

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING
June 6, 2016

The Steuben County Commissioners met at 1:00 p.m. on Monday, June 6, 2016, 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 Ruth Beer, Steuben County Councilwoman, Ken Shelton, Steuben County Councilman and Jim Getz, Steuben County Councilman.

Ronald Smith requested that a letter be drafted to ex-Governor, Mitchell Daniels, inviting him to the Grand Opening of the Event Center. Commissioner Smith said he would like to request dates that the Governor is available for a Grand Opening in July.

Vina Conti, Plan Commission, submitted the following plats for signature:

Rhoads Addition
Northern Estates
The Land of Benjamin D. & Kim I. Wright
Hoyer Summit
Vaughn's Minor Plat
Kring Subdivision
Durbin Sunflower Ridge

Debbie Lewis, WIC and Colleen Holman, Farmer's Market, came to the Commissioners regarding Farmer's Market WIC redemption. They have decided that Farmer's Market WIC vendors will have balloons placed on their booth to identify them as accepting WIC. They are also proposing a "mini market" in the WIC waiting room on Tuesdays in July from 10:00 a.m. until supplies lasts. Ms. Lewis stated that they are trying to increase the redemption rate and help the clients. James Crowl made a motion to allow WIC at the Farmer's Market and to have those vendors be identified by balloons and to allow the "mini market" on Tuesdays in July on a trial basis. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the claims submitted for payment this day totaling \$428,711.17. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the Commissioners' Meeting minutes from the meeting held May 2, 2016 and May 16, 2016. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kris Treadwell, Council on Aging, submitted the INDOT 2017 Section 5311 Grant for approval and signature. James Crowl made a motion to approve the grant. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners opened the quotes for the Event Center Ballroom. Quotes received were from All Things Concrete, Inc., in the amount of \$22,750.00 and from Northern Industrial Flooring in the amount of \$15,975.00. Lynne Liechty made a motion to accept the low quote from Northern Industrial Flooring, but to strike the 30% required up front. James Crowl seconded that motion and the motion carried with three (3) ayes.

The quotes for the Asphalt Parking which includes the driveway were also submitted. James Crowl stated that a couple more companies wanted to submit a quote on this project; however, it was a guess on the elevation of the parking lot towards the road so he thinks that the quotes will have to be adjusted. Commissioner Crowl recommended not opening them because now the elevation has been set and the quotes can be readjusted. Ronald Smith said that he is also in favor of that and the Commissioners put the opening of the quotes on hold.

An Executive Session Statement was submitted for approval for the Executive Session held on May 26, 2016. Lynne Liechty made a motion to approve the Executive Session Statement. James Crowl seconded that motion and the motion carried with three (3) ayes.

Donald Stuckey submitted a letter from John R. Gastineau regarding the LaGrange County Regional Utility District. Mr. Stuckey said in his email that the Commissioners need to appoint one of them to serve on the district authority. James Crowl made the motion to appoint Ronald Smith. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kristy Clawson, EMA Director, submitted her resignation effective June 1, 2016. Lynne Liechty made a motion to formally accept her resignation. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners discussed the insurance for the proposed Airport Crew Car. Ronald Smith stated that the Airport has requested that a Crew Car be available and the insurance company is refusing to insure that vehicle unless certain stipulations are met. Lynne Liechty said that if the pilots have a license to fly an airplane and they carry insurance, she doesn't see why they can't use the vehicle. Lynne Liechty made a motion that a directive be sent to the insurance company and inform them that other airports do this exact same thing and Steuben County Government seeks to provide the same. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners scheduled another County Park Improvement Committee Meeting for Monday, June 13, 2016, at 8:00 a.m.

Gary Fair, Community Center Maintenance, submitted three (3) invoices, in the amount of \$854.84, \$1,165.00, and \$550.20, from Delta T Mechanical for work on the Community Center HVAC and the Courthouse HVAC. James Crowl made a motion to approve the three (3) invoices. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Fair also submitted an updated map showing the location of the Courthouse Rain Garden. James Crowl made a motion to approve the new location. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Steuben County Community Foundation submitted a letter requesting permission to place a sign in front of the Community Center, identifying the County as a grant recipient within the past 25 years, from September 1-15, 2016. James Crowl made a motion to approve the request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Vicky Meek, EMS, submitted May, 2016 Closeouts, in the amount of \$6,190.00, for approval. Lynne Liechty made a motion to approve the May, 2016 Closeouts. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Meek also submitted May, 2016 Write Offs, in the amount of \$175,944.15, for approval. James Crowl made a motion to approve the May, 2016 Write Offs. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Minutes from the Commissioners' Meetings held on May 24, 2016 and June 1, 2016, were submitted for approval. Lynne Liechty made a motion to approve those minutes. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners formally introduced the new County Park Superintendent, Frank Charlton. Mr. Charlton is currently the Plan/Building Director and he will officially start his new position on June 18, 2016.

