendation so she can obtain verbal approval to do contract negotiations in order to have a contract approved on August 7. No official action was taken; however, Ronald Smith requested that it be put on the record that she is permitted to move forward as requested.

Emmett Heller, Highway Superintendent, reported to the Commissioners that they started the full depth reclamation last week at the Clear Lake Park. Mr. Heller said that is scheduled to be paved the week before the 4th of July.

Mr. Heller said that he has worked with the Surveyor's Office on two (2) tile crossings one on 900 E and the other on 400 S/700 W. He also reported that he has been prepping Lake James Lane 280 for work. He reported that they continue to clean up dead ash trees and they are also catching up on mowing.

Vina Conti, Plan Commission, reported that Larry Lower requested to have his property rezoned from Agriculture to General Business and Industrial I to General Business. Ms. Conti stated that the Plan Commission made a 7-0 with one (1) abstention favorable recommendation with the condition that the existing mobile home on the property is removed. Luanne Rodman, on behalf of Larry Lower, stated that they would really like to leave the mobile home there. Ms. Rodman stated that they may have to move into the mobile home due to family circumstances. James Crowl stated that unless the Plan Commission gives a recommendation that it's okay to leave the trailer, if they want the zone change, the trailer needs to be removed. Commissioner Crowl said that they could take it back to the Plan Commission to see if they could leave the trailer; however, the Plan Commission was pretty adamant that the trailer be removed. Bill Schmidt stated that General Business doesn't allow residential. James Crowl made a motion to approve the Rezone Z-17-01 with the agreement that the mobile home is removed within thirty (30) days. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

**Second and Third Readings
Steuben County, Indiana
Ordinance No. Z-17-01**

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 Steuben County Ordinance No. Z-17-01, 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
0

Under the suspension of the regular rules, County Commissioner, Lynne Liechty, then moved that the Ordinances be read for the second and third readings by title only and thereby be ready for passage and final adoption in this meeting. This motion for the second and third readings for final passage and adoption of said Ordinances was seconded by James Crowl and on the call of the roll was adopted by the following vote:

Ayes
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. Z-17-01, to have been duly passed and adopted. Thereupon, said Ordinances were signed by all members of the County Commissioners present and attested by the County Auditor. Ordinance No. Z-17-01 is on file in the Auditor's office. Ordinance No. Z-17-01 reads as follows:

Ordinance No. Z-17-01

It is hereby ordained by the County Commissioners of Steuben County, Indiana, that the following described real estate in Steuben County, Indiana, which is currently zoned Agricultural, Industrial 1 & General Business shall hereinafter be zoned as General Business:

Part of the Northwest Fractional Quarter, and part of the Northeast Quarter of Section 30, Township 37 North, Range 13 East, Steuben County, Indiana, described as follows:

Commencing at the southeast corner of said Northwest Fractional Quarter; thence North 00 degrees 00 minutes 00 seconds East (assumed bearing) on the east line of said Northwest Fractional Quarter, 253.02 feet to the POINT OF BEGINNING; thence South 00 degrees 00 minutes 00 seconds East, on said east line 25.92 feet; thence South 89 degrees 40 minutes 36 seconds East, on and along an old wire fence, 407.59 feet to the north right of way line of U.S. Highway 20; thence South 78 degrees 19 minutes 35 seconds West, on and along said north right of way line as described in Warranty Deed recorded in Deed Record 228, page 123, 567.37 feet; thence North 00 degrees 00 minutes 00 seconds East 141.86 feet; thence North 89 degrees 31 minutes 00 seconds East 148.06 feet to the point of beginning, containing 0.96 acre more or less and subject to easements and rights of way of record.

Map 76-06-30-000-009.000-011

DATED: June 19, 2017

STEBEN COUNTY BOARD OF COMMISSIONERS

Ronald L. Smith, Chairman/Southern District
Lynne A. Leichty, Northern District
James A. Crowl, Central District

ATTEST:

Kim Koomler, 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. Vina Conti.

