

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING  
June 4, 2018

The Steuben County Commissioners met at 1:00 p.m. on Monday, June 4, 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.

James Crowl made a motion to approve the claims submitted for payment this day totaling \$355,660.01. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kim Meyers, Auditor and Melissa Bixler, Treasurer, submitted the Monthly Comparison Report for review and approval. Lynne Liechty made a motion to approve the Monthly Comparison Report. 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 May 21, 2018. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the May 7, 2018, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

Rae Delaney, Payroll, submitted the May 25, 2018 payroll in the amount of \$253,894.22 for approval. James Crowl made a motion to approve the May 25, 2018 payroll. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Matt Brinkman, Region 3a, submitted two (2) Workforce Development Grant Claim Vouchers in the amount of \$3,440.00 and \$2,925.00 for approval. Lynne Liechty made a motion to approve the two (2) Claim Vouchers. James Crowl seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to officially give Randy Brown, EMA, approval to purchase personal protection equipment in the amount of \$960.06. James Crowl seconded that motion and the motion carried with three (3) ayes.

Pam Feller, Probation, requested permission to purchase a new Ballistic Vest from USU in the amount of \$1,100.00 from User Fees. Lynne Liechty made a motion to approve the purchase of the Ballistic Vest from USU. James Crowl seconded that motion and the motion carried with three (3) ayes.

Gary LeTourneau, Communications Director, Zachary Mahan, GIS Coordinator and Marv Retcher, Weights and Measures Inspector submitted their 2019 budget requests. James Crowl made a motion to accept the 2019 budget requests for consideration. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The BoAC also submitted their 2019 budget request. Lynne Liechty made a motion to accept the 2019 budget request for consideration. James Crowl seconded that motion and the motion carried with three (3) ayes.

Erin Schiffli stated that at the last meeting, Randy Strebig came and asked for a special exception for the Airport Manager's vacation time. Ms. Schiffli stated that every time there is a special exception, she draws up a memo so if clarification is every needed, they can look back on the memo. She said that after the last meeting, she drew up a memo and sent it to Randy Strebig. When Mr. Strebig received the memo he said that it was incorrect and that he had asked for an *additional* two (2) weeks of vacation. Ms. Schiffli stated that in the Personnel Policy Manual it is spelled out that during the first year of employment employees receive one (1) vacation day per quarter remaining in the year, so Mr. Strebig was asking for a total of thirteen (13) vacation days for 2018. Ms. Schiffli stated that eventually, the employee with an exception, falls back into the grid that is in the Personnel Policy. She said that in 2021, Mr. Hallett should fall back into the grid, but the vacation days received by an employee in the 4<sup>th</sup> year of employment is twelve (12) days, so Mr. Hallett would lose a vacation day if the request for thirteen (13) vacation days was granted. Erin Schiffli said that she, Crystal Dadura and Kim Meyers have discussed this trying to

figure out a way to make this work because on January 1, 2019, Mr. Hallett would get the vacation days as requested, plus two (2) personal days and ten (10) sick days, so it was mentioned that for 2018 Mr. Hallett could receive ten (10) days of vacation, two (2) personal days and three (3) sick days plus an *additional* three (3) sick days, which would give him a total of six (6) sick days with the permission to use three (3) of those sick days as vacation days, if needed. Kim Meyers stated that is similar to the exception that the Commissioners gave Crystal Dadura when she started and that a part of her sick days were allowed to be used as vacation. Ms. Schiffli stated this way, Mr. Hallett would fall back into the grid in 2021 at the beginning of his 4<sup>th</sup> year and he would get twelve (12) vacation days, two (2) personal days and ten (10) sick days. James Crowl asked if Mr. Strebis understands this. Ms. Schiffli said that Ms. Dadura spoke to Randy Strebis and she tried to ask well, but she didn't know if he understood. Crystal Dadura said that Mr. Strebis is wanting the thirteen (13) sick days but he doesn't understand the matrix that was expressed to him. Lynne Liechty made a motion to approve giving Mr. Hallett ten (10) vacation days, two (2) personal days and six (6) sick days for 2018, with the understanding that three (3) of those sick days may be used as vacation days if needed. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mary Allred, EMS Director, submitted May 2018 Closeouts in the amount of \$36,335.02 and May 2018 Writeoffs in the amount of \$212,589.11, for approval. James Crowl made a motion to approve the May Write Offs and Closeouts. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the new Steuben County Government Website. James Crowl seconded that motion and the motion carried with three (3) ayes.