Stan Bertsch came to the Commissioners regarding an alleyway that was vacated in the past. Matt Bertsch, a licensed surveyor, brought documentation regarding the alley vacation. Vina Conti, Plan Commission, stated that back in 1996, John and Susan Davis petitioned the vacation of an easement that is between Lot 431, 430 and 432. Ms. Conti stated that the Commissioners vacated the easement with the condition that it would be relocated to the north of Lot 432. Donald Stuckey submitted a letter that was recently sent to the property owners explaining the situation and what needs to be done. Vina Conti said that at the time the easement was vacated, the Davis' were supposed to sign a deed conveying the easement to the County; however, that was never followed through. They

then went and got a permit to build a garage on the old easement. Matt Bertsch said that there was a Plan Commission Hearing in 1996. Jeff Smith was representing the Davis' at that time and he asked for the vacation of the platted 15 foot easement. He said that there were some people that voiced concerns about how to access Lot 437 because it would be landlocked. Mr. Bertsch said that the agreement was to vacate the alley as long as the new one was conveyed. He said if the old alley, in fact, was not vacated, there is now a garage that sits over the top of it and if it was vacated, then the parcel to the north should have been conveyed to the County and that alley should have been approved. Vina Conti stated that per the letter sent by Donald Stuckey, the Davis' have 30 days to deed the easement and if they don't, it becomes a legal issue. Ronald Smith stated that the County Attorney has advised the Commissioners that 30 days have been given for this to be taken care of and if it isn't then the County Attorney will take legal action.

Crystal Van Pelt, Purdue Extension, introduced Taylor Rowe, Purdue Extension's new summer intern. Ms. Rowe stated that she will be a senior at Purdue Extension in the fall and this summer she will be interning with Crystal. Ms. Van Pelt stated that Ms. Rowe is a 10 year 4-H member from DeKalb County and her purpose this summer is to develop some programming, help out with fishing camp and assist with field days.

James Crowl reported that more complaints are coming in about 1000 E concerning manure being strung up and down the roads again. Frank Charlton stated that they are working on it the best they can and Schmucker Farms are coming in a week from today for a Special Exception for a CAFO. Mr. Charlton stated that they are working with IDEM and Holman Farms to keep it from happening. He said that there are two (2) Schmucker's, one lives in Indiana and the other lives in Ohio. James Crowl asked if the Sheriff could do anything about the problem. Mr. Charlton said he wasn't sure, the Commissioners would have to ask. Lynne Liechty said that other Commissioners in the State need to be approached about this as well. Ronald Smith said that a Joint Drainage Board Meeting is scheduled and they can discuss this matter with Williams County as well.

An audience member stated that a hearing has been requested and hopefully it isn't a done deal yet. Mike Marturello, Herald Republican, stated that Schmucker's have also been fined by the State.

Gary LeTourneau, Communications Director, submitted a letter listing the specific frequencies reserved and allocated for Steuben County to use within the Project Hoosier SAFE-T wide area trunked P-25 800 MHz voice and data system. Lynne Liechty made a motion to approve the list. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. LeTourneau also submitted the Fremont Tower Lease Agreement between Steuben County Communications and Professional Tower Services, LLC, for approval. James Crowl made a motion to approve that Tower Lease. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. LeTourneau submitted a request to purchase a new chair, in the amount of \$1,355.00. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. LeTourneau informed the Commissioners that he will not be attending the NENA Conference this year and he will try to attend next year.

He also reported that the tower site work is being done by Motorola and the Prowatch Software Upgrade was completed with no problems.

The Commissioners introduced the new GIS Coordinator, Zachary Mahan. Ronald Smith said that Mr. Mahan is a graduate of Plymouth High School and Valparaiso University.

Matt Brinkman, Region IIIA, came to the Commissioners regarding the Workforce Development Grant. Mr. Brinkman stated that there was a release of funds deadline on the grant which was June 30 and they won't be able to meet that deadline. He said that they have put together an extension request that they would like to submit to OCRA. Mr. Brinkman said that during preliminary conversations with them, they were very understanding of the situation. He said that Kristine Christlieb was working on this grant and she is no longer with Region IIIA so it took him some time to get up to speed and it takes some time to get through the procurement process.

Dave Koenig, EDC, said that they are requesting an extension through September 30, 2016, and they hope to have everything procured before then. Lynne Liechty made a motion to approve applying for an extension. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Koenig also stated that they are scheduled to go to the Regional Development Authority on July 9 to make a presentation for the Enterprise Center and they anticipate asking for between \$500,000.00 and \$700,000.00, depending on how much can be raised in local match. He said that there are also two (2) pending grants which will come through before July 12, if they are received. One grant is from a national machine tool manufacturer and the other is from a regional foundation. Mr. Koenig is asking for approval of letters of support to the two entities. Lynne Liechty made a motion to approve the letters of support. James Crowl seconded that motion and the motion carried with three (3) ayes.