Brett Hays, Community Corrections, submitted the TANF Grant Application for approval. Mr. Hays stated that he was notified Thursday that they only had five (5) days to fill out the application and apply. He said that they were told that the amount will probably be less this year than what was received in the past. Lynne Liechty made a motion to approve the TANF Grant. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Hays submitted an invoice in the amount of \$850.00 from Delta T Mechanical for repairs that were done at the Old Jail. He said that he's requesting the Commissioners pay for 50% of the total bill which is what has been done in the past. James Crowl made a motion to pay for 50% of the bill from Delta T Mechanical from 1000-068-3000.39. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Brett Hays stated that he was notified that the Old Jail is not on the Delta T Service Contract and wanted to know if maybe it could be added. He further stated that Gary Fair is working on it as well.

Mr. Hays submitted a quote for Work Release bedding from Bob Barker in the amount of \$1,519.17 for approval. Lynne Liechty made a motion to approve the quote from Bob Barker. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Hays reported that they wanted to get a quote to replace some of the lights in the Old Jail; however, due to miscommunication, the electrician went ahead and replaced them. He said that there were some lights that were not wired to code and they are now fixed, but he does not know what the price is as he didn't receive a quote. Mr. Hays stated that Gary Fair recommended that the remainder of the building lights be replaced and that the savings with the new LED lights could be substantial.

Brett Hays also reported that the circuit breaker box had a leg go out and it's so old that no one makes it anymore. He said that every time one of the vending machines turns on, he lights go out. When the lights would go out it would turn off the compressor in the vending machine and then the lights would turn back on. Mr. Hays said that an electrician came in and temporarily fixed the problem. He said there is some technology that is still manufactured that will work with this box and he's currently trying to get a price on that.

Dolores Tichenor, President of the Board of Directors of the Literacy Coalition, and Breann Fink, Executive Director, stated that the Literacy Coalition is starting their 30th year in Steuben County. Ms. Tichenor stated that about 15 years ago the Commissioners partnered with them to get a grant to purchase and remodel their current building. She said that they have provided various programs, such as the High School Equivalency Programs and After School Programs, to the community.

Breann Fink stated that they also offer Summer School and Summers Camps. Ms. Fink stated that last year they served approximately 900 people in Steuben County and they are adding four (4) more after school sites and more summer programming next year so she's expecting that number to increase substantially. She said that in the last year, they have noticed their building has started to have some problems and they are requesting an annual allocation for 2018 in the amount of \$2,500.00. The Commissioners accepted that request and said that they would forward it to County Council for consideration.

Kris Thomas, Health Department, stated that they got the Impala back and now the A/C isn't working because there is a crack in the condenser. Ms. Thomas said that it needs to be fixed due to the excessive heat. She submitted a quote from Midas in the amount of \$675.00 and she said that she does have the funds in her budget. Lynne Liechty made a motion to approve the quote from Midas in the amount of \$675.00. James Crowl seconded that motion and the motion carried with three (3) ayes.

Vina Conti, Plan Commission, came to the Commissioners introduce Jason Arme, the new Field Code Enforcement Officer in the Building Department.

Jessica Grossman, Region IIIA, was absent; however, she did submit a request in writing for a 2018 Allocation in the amount of \$12,445.00. Ronald Smith stated that will be accepted and sent to Council for consideration.

Judy Marbach, Well Child Clinic, was absent; however, she did submit a request in writing for a 2018 Allocation in the amount of \$3,000.00. Ronald Smith stated that will be accepted and sent to Council for consideration.

Judge William Fee, Superior Court, submitted a request to use some of the emergency part time funds in 1000-068-1000.13 to have Nancy Jones return to train the new employee that has been hired in Superior Court. Lynne Liechty made a motion to approve that request. James Crowl seconded that motion and the motion carried with three (3) ayes.

Gary Fair, Community Center Building Manager, requested official approval to repair the HVAC fan motor in the Veterans' Services Offices. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

James Crowl stated that the Veteran's Officer spoke about the government buying vehicles to transport veterans and it has been reported that some of those vehicle are coming to Steuben County. Donald Stuckey stated that the Commissioners want to make sure that they are added onto the County Insurance Policy because that is typically the agreement.