Rachel Homan, Downtown Angola Coalition, requested permission to use the Courtyard for activities held in conjunction with the Angola Art Festival scheduled for August 4, 2018. Ms. Homan informed the Commissioners that they would be having children's activities on the lawn. James Crowl made a motion to grant permission for the Downtown Angola Coalition to use the Courtyard during the Angola Art Festival on August 4, 2018. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Erin Schiffli asked if Commissioner Crowl has talked to anybody about mowing at the Old County Home. James Crowl said that he would check into it.

Ms. Schiffli also informed the Commissioners that last year the insurance coverage on the Airport Crew Car increased \$291.00 and this year it went up another \$552.00. She explained that the coverage is with Progressive which is the only carrier that would provide insurance because of the way the Airport Crew Car is used. James Crowl asked how much the van was being used. Karen DeForest said that she doesn't know exactly, but she would text Sam Adams and ask. Kim Meyers said that right now the Commissioners are paying for it, but they could always ask the BoAC to pay for it. Kim Meyers said that the total annual premium is approximately \$2,200.00. Erin Schiffli said that when the Airport got the Crew Car, Tony Culver did a lot of research on different carriers and Progressive was the only one that he could find that would insure it. She said that people fly in and need to use the vehicle so the insurance company doesn't know who is driving it. Donald Stuckey said that it is difficult to assess risk when you don't know who is driving the vehicle. Karen DeForest said that she received a response from Sam Adams and he said that they do drive it a lot.

Donald Stuckey, County Attorney, submitted the RES Polyflow Development Agreement for consideration. Mr. Stuckey explained that the Commissioners are not bound by this Agreement unless County Council appropriates the \$1.5 Million to be loaned to the Town of Ashley. Lynne Liechty made a motion to approve the Development Agreement pending Council approval. James Crowl seconded that motion and the motion carried with three (3) ayes.

Tim Troyer, Sheriff, submitted information on a replacement Jail Central Control Board which is the brain of the Jail operation. Mr. Troyer said that it controls all of the doors, systems, etc. He said that the current Central Control Board is twenty-six (26) years old and it's starting to be a problem. He said that there are some switches that are giving away, relays are not working correctly and he fears that if aggressive steps are not taken towards getting this replaced he's afraid doors won't open when they should and vice versa. Sheriff Troyer said that he acquired two (2) separate quotes and that SAS is an Indianapolis based company that many of the other Sheriff's around the State are using and he knows very little about Accurate Controls. Sheriff Troyer said that his

recommendation is to accept the quote from SAS out of Indianapolis due to the high quality of the product and they come with a highly recommended service team. He said that the quote is coming in around the \$170,000.00 - \$176,000.00 mark and he does not have it in his budget. Kim Meyers said that the Commissioners did not budget for this item but they can ask for an additional appropriation. Sheriff Troyer said it would take approximately a week to implement a new Central Control. Kim Meyers said that she would recommend asking for an additional appropriation from the Cum. Cap. Fund; however, it is too late for the next meeting so it would have to go to Council in July. Jason Hufnagle said that the additional cost added on is for a recording system that will track every time a door opens and whenever there is communication between the blocks and Central Control which could be helpful with liability issues. James Crowl made a motion to accept the quote in the amount of \$180,200.00 from SAS based on reputation, performance and superior product and to go to County Council for an additional. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kris Thomas, Health Department, informed the Commissioners that the air conditioning in the 2014 Durango is not working and needs to be repaired. Ms. Thomas submitted two (2) quotes for those repairs and she informed the Commissioners that they were very close; however, Lonsbury's charged for a quote and that put them a little bit more expensive than Bill's Towing. James Crowl made a motion to accept the quote from Bill's Towing in the amount of \$1,205.48. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Alex Dobson, Veterans' Assistance Officer, submitted his 2019 budget request. Mr. Dobson also said that he would like to be added to the County Insurance starting in 2019. Kim Meyers, Auditor, said that change would have to be approved by County Council. Lynne Liechty made a motion to accept the 2019 budget request for consideration and to request County Council add Mr. Dobson to the County Insurance. James Crowl seconded that motion and the motion carried with three (3) ayes.