Linda Myers, Recorder, submitted an Agreement for Independent Contract Preservation of Public Records with Shelly McCoy for approval. Ms. Myers said that Rae Hall and Sue Wyatt were both under a contract the same as this one; however, Ms. Hall was hired in the Auditor's Office and Ms. Wyatt is not wanting to work anymore. She said that this will be paid from her budget. James Crowl made a motion to approve the Agreement. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Bill Harter, Coroner, came to the Commissioners regarding maintenance for the cooler in the Community Center. Mr. Harter said that it is short cycling so Gary Fair, Building Maintenance, checked with Delta T and received a verbal estimate, not to exceed \$400.00. Mr. Harter also stated that the 2017 contract with Delta T will include cooler maintenance. Ronald Smith said that this maintenance will just serve as "stop gap" until the Contract is put in place. James Crowl made a motion to approve the verbal quote, not to exceed \$400.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Bill Harter also submitted a letter regarding receiving a vehicle to use for transports. He reported that transport costs that the funeral homes are charging will be going up in 2017. Mr. Harter stated that he typically spends \$3,200.00 in transportation costs and for 2017 the costs will at least double. He said to date, he has had thirty-three (33) cases, LaGrange County has had nine (9) and DeKalb County has had twenty-one (21). Bill Harter said that the advantage for the Coroner's Office to have a vehicle is that transportation costs would be saved. Mr. Harter said that it would be ideal when coming from a scene straight to the cooler and it would save \$1,200.00 per trip. He said that currently, Steuben County does not offer insurance coverage on employee's personal vehicles when used to perform a county job. James Crowl asked if the vehicle would stay parked in a county lot for whomever is on duty to use. Mr. Harter said that logistically it might be best to let them take it home. He said that he believes it would be better served to go from home straight to the scene instead of having to come and get the vehicle and then go to the scene. Mr. Harter said that personal use of the vehicle should not be a concern. He said that Vicky Meek, EMS, saved a couple of her old cots that were still in good condition so they could be used in the Coroner's Office. Mr. Harter said that he sees a cost savings and he thinks that the safety reasons are there as well; however, if this is tried and it shows no cost savings, he will give the vehicle back.

James Crowl asked if his current budget would allow for this. Mr. Harter said that's something that he would have to look into. James Crowl requested that Mr. Harter check into his budget and they would check with the Sheriff to see when the vehicle will be available and update each other at the next meeting.

Jennifer Sharkey, County Engineer, submitted NIPSCO utility permit #2734RC and #2768 for approval. James Crowl made a motion to approve those utility permits. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey also submitted Earthcom utility permit #2765, Frontier utility permit #2766 and #2767. Lynne Liechty made a motion to approve those utility permits. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey stated that the cost for the signal repair at the 200 N/200 W intersection has been processed through the project so an 80% reimbursement will be received on that repair. She said that in order for it to go through, a change order for the repair cost of \$1,703.14 will have to be approved. James Crowl made a motion to

approve the change order. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. Ms. Sharkey also submitted a reimbursement voucher for 200 N/200 W. Lynne Liechty made a motion to approve the reimbursement voucher. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey said that she attended a pre-final walk through meeting with the contractors, inspector and INDOT for the Bike Trail. She said that a change order for the delay of escalation costs will be submitted and once that is in hand, the County Attorney will have to be contacted to see how to move forward with that.

Ms. Sharkey said that API plans to pave Maple Street tomorrow or on Wednesday. She said that project is moving forward nicely and the LureCraft drive has been coordinated and constructed as well.

Ms. Sharkey said she attended a quarterly meeting with INDOT regarding the 200 N/827 project. She said that the project is moving forward as scheduled. Ms. Sharkey submitted a reimbursement voucher for 80% of the design costs. Lynne Liechty made a motion to approve the reimbursement voucher. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey stated that there is a meeting scheduled to discuss the Old 27 lighting, by the Outlet Mall, with INDOT, the Toll Road and Steuben County. She said that there are some complications with the circuitry regarding which lines go to what lights, etc. Ms. Sharkey also stated that there have been reports that even more lights are out. She said that the Outlet Mall has been updated on the progress and they are providing a meeting place.

Ms. Sharkey reported that she has applied for federal funds to be used on the 200 N Phase II. She said that a presentation to INDOT is scheduled for June 28. The award date is sometime in October, 2016.

Ms. Sharkey stated that she attended an initial stakeholder and utility meeting for the Bike Trail Phase II on May 20. She said that the Waste District has a sewer project that is along the same route as the trail project so the two consultants are working together on the design process. BF&S also met with DNR regarding connecting the Bike Trail to Pokagon State Park.

