

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING
June 5, 2017

The Steuben County Commissioners met at 1:00 p.m. on Monday, June 5, 2017, in the Commissioners' Room of the Steuben County Community Center. Present this day were Commissioners Ronald Smith and Lynne Liechty. Also present were 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 \$575,084.11. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Melissa Bixler, Treasurer and Kim Koomler, Auditor, submitted the Monthly Comparison Reports from April and May for approval. Lynne Liechty made a motion to approve the Monthly Comparison Reports. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Lynne Liechty made a motion to approve the minutes from the Commissioners' Meeting on May 15, 2017. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

The Commissioners signed the minutes from the May 1, 2017, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

Tim Troyer, Sheriff, submitted a request to order replacement vehicles for the two (2) vehicles that were just recently totaled in an accident. Sheriff Troyer stated in his email that after using the insurance reimbursement and the remaining funds in the Sheriff Vehicle Line Item in the 2013 Bond he would be short \$6,571.90. It was stated that Sheriff Troyer also has funds in the Changeover Line Item in the 2013 Bond and if he was able to use those funds as well, he would only be short \$3,869.61. Lynne Liechty made a motion to allow Sheriff Troyer to order the vehicles and make up the short fall in funds from Cum. Cap. 1138-000-4000.15. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Kathy Armstrong, JDAI, submitted a request to purchase Juvenile Justice Jeopardy in the amount of \$4,200.00. Ms. Armstrong stated that it is aimed at teaching teens the workings of the juvenile justice system and their rights and obligations. She said that it can be used as a preventative tool at the schools, churches, etc. Lynne Liechty made a motion to approve the purchase of the Juvenile Justice Jeopardy. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Kris Thomas, Health Department, submitted quotes to fix their Impala. Lynne Liechty made a motion to accept the quote from Bill's Towing in the amount of \$1,920.00, to be paid from the Health Department Budget. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Judge Allen Wheat submitted a request to purchase a Dictation and a Transcription Machine for Circuit Court for official approval. Lynne Liechty made a motion to officially approve that request. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Ruth Beer, Monumental Anniversary Committee, submitted a request to use the parking lot located at Martha and Wall Street on Wednesday, September 20, 2017. Ms. Beer stated that the parking lot would be used for a staging area for the Legion Riders and possibly a Flag Corp. Lynne Liechty made a motion to allow the Monumental Anniversary Committee to use the parking lot as requested. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Lynne Liechty stated that there has been some interest in the 200 W property that contains the Highway Barn, Humane Shelter and the Old County Home. Commissioner Liechty said that she would like to obtain an appraisal to know how much that property is worth. Kim Koomler raised some questions about the legal process and it would have to be verified with Donald Stuckey, County Attorney. The matter was tabled until the next meeting.

Rick Meyers, Courthouse Maintenance, submitted a verbal approval for repairs on the elevator pit for official approval. Lynne Liechty made a motion to approve Mr. Meyers to explore repair options and to obtain a quote for the repair. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Mary Allred, EMS Director, submitted and explained her proposed budget for 2018. The Commissioners accepted Ms. Allred's request and will forward it to County Council.

Randy Brown, EMA Director, submitted a request to purchase a MSA Gas Detector, in the amount of \$3,011.80. Mr. Brown said that this purchase has also been approved by the LEPC. Ronald Smith made a motion to approve the purchase the Gas Detector. Lynne Liechty seconded that motion and the motion carried with two (2) ayes.

Mr. Brown also submitted his proposed budget for 2018. The Commissioners accepted Mr. Brown's request and will forward it to County Council.

Zachary Mahan, GIS Coordinator, submitted his proposed budget for 2018. The Commissioners accepted Mr. Brown's request and will forward it to County Council.

Tami Sumney, IT Director, submitted her proposed budget for 2018. The Commissioners accepted Ms. Sumney's request and will forward it to County Council.

Ms. Sumney also informed the Commissioners that she will be seeking a new full time position for her department.

Alex Dobson, Veterans' Service Officer, was not able to attend due to training; however, he did submit his proposed budget for 2018. The Commissioners accepted Mr. Dobson's request and will forward it to County Council.

Ed Nagle, Weights and Measures, submitted his proposed budget for 2018. The Commissioners accepted Mr. Nagle's request and will forward it to County Council.