Tami Sumney, IT Director, submitted her 2019 budget request. The Commissioners accepted her 2019 budget request for consideration.

Ms. Sumney also informed the Commissioners that Tami Mosier, Purdue Extension, is looking for a sponsor to pay for having wireless internet at the County Park during the 4-H Fair. Tami Sumney said that the Commissioners would have to give permission first since the temporary wireless equipment would be placed at the Event Center. James Crowl made a motion to allow temporary wireless equipment at the Event Center if Ms. Mosier can find a sponsor. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Randy Brown, EMA, reported to the Commissioners that he checked with the Airport regarding storage and he said that the individual hangars are owned by private parties and he's been waiting for someone to get back to him regarding the availability of space and a price. Mr. Brown said that he needs space for five (5) pallets total. Ronald Smith requested that Randy Brown come back to the Commission Board when he has heard back on the possible hangar space.

Randy Brown also submitted his 2019 budget request and discussed increases that included funds to purchase a new Tahoe, a new line item for CodeRed and a salary increase. The Commissioners accepted his 2019 budget request for consideration.

Gary Fair, Community Center Building Manager, submitted his 2019 budget request. The Commissioners accepted his 2019 budget request for consideration.

Mike Sevits, Annex Maintenance, submitted his 2019 budget request. The Commissioners accepted his 2019 budget request for consideration.

Jace Crozier, Courthouse Maintenance, submitted his 2019 budget request. The Commissioners accepted his 2019 budget request for consideration. Mr. Crozier also submitted a list of possible projects for 2019.

Mary Allred, EMS, submitted her 2019 budget request with a letter of explanation. The Commissioners accepted her 2019 budget request for consideration.

Donald Stuckey asked Ms. Allred if the insurance company sent the check for the totaled ambulance yet. Erin Schiffli said that the settlement amount needs to be approved by the Commissioners and the title needs to be signed by Ronald Smith. James Crowl asked if Ms. Allred was pleased with the settlement amount. Mary Allred said that she thought it was low. Donald Stuckey asked what year the ambulance was. Erin Schiffli informed him that it was a 2014. Mr. Stuckey said that the settlement is in the ball park of what he would anticipate with four (4) years of depreciation. James Crowl made a motion to approve the settlement amount of \$166,500.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. Ronald Smith signed the title of the 2014 ambulance so it could be sent to the insurance company.

James Crowl said that at the last meeting, he was in error and he was dealing with strictly outsourcing the billing and that was it. Commissioner Crowl said that he left that meeting thinking that was exactly what they were talking about. Ronald Smith stated that he thought the same thing. Donald Stuckey said that he was also under that impression; however, there was discussion afterwards for total outsourcing but it was just discussion. Crystal Dadura said that it sounded to her that it was outsourcing the billing, but with the clarification it was partnership. James Crowl said that he is totally against a partnership.

Lynne Liechty said that she wanted to look at the partnership, it did not mean that the Commissioners were going to do it. Commissioner Liechty said that it was an RFP and not an RFQ. She said that they know what outsourcing the billing is going to be and that is absolutely an option on the table, but she wanted to look at the other opportunities to see what is there. Lynne Liechty said that she would like to continue with the proposal just to see what those proposals are. Donald Stuckey said that the billing is a component of the RFP and it could be separated out. James Crowl said that at the present time, he feels that they need to look at billing and billing only as he is not interested in outsourcing anything else. Lynne Liechty said in her opinion they need to look at everything. James Crowl said that he wants to rescind his second to Lynne Liechty's motion at the last meeting. Donald Stuckey said that he has to make a new motion, he is not permitted to rescind his second.

Ronald Smith said that he will admit that there were two (2) parts to this discussion and the second part made it complicated. He said he would plead ignorance or lack of attention because he was not wanting to move away from anything other than the billing. He said it was his understanding that the discussion was about the billing and not the possibility of taking the EMS Service away from the County as offered at the present time.

James Crowl made a motion to look into outsourcing the EMS billing only. Ronald Smith seconded that motion and the motion carried with two (2) ayes and one (1) nay. Ronald Smith said that the Commission Board is rescinding what was done at the last meeting and doing what two (2) of the Commissioners thought was being done. Mary Allred said that she comes to the Commissioners for guidance and it is ultimately up to the three (3) Commissioners and it was laid out very well and very carefully. Ms. Allred asked if an RFQ needs to be drawn up. Donald Stuckey said that a RFP is needed for outsourcing the billing based on the motion by the Commissioners. Mr. Stuckey said that is a component of the document that Ms. Allred already drafted. Mary Allred said that she wants the Commission Board to understand that she is not pushing them one way or another.