Jennifer Sharkey said that the 50/50 Road Funding Grant Application is due on July 15. James Crowl made a motion to give Ms. Sharkey preliminary approval of the grant application and she may take it to Council. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners were given information on an Asphalt Zipper. Jennifer Sharkey said that it is a mini reclamation type of machine and can go down to a foot deep. Ms. Sharkey said that the Highway Department looks to procure that piece of equipment for \$177,890.00. She said that \$300,000.00 was budgeted for extensive patching and this equipment will allow the Highway Department to address the edges of the road. Emmett Heller said that there is a lot of information on the Zipper online and a lot of different places in the US use it. Mr. Heller said that it is out of Utah and that is the closest dealer. Mr. Heller said that he will have the Zipper before June 21. James Crowl asked if the money was in Highway's Budget. Emmett Heller said it was and it is in the extensive patching. James Crowl made a motion to approve the request to purchase the Zipper, in the amount of \$177,890.00, from the extensive patching line item. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty stated that on the 200 W signage, she has Vina Conti checking into the people who have their names on that sign. She said that it's on County property; however, she's having to go all the way back to find out who originally built it. Commissioner Liechty stated that she has a feeling that whoever originally built that sign, is no longer around. She said that if the original builder is not around, the businesses listed on it will be called.

Emmett Heller updated the Commissioners on projects at the Highway Department.

Mr. Heller said that Creek Bank Road is completed and the bridge approaches on 25 S are finished as well. He said that Flint Road will be started tomorrow and end the week at the additions at West Otter. After that, they will work on Northwood again.

Mr. Heller said that truck #44 will be back in service in about a week.

Tim Troyer, Sheriff, came to the Commissioners to request a new intercom from Lakeland Electronics, in the amount of \$1,173.07, to be paid from his maintenance line item. Lynne Liechty made a motion to approve that request. James Crowl seconded that motion and the motion carried with three (3) ayes.

Sheriff Troyer also requested to purchase an upgrade to the video system that would include five (5) new cameras. Those cameras would also cover the Courthouse, include a 180 day storage and would tie in with the existing video system at the jail. Sheriff Troyer said that they ended up returning the cell phone towers that were previously approved so the funds approved for those towers were not spent. Sheriff Troyer stated that he would like to use those unused funds to purchase this video system. Lynne Liechty made a motion to approve the purchase of the new video surveillance system, in the amount of \$14,540.00, pending funding determination. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl told Sheriff Troyer that irrigation systems spraying on county roads is becoming a problem again. Sheriff Troyer said that it can be a safety issue and in the past they stopped and talked to people and asked them to correct the problem. He said that the big concern for the Sheriff's Department is the traffic flow and if the people will comply with the Sheriff's Department's request, that's what he prefers to do to take care of it. Sheriff Troyer said that if there is obvious damage, then there are some State Statutes that it would fall under; however, he's going to have to confirm with the Prosecutor with how he would like to move forward.

Commissioner Crowl asked Sheriff Troyer about manure on roads. Sheriff Troyer said that INDOT determines it a leaky load, but it isn't considered littering. He said that there are some State Statutes that could be enforced on the leaky load and then DOT would come in and make sure they are in compliance with the weight limit of the loads.

Shira Daniels, Associate Producer for HGTV's *Lakefront Bargain Hunt*, submitted a request for permission to film in Steuben County from June 18-21, 2016. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

James Crowl submitted two (2) quotes for the Community Corrections storm water drainage. James Crowl made a motion to approve the quote from Pranger Enterprises, Inc., in the amount of \$4,000.00, to be paid from Cum. Cap. 1138-000-4000.15. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. James Crowl stated that Manahan Construction will work with Pranger to coordinate schedules.

The Commissioners received the following correspondence: State of Indiana re: Advisory; IN.gov re: June 1 email from Commissioner Schaafsma; AIC re: New Road Funding Info; INDOT re: Accepting Applications for Local Road and Bridge Matching Grant Funds; Kiwanis re: Music Americana 2016; Dennis Zent & Ben Smaltz re: 2016 Digest of Enactments; DLGF re: Contract Reporting Requirements; OCRA re: Initiative Application Round; IN.gov re: May 23 email from Commissioner Schaafsma; IN.gov re: OCRA receives high level of interest in Grant Program; IACC re: Wastecon; State of Indiana re: Statement from Lt. Governor Eric Holcomb; INDOT re: INDOT to host meetings; IN.gov re: May 16 email from Commissioner Schaafsma; IDEM re: Notice of Public Comment Period and Public Hearing;

STEBEN COUNTY BOARD OF COMMISSIONERS

Ronald L. Smith, President, South District

James A. Crowl, Vice President, Middle District

Lynne Liechty, North District

Attest: _____
Kim Koomler, Steuben County Auditor
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