Jennifer Sharkey, Highway Engineer, submitted utility permit #2778 for the Steuben Lakes Regional Waste District for approval. Lynne Liechty made a motion to approve that utility permit. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Ms. Sharkey stated that they are starting to secure the right of way for the 200 N/SR 827 project. She said that there has been five (5) offers that have been accepted by the property owners and there are eight (8) parcels that remain in negotiations. Jennifer Sharkey asked for an approval to move forward with the process and not pay the bills on the claim schedule, but to pay them as the parcels are secured. Lynne Liechty made a motion to approve paying the acquisition invoices as the parcels are secured. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Jennifer Sharkey submitted two (2) reimbursement vouchers for approval. Lynne Liechty made a motion to approve the reimbursement vouchers. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Ms. Sharkey stated that INDOT contacted her on May 23, 2017 and stated that with the new legislation of the federal funds swap, they are in the process of making a new policy to guide this program. She believes that Steuben County may be extended the opportunity to take advantage of the federal fund swap process on the CR 200 N Phase II Project.

Jennifer Sharkey stated that there are some changes to the alignment of the Bike Trail in Phase II. Ms. Sharkey said that they are trying to reduce some of the larger expenses. She said that she is attending the City of Angola Council Meeting to discuss an opportunity for a partnership of the construction expenses of this project.

Ms. Sharkey provided a summary of the ADA/Title VI update. She said that they are moving forward with educating department staff internally as well with addressing any deficiencies that have been identified through the Transition Plan and the Implementation Plan.

Jennifer Sharkey submitted Traffic Ordinance 2154 for CR 400 N between SR 127 and SR 827 making it a No Semi Truck Traffic area. Ms. Sharkey said that she did a traffic count for a 48 hour period from May 10 to May 12. In the west bound lane 20% of the traffic was semi-truck traffic and in the east bound lane 16% was semi-truck traffic. She said that due to her findings, she recommends it be changed to a No Semi Truck Traffic area. The Commissioners decided to table this matter until the next meeting so the County Attorney can advise.

The Highway Department submitted their proposed budget for 2018. The Commissioners accepted the budget and will forward it to County Council.

Lynne Liechty stated that she handed the 200 W Beautification Project signage information to June Julien, Tourism Bureau.

Emmett Heller, Highway Superintendent, requested approval to rent a Full Depth Reclamation Machine and a Sheep Foot Roller from Southeastern Equipment. Mr. Heller stated that the approximate cost for two (2) weeks will be \$15,000.00 and the rental equipment insurance will need to be increased as well. Lynne Liechty made a motion to approve the rental of the equipment and to increase the rental insurance. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Mr. Heller stated that they are finished using the screening equipment and they produced approximately 30,000 tons of material with that machine.

He stated that they have laid about 3,000 ton of asphalt around the County so far this summer. They are also working on a 600 foot drainage project at Ball Lake. Emmett Heller stated that if the Community Crossings Grant is received, they may be able to do a complete resurface around Ball Lake.

Mr. Heller also stated that all of the mowers have been out working and the new on call truck was delivered last week.

Jennifer Sharkey and Emmett Heller submitted their proposed 2018 budget. The Commissioners accepted that proposed budget and will forward it to County Council.

Mr. Heller also stated that they would like to build a small addition on the back of the building to store equipment out of the weather.

Ms. Sharkey also submitted a request that the Commissioners consider entering into a three (3) year contract instead of a one (1) year contract for the Engineer position.

Gary Fair, Community Center Building Manager, discussed having a \$125.00 cleaning deposit for all Auditorium and Multi-Purpose Room rentals. He said that there are times where they have several hours of cleaning after certain events and he feels that a deposit would be justified. Mr. Fair said that if the room is left clean, the deposit could be returned. Lynne Liechty made a motion to consider the possibility and to discuss it at the next meeting. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Mr. Fair submitted quotes for sidewalk repair. Lynne Liechty made a motion to accept the quote from Dennis Spidel Custom Homes in the amount of \$2,800.00, to be paid from Cum. Cap. 1138-000-4000.15. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Mr. Fair also submitted quotes for tree and shrub removal at the Old Jail. Lynne Liechty made a motion to accept the quote from Sevits Tree Service in the amount of \$1,000.00, to be paid from Cum. Cap. 1138-000-4000.15.

Gary Fair also submitted his proposed budget for 2018. The Commissioners accepted Mr. Fair's budget and will forward it to County Council.

Mike Sevits, Annex Maintenance, submitted quotes for annual pest control. Lynne Liechty suggested reaching out to Charlie's Spider Fighter's again to see if the Annex could be added on to the existing contract for the other buildings.

Mr. Sevits also submitted quotes for bathroom repairs that are needed in the Annex. Lynne Liechty made a motion to accept the low quote from Delta T Mechanical in the amount of \$891.34, to be paid from Cum. Cap. 1138-000-4000.15. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Mike Sevits submitted his proposed budget for 2018. The Commissioners accepted Mr. Sevits' budget and will forward it to County Council.

