

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING  
July 18, 2016

The Steuben County Commissioners met at 8:30 a.m. on Monday, July 18, 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, and Kim Koomler, Steuben County Auditor.

James Crowl made a motion to approve the claims submitted for payment this day totaling \$613,155.30. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners were informed that a walk-through at North EMS is needed. It was decided to speak with maintenance to see if a walk-through today after the meeting would work.

Lynne Liechty made a motion to approve the minutes from the Commissioners' Meeting on June 20, 2016. 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 July 5, 2016. Ronald Smith seconded that motion and the motion carried with two (2) ayes and one (1) abstention due to Commissioner Crowl not being present at that meeting.

The Commissioners signed the minutes from the May 23, 2016 and the June 6, 2016, Commissioners' meetings which were both approved at the previous meeting. They also signed amended minutes from the June 1, 2016, Commissioners' Meeting, which were verbally approved on phone calls to two (2) Commissioners.

John Gilbert submitted a request to metal detect at the Old County Home. The Commissioners decided to not act on the request as they have denied the same request by others in the past.

Donald D. Clark submitted information to the Commissioners regarding 6 ¾ acres on County Road 225 West that he owns. Mr. Clark stated in his letter that he wanted to know if the County would be interested in another public site. The Commissioners decided that it was not in the best interest of the County and took no action on the proposal.

Quotes were received for the Steuben County Event Center Asphalt Parking Lot from Brooks Construction Company, in the amount of \$97,286.00 and from E&B Paving in the amount of \$105,650.00. Lynne Liechty made a motion to accept the low quote from Brooks Construction Company, in the amount of \$97,286.00. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ronald Smith stated that the Grand Opening for the Steuben County Event Center has been confirmed for Monday, August 8, 2016, beginning at 9:30 a.m. Commissioner Smith stated that ex-Governor Mitch Daniels will be in attendance since he was the reason Major Moves Funds were received.

The Commissioners requested that a County Park Improvement Committee Meeting be scheduled for July 25, 2016, at 8:30 a.m. in the Commissioners' Room.

Donald Stuckey submitted Ordinance 887 – An Ordinance Concerning the Adoption of Minimum Internal Control Standards and Procedures and Determining Materiality Threshold for Steuben County Government. Lynne Liechty made a motion to adopt Ordinance 887. James Crowl seconded that motion and the motion carried with three (3) ayes.

**Second and Third Readings  
Steuben County, Indiana  
Ordinance No. 887**

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. 887, 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, 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 Ordinance No. 887, 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. 887 is on file in the Auditor's office. Ordinance No. 887 reads as follows:

**STEUBEN COUNTY ORDINANCE NO. 887**

*An Ordinance Concerning The Adoption Of  
Minimum Internal Control Standards And Procedures And  
Determining Materiality Threshold For Steuben County Government*

WHEREAS, IC 5-11-1-27 provides that internal control shall be defines to promote government accountability and transparency. This statute applies to all political subdivisions under IC 5-11-10.5-1, including counties, townships, cities, towns, school corporations, library districts, fire protection districts, public transportation corporations, local hospital authorities or corporations, local airport authority districts, special service districts, special taxing districts, or other separate local governmental entities that may sue and be sued; and

WHEREAS, The State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. All political subdivisions subject to audit by SBOA are expected to adhere to these standards, and will be evaluated accordingly in any audits that are performed by or on behalf of the SBOA; and

WHEREAS, In response, the SBOA developed the *Uniform Internal Control Standards For Indiana Political Subdivisions* manual, which contains the acceptable minimum level of internal control standards; and

WHREAS, After June 30, 2016, IC 5-11-1-27(g) provides that the legislative body of each political subdivision much adopt the minimum internal control standards as defined by SBOA. Additionally, the legislative body must ensure that personnel receive training concerning the internal control standards and procedures adopted by the political subdivision; and

WHREAS, IC 5-11-1-27(j) requires erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property shall be reported immediately to the State Board of Accounts; and

WHEREAS, State Examiner Directive 2015-16 directs each political subdivision to determine its own policy on materiality; and

WHEREAS, Steuben County does not condone any erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property but recognized that relatively small items may not justify the cost of the involvement of the State Board of Accounts.

NOW, THEREFORE, be it ordained by The Board of Commissioners of the County of Steuben that:

Section 1. The acceptable minimum level of internal control standards and procedures developed under IC 5-11-1-27(e) by the SBOA contained in the *Uniform Internal Control Standards For Indiana Political Subdivisions* manual, are hereby adopted by Steuben County and that county personnel receive training concerning the internal control standards and procedures hereby adopted.