Frank Charlton, County Park Superintendent, submitted the 2019 budget request for the Park. The Commissioners accepted the 2019 budget request for consideration. Mr. Charlton also said that a new tractor may need to be purchased and they also discussed other increases for 2019.

Mr. Charlton and Kylee Harris also informed the Commissioners that Kelly Bailey, SUP 101 Lakes was happy with the building, would like to do some improvements and get in there as soon as she can. Ms. Harris said that Ms. Bailey was planning on being here today, so the Commissioners waited for her to arrive to discuss the matter further.

Ronald Smith stated that official approval is needed on an issue with the Paving Project at the County Park. Mr. Charlton said that he made the call to the Commissioners late and it was one of those things that was a judgment call. He said that they were paving and berming the roads and he gave the approval for E&B Paving to move forward on a Change Order in which he did not have approval from the Commissioners on. James Crowl made a motion to officially approve Change Order #2 in the amount of \$10,149.20 for the County Park Paving Project. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey, Highway Engineer, submitted Mediacom Utility Permit No. 2816 for approval. James Crowl made a motion to approve Utility Permit No. 2816. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey said that the railroad crossing work has begun on the 200 N/SR 827 Project and drivers are learning that it is closed off to thru traffic at this time. She said that the railroad crossing should be done by Wednesday, if not, it would be done by Friday. She said that NIPSCO was on site doing utility relocation and Frontier will shortly follow. Jennifer Sharkey also submitted reimbursement vouchers for American Structurepoint, for Engineering Review and for GAI Consulting for Construction Inspection. Lynne Liechty made a motion to approve the two (2) reimbursement vouchers. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey submitted the supplemental bridge inspection contract for Structure #51 which is now on a yearly cycle so the contract had to be amended. Lynne Liechty made a motion to approve the supplemental bridge inspection contract for Structure #51. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey said that there was a quarterly meeting at INDOT regarding the 200 N Phase II Project on May 30. She said that everything is moving forward. Rowland and Associations have placed some right of way stakes so the Surveyor can pick up the right of way lines as well as the utilities and other features so they can start the design work. She submitted a reimbursement voucher for approval. James Crowl made a motion to approve the reimbursement voucher. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey reported that there was a preconstruction meeting on May 30 for the Bike Trail Phase II Project. Ms. Sharkey stated that they are moving forward with those efforts and the contractor is expected to be on site at the end of this month. She said that Brooks Construction is the prime contractor but Fox Contractors will be the subcontractor for the earthwork. Ms. Sharkey reported that they are also the team that is doing the US 20 Project so there is some material that will be coming from the US 20 Project for the Trail Project. Ms. Sharkey said that material will be tested and certified to make sure it is appropriate for use on the Trail Project. She said that there will be bi-weekly meetings with the contractor, utilities and inspection team so they can stay on track.

James Crowl asked if anything will be done with the intersection of 200 N and SR 827 to make it a safer intersection. Ms. Sharkey said that they will be raising the profile on the east side a little bit which should help with westbound traffic. She said that they will also be cutting back some of the hill on the northwest side for that site distance. Ms. Sharkey said that they will not be doing anything with SR 827 itself, but they will be adjusting the profiles on some of the county roads.

Ms. Sharkey said that they are finishing up the paving on Old 27 today and she believes they just have the west side shoulder and some of the drive approaches to finish. She said that the pavement marking contractor will come in shortly after that, but there will be temporary markings down until that time.

Jennifer Sharkey stated that she and Emmett Heller have been working on compiling projects to put on the 2018 Community Crossings Grant Application. She said that the application process will open August 6 with a due date of September 28 and awards should be known by the end of the year. She said that most likely the projects will be contracted work and not in house work.