Mr. Sevits and Rick Meyers, Courthouse Maintenance, jointly requested to purchase a snow blower, tire chains, weights and cab for their existing mower that is used at the Courthouse and the Annex. They said that they checked prices at Kenfeld and it would cost \$3,000.00 for those items. The Commissioners requested that they bring the quote and other paperwork to the next Commissioners' Meeting and the matter was tabled until the next meeting.

Rick Meyers, Courthouse Maintenance, submitted a quote from Kone for a new elevator fan in the amount of \$692.94. Mr. Meyers stated that currently the County is under contract with Kone and that's why only one quote was obtained. Lynne Liechty made a motion to accept the quote from Kone in the amount of \$692.94, to be paid from 1000-068-3000.36. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Mr. Meyers stated that he would be asking for part time help at the Courthouse to do some of the sweeping, dusting, etc. He said that one person cannot keep up on that building. Mr. Meyers said when he worked at the Annex, he used to go to the Courthouse and help. He said that either Mr. Sevits will have to start coming over or a part time helper will have to be hired. Ronald Smith asked if the job description specified that responsibility. Kim Koomler stated that she would have to look at the job description. Ms. Koomler said that she thought that the Courthouse Maintenance Supervisor was overseeing the position in the Annex back then, but some changes happened with job descriptions. Ronald Smith suggested that some research be done and discuss it at the next meeting.

Rick Meyers submitted his proposed budget for 2018. The Commissioners accepted Mr. Meyers budget and will forward it to County Council.

Frank Charlton, County Park Superintendent, stated that everything has been going smoothly at the County Park. Mr. Charlton also inquired if the Commissioners would like to demolish the old Exhibit Hall, which is currently condemned. He stated that he has someone that would demolish the building and haul away the scrap for \$5,000.00.

Frank Charlton and Kylee Harris submitted their proposed budget for 2018. The Commissioners accepted the County Park budget and will forward it to County Council.

Gary LeTourneau, Communications Director, was not able to attend the meeting; however, he did submit his proposed budget for 2018. The Commissioners accepted Mr. LeTourneau's budget and will forward it to County Council.

Vina Conti, Plan Commission, submitted the Minor Plat of Chrysler Acres for signature.

Tim Troyer, Sheriff, submitted a request to purchase two (2) DJI Drones. Sheriff Troyer said that they can be used in the daylight or in the dark and they would assist in taking aerial photos of mass vehicle accidents, locate missing persons, etc. Sheriff Troyer stated that the total Drone package that includes the tablets, training, licensing, etc., would cost \$18,708.00 and he has the funds in the drug seizure fund to cover that expense. Lynne Liechty

made a motion to approve the purchase of two (2) DJI Drones in the amount of \$18,708.00. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Sheriff Troyer also submitted a request to purchase sixteen (16) new rechargeable tasers in the amount of \$12,688.00 to be partially paid from the handgun permit fund. Lynne Liechty made a motion to approve the purchase request of the sixteen (16) tasers and requested that Sheriff Troyer go to Council for the additional funds needed to purchase them. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Tim Troyer also discussed the need to purchase eight (8) fleet vehicles in 2018. Sheriff Troyer stated that they did not purchase any new fleet vehicles in 2017 and he needs to purchase six (6) patrol cars, one (1) SUV and one (1) truck in 2018 so he can switch out the older 2012-2013 models.

Sheriff Troyer also discussed the possibility of purchasing a K-9 unit in the fall. He stated that funding is available through donations and the K-9 would cost approximately \$15,000.00-\$20,000.00.

Terri Shoufler, Epsy Services, submitted a request to speak to the Commissioners regarding Epsy's cost analysis/recovery services. The Commissioners decided that they were not interested in the services as this time and asked Erin Schiffli, Commissioners' Secretary, to inform Ms. Shoufler of that decision.

Mary Allred, EMS Director, submitted May EMS Closeouts in the amount of \$2,743.37 and May EMS Writeoffs in the amount of \$103,678.13 for approval. Lynne Liechty made a motion to approve the May Closeouts and Writeoffs. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

The Commissioners received the following correspondence: Dennis Zent & Ben Smaltz re: Digest; Pauly Jail Building Company re: Criminal Justice and Detention Facility Training Seminar; Maumee River Basin Commission re: Meeting Agenda & Minutes; St. Joe River Basin Commission re: Meeting Reminder & Materials; St. Joe River Basin Commission re: Meeting Advance Materials; St. Joe River Basin re: Meeting Reminder; Kathy Armstrong – JDAI re: Purpose of Detention Meeting; Steuben County Soil & Water re: Approved Board Meeting Minutes; INDOT re: Survey Work along I-69 Section 6 Corridor.

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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