Section 2. Steuben County established the following Materiality Policy under IC 5-11-1-10, 5-11-1-21, and 5-11-1-27:

Materiality, in Steuben County Government, is defined as \$100.00 per occurrence. That is, if one occurrence of a loss or shortage or other irregularity is equal or greater than \$100.00, it must be reported to the State Board of Accounts. The materiality definition is not limited to defalcations or suspicious activity involving only cash or cash transactions. If supplies, equipment or other fixed assets belonging to the County are suspected of being misappropriated or stolen or used in a manner not authorized by Steuben County officials and the value of those supplies, equipment or fixed assets are approximately \$100.00, that misuse or series of misuse should be reported. That is not to say that if a loss or shortage is less than \$500.00 it should be ignored. If there is a series of events, within the same office or department that appears to be a structuring event to defraud or misappropriate County funds or property, that event or series of events should be reported.

Section 3. All erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property shall be reported immediately to the State Board of Accounts. For all material variances, losses, shortages, or thefts, the State Board Of Accounts shall:

- (1) determine the amount of funds involved and report the amount to the appropriate government and law enforcement officials;
- (2) determine the internal control weakness that contributed to or caused the condition; and
- (3) make written recommendations to the appropriate legislative body or appropriate official overseeing the internal control system addressing:
  - (A) the method of correcting the condition; and
  - (B) the necessary internal control policies and internal control procedures that must be modified to prevent a recurrence of the condition.

Section 4. Pursuant to IC 5-11-1-27(1), if any Steuben County employee knows or suspects that other County employees are engaged in fiscal misconduct, it is his/her responsibility to immediately notify their Supervisor or the Board of Commissioners or if the Supervisor or a Commissioner is involved the County Attorney, or if the employee has concerns about informed the County Attorney, then the County Auditor and Prosecuting Attorney are to be contacted.

Section 5. The Steuben County Ethics Policy/Internal Control/Materiality Declaration regarding establishment of a policy on materiality and a process for reporting material items, which was reviewed and approved by the Steuben County Board of Commissioners on July 18, 2016, is hereby adopted.

All as Passed and Ordained this 18 day of July, 2016.

Steuben County Commissioners  
Ronald L. Smith, President  
James A. Crowl, Vice President  
Lynne Liechty

ATTEST:

Kim Koomler, Steuben County Auditor

Matt Brinkman, Region IIIA, passed out a required sign in sheet for the WDP Bid Openings. Mr. Brinkman stated that the sign in sheet is a requirement for the WDP Grant and the bid opening will also be recorded. Mr. Brinkman stated that these bids are for the equipment for the Workforce Development Grant, there are various types of equipment that the companies can bid on and each company will probably bid on different items. Since Donald Stuckey, County Attorney, was not present at this meeting, Lori Hickey, 1<sup>st</sup> Deputy Auditor, opened the bids. Bids received are as follows:

Haas Factory Outlet: Haas Mini Mill TL-1, ST-10 and VF-2 in the amount of \$172,613.89  
Purity Cylinder Gases: MicroAir XA23 \$54,527.00 (includes freight)  
RexAir Equipment - \$14,256.50  
Mig Welders - \$18,190.00

An audience member stated that she had a bid that she emailed this morning for equipment for the computer lab and training room that includes tables and chairs, power modules and storage. Mr. Brinkman stated that since her bid was after the deadline, it has to be rejected.

Mr. Brinkman stated that all bids will be taken under advisement for review and David Koenig will report back to the Commissioners.

Brett Hays, Community Corrections, came to the Commissioners with a lease agreement for the LaGrange Office to be located at 844 N. Detroit St., LaGrange, Indiana 46761. Mr. Hays said that Donald Stuckey has reviewed the lease and has also approved it. Brett Hays stated that currently the move in date is August 1, 2016. James Crowl made a motion to approve the lease for the new LaGrange County Office. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Hays also made a request to purchase one (1) filing cabinet from Amazon.com in the amount of \$839.30 and three (3) desks from Amazon.com in the total amount of \$2,474.97. James Crowl made a motion to allow Brett Hays to purchase the filing cabinet and the three (3) desks. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Brett Hays submitted an invoice from Delta T Mechanical for HVAC work that was done at the Old Jail, in the amount of \$1,179.84. Mr. Hays said that he is willing to pay for half; however, he is requesting that the Commissioners pay for the other half. James Crowl made a motion to pay for half of the Delta T Mechanical invoice. Lynne Liechty seconded that request and the motion carried with three (3) ayes.