Mike Sevits submitted purchase information on a shed for the North EMS and equipment for an existing tractor so it can be converted to a snow blower. James Crowl said that gasoline powered motors are not allowed in the ambulance area by law and that is why he is requesting a new shed. Erin Schiffli, Commissioners' Assistant, said that Mr. Sevits wanted it all taken from Cum. Cap. The Commissioners decided to table this matter for further clarification.

Charles Malonowski, MALCON, submitted EMS ownership letters for 2015 and 2016 for approval and signature. James Crowl made a motion to approve and sign the letters of ownership. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ronald Smith requested that a letter be sent to Dan Booher informing him that Commissioners do not handle the dog/cat situation and it is not for the Commission Board to consider and/or make a decision. Lynne Liechty recommended that Mr. Booher contact the Humane Society.

Ronald Smith stated that it has come to the Commission Board's attention that there is an excessive amount of activity on the part of the LEPC (EMA) Director. As a result of that, the Commissioners reviewed his job description and the LEPC (EMA) Director does not need to follow every ambulance, fire truck, etc. because that does not constitute an emergency. Commissioner Smith further stated that those are duly assigned responsibilities for certain individuals. He said that he could go to Mr. Brown and tell him that it is not needed for him to chase every emergency light that comes on in the county as that is not in his job description. Kim Koomler stated that it is written in his job description and this is where the Commissioners make a determination to specify times when he's to go on emergency runs. James Crowl stated that he should be involved only when it affects the general population of Steuben County. Lynne Liechty stated that certain things need to be excluded. Ronald Smith stated that the Commission Board needs to define what constitutes a crisis and/or not. Donald Stuckey stated that they can exclude auto accidents, fire runs, etc. Lynne Liechty stated that she believed that it should specify general public safety emergencies. Donald Stuckey stated that it could exclude fire and police runs unless there is a general public safety issue. Ronald Smith stated that the EMA Director doesn't need to follow EMS either.

Ronald Smith asked if this needed to go to the Personnel Committee for approval. Kim Koomler stated that since it comes back to the Commission Board for final approval, she doesn't think going to the Personnel Committee is necessary. Ms. Koomler stated that this job is a political appointed job and the Commissioners decide what the job entails. Donald Stuckey agreed that the changes would not have to go through the Personnel Committee.

Lynne Liechty said that she would like to change the job description to state that the EMA Director would serve on 24 hour call and responds, swiftly, rationally and decisively to substantial emergency situations excluding fire, police and EMS runs unless there is a substantial public safety risk.

James Crowl stated that he's aware Mr. Brown submitted a budget for 2018 that included a substantial salary increase. Kim Koomler asked if the Commission Board was in agreement with his wage request. Ronald Smith stated that Mr. Brown can make that request. Ms. Koomler stated that it depends if the Commission Board is in agreement with it. That salary is paid from the Commissioners' Budget and the Commissioners need to decide if they are going to accept it and pass it on. Ronald Smith stated that it was excessively high and Lynne Liechty agreed. Kim Koomler stated that the Commissioners can make that decision when they go through their budget request, line by line.

Erin Schiffli, Commissioners' Secretary, submitted a Delta T invoice that was approved at the last meeting; however, it came in \$7.82 higher than what was approved. Since the amount was in the record, Ms. Schiffli stated that she did not want to submit that invoice for payment until it was approved. James Crowl made a motion to approve the additional cost for a total amount of \$899.16 and to submit the invoice for payment from Cum. Cap. 1138-000-4000.15. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners received the following correspondence: Janel Meyer – SCSW – re: Approved Board Meeting Minutes; Matt Meersman – St. Joe River Basin re: Meeting Reminder; Janel Meyer – SCSW – re: Preliminary Agenda; Dan Booher re: Humane Shelter; Will Gooden re: CR 400 W/Crooked Lake Bridge.

STEUBEN COUNTY BOARD OF COMMISSIONERS

Ronald L. Smith, President, South District

James A. Cowl, Vice President, Middle District

Lynne Liechty, North District

Attest: _____
Kim Koomler, Steuben County Auditor
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