Ms. Sharkey said that there was a request at 2140 Lane 200 Lake James in which one of the property owners' attorneys reached out to the Highway Department regarding a right of way. She said that since they cannot find documented right of way in this area it is unplatted, so they would like to signify it as an easement versus a road right of way because of variance purposes for setbacks. Donald Stuckey said that he spoke to them already and he does not believe that the Commission Board has authority to decide to convert the property and issue an order to the Auditor. Mr. Stuckey said that he believes only a Judge can do that. Kim Meyers agreed with Donald Stuckey. Mr. Stuckey said that he believes the Commissioners should cooperate in determining ownership but he doesn't think they can do anything. He said that there is a roadway by practice and there is a deeded roadway and until a court determines that there is an easement by prescription for the existing traveled roadway, he doesn't think the Commissioners can get involved in that issue either. Donald Stuckey said that they may have adverse possession if the current owners and their predecessors have been utilizing it.

Ms. Sharkey requested approval to apply for the Certified Public Manager Program at Ball State University so she can receive a Supervisor Endorsement. She said that the first session would be twelve (12) months and the second session would be another twelve (12) months with one full day each month and then corresponding homework assignments. Jennifer Sharkey said that there is a fee for the class and she will prepare to finance the first session. James Crowl said that the Commissioners would pick up the second session. Lynne Liechty made a motion to approve Ms. Sharkey's request. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey said that a few years ago on 900 W in Orland an Ordinance was issued to move the stop signs from 900 W to 500 in Orland. She said that they used to be on 900 W. because those portions were gravel when the Ordinance was put in place in 1963. She said that they switched the stop signs and after analyzing the area for the last few years and speaking with residents and others that travel that road, she would like to add the stop signs back on 900 W. She said that when you are traveling south on 900 W. and if you turn left to go east bound, there is a slight hill on that south side. Ms. Sharkey asked since there was an Ordinance in 1963 for these stop signs, is it appropriate to put the stop signs back into commission? Donald Stuckey said if there is an existing Ordinance, yes she can put the stop signs back into commission.

Emmett Heller, Highway Superintendent, submitted paperwork on a new truck for signature.

Mr. Heller said that they started making #53 gravel and he hopes to finish berming tomorrow for the FDR on 400 W. He said that they have paved 275 N. from I-69 and they covered a lot of patches on 200 N. which they plan on chip sealing with a single layer later this year so they can maintain and keep the road until it is time for the 200 N. Phase II Project to begin.

Jennifer Sharkey and Emmett Heller submitted the Highway Department's 2019 budget request for consideration. Ms. Sharkey reviewed the summary and discussed the notable changes. The Commissioners accepted the 2019 budget request for consideration.

Kelly Bailey, SUP 101 Lakes, said that she is very interested in the old office building/bath house at the County Park. She said that she would like to do some painting, replace the door and possibly sell pop, water and sunscreen in the future. Kylee Harris said she doesn't foresee any problems and Ms. Bailey said that if any problems do arise, she's open to changes. James Crowl said that he is excited for Ms. Bailey and it's a good opportunity for people to enjoy the Park. Frank Charlton said that he has spoken to several of the campers and they are interested in renting paddleboards as well. The Commissioners were in agreement to the changes Ms. Bailey wanted to make to the building and agreed to give her the first year rent free. Donald Stuckey stated that he would be drafting a one (1) year agreement so the terms are clarified.

Karen DeForest said that she heard back from Sam Adams on the Courtesy Van and Mr. Adams said that it is used four (4) to five (5) times a week and about 1,000 per year. Ms. DeForest said they use it to drive to town and back, to a restaurant and back or to a meeting and then back to the Airport. Erin Schiffli asked if the Commissioners wanted her to look into other options. James Crowl said if the Airport is going to have the van, the insurance has to be paid.

The Commissioners received the following correspondence: Rodney Renkenberger, Maumee River Basin re: Meeting Notice; Crystal VanPelt, Purdue Extension re: Tour Invite; Dennis Zent & Ben Smaltz re: Digest of Enactments; Paul & Debbie Marks re: Thank you for County Park Road Project; Janel Meyer, Steuben County Soil & Water re: Spring Newsletter; Stacey Meek, NICC re: Reminder; Matt Meersman, St. Joseph River Basin re: Special Mtg Notice; Alisa Mills, Community Humane Shelter re: May 21 Board Meeting; IACC re: Commissioner James Guy Klintstiver; Shirley Czerna, St. Joe River Basin re: Meeting reminder and materials.

STEBEN COUNTY BOARD OF COMMISSIONERS

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Ronald L. Smith, President, South District

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James A. Crowl, Vice President, Middle District

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Lynne Liechty, North District

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