Mr. Hays reported to the Commissioners that the Sheriff's Department is decommissioning another Tahoe soon and he would like permission to use that vehicle for Community Corrections. He said that the Tahoe will replace one of the high mileage Chevrolet Impalas. Lynne Liechty made a motion to allow Community Corrections to receive the next decommissioned Sheriff's Department Tahoe. James Crowl seconded that motion and the motion carried with three (3) ayes. Ronald Smith informed Mr. Hays that Erin Wray, Commissioners' Secretary, will have to obtain information from the Sheriff's Department on the Tahoe to get new plates on that vehicle and change the vehicle insurance.

Gary Fair, Community Center Maintenance, reported that he has received two (2) quotes for cleaning the Old Jail. Mr. Fair said that the wildlife had to be stopped from coming in, prior to cleanup and that has been done. He said that a quote has been received from Tri-State Carpet Cleaning in the amount of \$1,159.00 and Stanley Steemer in the amount of \$1,201.78. Gary Fair said that he has taken it upon himself to contact the company with

the low quote so he could figure out a time schedule. He said that the soonest they could get to the Old Jail would be Saturday, August 20, 2016. Mr. Fair said that once the cleaning is done, Manahan Construction would be brought back, in October, to do the outside repairs to the windows. He said that the windows would be overlaid with plexi-glass so there are two (2) barriers. James Crowl made a motion to accept the low quote from Tri-State Carpet Cleaning, in the amount of \$1,159.00, and the bill shall be split 50/50 between the Commissioners and Community Corrections. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Gary Fair stated that the bats have to be removed from the Courthouse Bell Tower before anything can be done. He said that he made contact with two (2) exterminators and he has only received one (1) quote. Mr. Fair said that he will wait to share that quote until he receives the second quote. He said that the plan is to place bat houses around the Courthouse and bait the bats so they can be relocated. Mr. Fair also said that there is a process called tubing that will enable the bats to get out; however, they will not be able to get back in. He said that the entire process could take a couple months.

Mr. Fair said that he has received quotes from Tri-State Carpet Cleaning in the amount of \$1,912.80 and Stanley Steemer, in the amount of \$4,496.86, for the cleaning of the Bell Tower. Gary Fair said that he has not yet received quotes for the repair of the Bell Tower; however, it was decided not to replace the current material with vinyl. James Crowl stated that the same time the repairs of the Bell Tower are addressed, the shingle problem also needs to be taken care of. Lynne Liechty made a motion to approve the low quote from Tri-State Carpet Cleaning. James Crowl seconded that motion and the motion carried with three (3) ayes.

Gary Fair reported that he spoke to Gary Manahan, Manahan Construction, and Mr. Manahan was going to contact Commissioner Crowl regarding the water separation at Community Corrections. Mr. Fair stated that Community Corrections also contacted him regarding the condition of their parking lot. In the past it was determined that an engineer would have to be brought in and do drawings. Mr. Fair said that Gary Manahan never received the permission to move forward with that project. Erin Wray, Commissioners' Secretary, stated that there was an issue with the quotes and nothing was finalized because those issues needed to be clarified. Commissioner Crowl stated that this matter will have to be discussed at another time, once things are clarified.

Gary Fair stated that the MSC Supply invoice for the new tables and chairs at the Event Center has not yet been paid. Ronald Smith said that an inventory of the tables and chairs has not yet been done and that is why the invoice has not been paid. Gary Fair assured the Commissioners that if there were any problems, MSC would be happy to take care of it, but the invoice really needs to be paid. Ronald Smith stated that there are a couple issues on a few chairs that have been unpacked as well. Lynne Liechty made a motion to pay the MSC bill. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Fair submitted invoices from Delta T Mechanical, in the amount of \$1,152.94 for repairs made to exhaust fans and in the amount of \$2,059.30 for repairs made to the Community Center chiller. James Crowl made a motion to approve payment of these invoices, to be paid from Cum. Cap. 1138-000-4000.15. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Fair also reported that the Ford Freestar van in the Commissioners' fleet is in need of four (4) new tires and he submitted four (4) quotes. Lynne Liechty made a motion to accept the quote from Best One Tire & Auto Care for the Tiger Paw Touring tires, in the amount of \$405.00. James Crowl seconded that motion and the motion carried with three (3) ayes. Even though the accepted quote was not the low quote, the Commissioners felt it was in the best interest to go with Best One Tire & Auto Care due to past dealings and the roadside assistance that is offered.

Gary Fair and the Commissioners discussed options regarding the Courthouse Raingarden; however, decisions cannot be made due to the City of Angola being on vacation. Mr. Fair said that temporary approval was received so everything is working as normal until the permanent fix is agreed upon.

Mr. Fair said that there are some unfinished ambulance bays at EMS North and they need to be completed. He said that the soot from the diesel has collected on the insulation and he thought barn siding could be installed so the walls could be washed and kept clean in the future. Mr. Fair asked that the Commissioners accompany him to EMS North after today's meeting.

Mike Sevits, Annex Maintenance, requested permission to remove bushes around the flag pole at the Annex and at EMS. Mr. Sevits stated that he thinks he can do it himself and he would plant flowers in place of the bushes. He said that he has the funds in his budget to cover the costs. James Crowl made a motion to approve the request to remove the bushes and plant flowers. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Frank Charlton, County Park Superintendent, thanked Gary Fair and Rick Meyers for their help at the Event Center. Mr. Charlton also thanked the Sheriff for the increase in patrols at the County Park during the 4-H Fair.

Mr. Charlton requested permission to purchase two (2) filing cabinets in the amount of \$1,336.00 each and two (2) new desks in the amount of \$1,966.00. He said that he does have the money in his budget for these purchases. Lynne Liechty made a motion to allow Mr. Charlton to purchase (2) new filing cabinets and two (2) new desks. James Crowl seconded that motion and the motion carried with three (3) ayes.

Frank Charlton reported to the Commissioners that someone has cranked the torsion bars too tight on the County Park Truck and he said it can be fixed before more damage is done. James Crowl made a motion to enable Frank Charlton to fix the County Park Truck. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Frank Charlton reported that there is a leaf collector at the County Park that hasn't been used and isn't needed. It was decided to see if one of the maintenance supervisors had use for it.

Sheriff Troyer came to the Commissioners with a request to purchase a training simulator. He said that it is a use of force training simulator. He said it is a system that can be done in house and can be controlled by the instructors. Sheriff Troyer said that this training device doesn't teach the officers how to shoot people, it shows them how to not shoot people and brings decision making to a realistic level for the officers.

Sheriff Troyer said that he would like to put the device in the training or conference room and it will be installed permanently and will not be moved. He said that the device comes with a 5 ½ year warranty and at the end of 5 years he will send the system back and a new one will be received.

Sheriff Troyer said that he has spoken to the other area law enforcement agencies and he is open to allowing them to come in and train on the system and with the Sheriff's Department.

Sheriff Troyer said that the cost of the device is \$75,125.00 and he has the funds in the Federal Drug Seizure Fund and Handgun Permit Fund to cover the entire cost.

James Crowl clarified that any area law enforcement agency that wants to be trained, will be. Sheriff Troyer said that the master instructors in the agency will train someone from the other agencies and then they will instruct their own people. James Crowl said that he wanted this training simulator to be very open to all police officers in Steuben County and allow them to train.

Lynne Liechty made a motion to allow Sheriff Troyer to purchase the training simulator from his Federal Drug Seizure Fund and Handgun Permit Fund. James Crowl seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty asked Sheriff Troyer if the issues listed in the Jail Inspection Report were being repaired. Sheriff Troyer stated that they were working on those items.

Jennifer Sharkey, County Engineer, stated that the subcontractors for API were going to do pavement markings on Maple Street this week. Ms. Sharkey said she will check on the temporary seeding and the traffic flow.

Ms. Sharkey said that there was a meeting held regarding the Toll Road Interchange on July 12, 2016. She reported that at this time, she does not see the project moving forward but she will continue to provide updates.

She stated that she will apply for the Community Crossings Grant on Friday, July 29, 2016.

Jennifer Sharkey said that she will contact Donald Stuckey regarding the Speed Limit Ordinance and how to move forward with that. Ronald Smith stated that for an example, on a gravel road where the speed limit is not posted, motorists are entitled to drive 55 mph. Commissioner Smith stated that if that is to change, traffic studies have to be done. Jennifer Sharkey said that any new speed limit sign that is put up that is not in line with the State Code, a traffic study has to be done.

Ms. Sharkey resubmitted the Traffic Ordinances that were discussed at the prior meeting. She said that there are three different intersections that are going to either have stop signs installed or have an adjustment of the preferential roadway.

James Crowl made a motion to adopt Traffic Ordinances 2151 and 2153. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

**Second and Third Readings  
Steuben County, Indiana  
Traffic Ordinance No. 2151 and 2153**

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. 2151 and 2153, 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  
0

The County Auditor then read aloud the title of said Ordinances for the second and third readings. Thereupon, County Commissioner, James Crowl, moved for final passage and adoption of the Ordinances in full applicable regulations to establish such Ordinances. This motion for final passage and adoption was seconded by Lynne Liechty and on the call of the roll adopted by the following vote:

Ayes  
3

Nays  
0

The President of the Steuben County Commissioners, Ronald L. Smith, declared publicly Traffic Ordinance No. 2151 and 2153, 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. 2151 and 2153 is on file in the Auditor's office.

Ordinance No. 2151 reads as follows:

***Steuben County, Indiana  
Traffic Ordinance No. 2151***

Whereas the Steuben County Commissioners have caused a traffic study to be made over and along County Road West 120 North from County Road North 177 West to County Road North 170 West, all in Steuben County, Indiana, and whereas, the Steuben County Commissioners have ordained and enacted that the hereinafter listed County Highways which cross, intersect or run perpendicular to, or any designated entrance shall be hereby declared to be a "stop" intersection:

On CR 120 N

Stop Sign at CR 170 W

**Therefore, Be It Ordained That:**

County Road West 120 North be a stop condition at the intersection of County Road North 170 West.

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: 7/5/16

Read and passed second reading on: 7/18/16

Read and passed third reading on: 7/18/16

**STEBEN COUNTY COMMISSIONERS**

Ronald Smith, President, South District

James Crowl, Middle District

Lynne Liechty, North District

Attest:

Kim Koomler

Steuben County Auditor

Ordinance No. 2151 reads as follows:

**Steuben County, Indiana  
Traffic Ordinance No. 2153**

Whereas the Steuben County Commissioners have caused a traffic study to be made over and along County Road West 112 North from County Road North 150 West to County Road North 140 West, all in Steuben County, Indiana, and whereas, the Steuben County Commissioners have ordained and enacted that the hereinafter listed County Highways which cross, intersect or run perpendicular to, or any designated entrance shall be hereby declared to be a "stop" intersection:

On CR 112 N

Stop Sign at CR 140 W

**Therefore, Be It Ordained That:**

County Road West 112 North be a stop condition at the intersection of County Road North 140 West.

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: 7/5/16  
Read and passed second reading on: 7/18/16  
Read and passed third reading on: 7/18/16*

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

*Attest:  
Kim Koomler  
Steuben County Auditor*

Lynne Liechty made a motion to adopt Traffic Ordinances 2152. James Crowl seconded that motion and the motion carried with three (3) ayes.

**Second and Third Readings  
Steuben County, Indiana  
Traffic Ordinance No. 2152**

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 Traffic Ordinance No. 2152, 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, 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. 2152, 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. 2152 is on file in the Auditor's office. Ordinance No. 2152 reads as follows:

***Steuben County, Indiana  
Traffic Ordinance No. 2152***

*Whereas the Steuben County Commissioners have caused a traffic study to be made over and along County Road North 900 West from Orland Road to County Road West 500 North, all in Steuben County, Indiana, and whereas, the Steuben County Commissioners have ordained and enacted that the hereinafter listed County Highway*

which cross, intersect or run perpendicular to, or any designated entrance shall be hereby declared to be a "stop" intersection:

<i>On Orland Road</i>	<i>Stop Sign at CR 900 W</i>
<i>On CR 500 N</i>	<i>Stop Sign at CR 900 W</i>

***Therefore, Be It Ordained That:***

*Orland Road and CR 500 N be a stop condition at the intersection of CR 900 W. This ordinance repeals any and all other Ordinances on Stop Signs heretofore, passed by the Steuben County Board of Commissioners on the above mentioned roads.*

*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: 7/5/16*  
*Read and passed second reading on: 7/18/16*  
*Read and passed third reading on: 7/18/16*

***STEBEN COUNTY COMMISSIONERS***

*Ronald Smith, President, South District*

*James Crowl, Middle District*

*Lynne Liechty, North District*

*Attest:*

*Kim Koomler*

*Steuben County Auditor*

Jennifer Sharkey reported that there have been 12 more miles of roadwork completed and 27 miles are under construction. Ms. Sharkey said that the Highway Department will be looking into implementing some alternative preservation treatments and if any feedback is received she would like to be informed.

Ms. Sharkey stated that she met with a DNR Representative regarding the CR 400 W Bridge. She said that the DNR was going to check with the Conservation Officer to see if there has been any boating accidents or safety concerns from their perspective and get back with her.

Ronald Smith asked when the chip and seal was going to be done on 27 South. Emmett Heller said that it should be done in the next three (3) weeks and the railroad should be finished with their crossing before then.

Emmett Heller, Highway Superintendent, asked for permission to rent a broom. Mr. Heller said that the broom that the Highway Department owns has some repairs that need to be made and cannot be used. He said that the cost of the rental is \$2,350.00 a month, the value of the machine is \$48,000.00 and it will need to be added to insurance. James Crowl made a motion to allow Mr. Heller to rent the broom in the amount of \$2,350.00 a month. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Heller asked the Commissioners if there is a threshold for renting a piece of equipment or for purchases. He stated that other departments have a threshold of \$500.00. Lynne Liechty stated that she believes that it should be higher for the Highway Department due to having to repair trucks, etc. Emmett Heller said that he would like to see the threshold put at \$2,500.00. James Crowl made a motion to set the threshold for the Highway Department on purchases and/or rentals at \$2,500.00 and they must fill out the form for verbal approval or come to a meeting for official approval if the amount is higher than that. Lynne Liechty seconded that motion and the motion

carried with three (3) ayes. Jennifer Sharkey clarified the threshold and what that encompassed. The Commissioners stated that it does not encompass asphalt, stone, etc. that went through the bidding process.

Emmett Heller reported that he had a meeting with the Auditor's Office and cleared up the confusion about the trucks from the last meeting. Kim Koomler, Auditor, stated that the information all looks good and the Auditor's Office is fine with how it will work out. Lynne Liechty told Emmett Heller that if there are ever any questions, he needs to ask.

Kim Koomler stated that the new F-550 has been put on hold and that needs to be dealt with today. Lynne Liechty stated that the F-550 was on 2017's plan, not on 2016's and she wanted to know why Mr. Heller was proceeding. Mr. Heller stated that he is proceeding because the 2017 vehicles will have an aluminum frame and he would like parts to stay in the same year. Lynne Liechty asked for the quotes and Mr. Heller said that he has them, but not enough copies to pass them out. Commissioner Liechty said that she wants to see the quotes. Kim Koomler stated that the quotes were brought to the meeting that they had. Lynne Liechty stated that the way it was presented at the last meeting was that Mr. Heller had four (4) trucks he wanted to trade for three (3) new Western Stars and that was not true. Mr. Heller wanted to trade four (4) trucks for two (2) new Western Stars and then he added in another F-550 and that truck was not in the budget for 2016. James Crowl made a motion to allow Mr. Heller to purchase the additional F-550 from the 2016 budget. Ronald Smith seconded that motion and the motion carried with two (2) ayes and one (1) nay.

Sonya Dintaman, Carnegie Public Library, submitted a request to have Theresa Hornbacher and Gayle Camp reappointed to the Library Board. Ms. Dintaman stated in her email that both of them are willing to serve another term. James Crowl made a motion to reappoint Theresa Hornbacher and Gayle Camp to the Carnegie Library Board. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Gary Fair came back to the Commissioners to report on the second estimate for bat removal at the Courthouse. Mr. Fair stated that the company charges a \$249.00 site visit charge to quote the project. Gary Fair stated that Zim's Nuisance Control quoted between \$800.00-\$900.00 for four (4) bat houses, lures and tubing. James Crowl made a motion to go with Zim's Nuisance Control for the Courthouse bat removal. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Fair reported that the Community Center parking lot will be seal coated next weekend and he would like to request permission to move the Farmer's Market to the Lower Annex Lot on Saturday, July 23. Lynne Liechty made a motion to approve moving the Farmer's Market on Saturday, July 23. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion that a memo be sent out to all entities that rent space in the Community Center informing them that they shall begin parking in the new parking lot on the corner of Martha Street and Wall Street. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners received the following correspondence: State of Indiana re: Lt. Governor Holcomb statement on Governor Pence being selected GOP candidate for vice president; IN.gov re: Estimates pursuant to SEA 321-2016; State of Indiana re: Orland Industrial Park Designated as Indiana Site Certified Silver; Fort Wayne Trails re: Thank you for letter of support; RISE, Inc. re: Invitation to Respite House Opening; BMV Overcharge Litigation re: Notice of Class Certification.

STEUBEN 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  
elw