

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING
July 3, 2017

The Steuben County Commissioners met at 1:00 p.m. on Monday, July 3, 2017, in the Commissioners' Room of the Steuben County Community Center. Present this day were Commissioners Ronald Smith, James Crowl and Lynne Liechty. Also present were Donald Stuckey, County Attorney and Kim Koomler, Steuben County Auditor.

Lynne Liechty made a motion to approve the claims submitted for payment this day totaling \$488,761.39. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the minutes from the Commissioners' Meeting on June 19, 2017. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the June 5, 2017, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

Donald Stuckey, County Attorney, submitted a Release of Bond. Mr. Stuckey stated that it is for a subdivision that was platted several years ago and was eventually vacated. He said that the bond was to insure the completion of the road which was part of the subdivision, but with it being vacated, there's no reason for the road and that's the purpose of the bond release. James Crowl made a motion to accept the Release of Bond. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Linda Myers, Recorder, requested official approval to purchase a new computer server in the amount of \$2,386.00 from the Recorder's Perpetuation Fund. Lynne Liechty made a motion to approve that request. James Crowl seconded that motion and the motion carried with three (3) ayes.

Gary Fair, Community Center Building Manager, requested official approval to repair the east Rain Garden due to erosion. Mr. Fair stated on his request that the total will be split between MSD, Steuben County Soil & Water and his maintenance budget. He said that the total amount to be paid by the County will not exceed \$800.00. James Crowl made a motion to approve the repairs to the east Rain Garden. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners received a quote from Foresight Professional Engineers & Surveyors for the survey of the 76 Park in the amount of \$2,860.00. Erin Schiffli, Commissioners' Secretary, stated that she had contacted another company; however, no quote was received. Due to the need of having the legal description done sooner rather than later, James Crowl made a motion to accept the quote from Foresite. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mike Sevits, Annex Maintenance and Rick Meyers, Courthouse Maintenance, came to the Commissioners regarding parts for the existing John Deere Tractor and a storage shed to be placed at North EMS. Lynne Liechty made a motion to approve the quote from Kenn-Feld Group, LLC in the amount of \$2,442.91 for the tractor parts and the quote from Menards in the amount of \$439.99 for the storage shed. It was further stated that both invoices shall be paid from Cum. Cap. 1138-000-4000.15. James Crowl seconded that motion and the motion carried with three (3) ayes.

Frank Charlton, County Park Superintendent, discussed the demolition of the old Exhibit Hall at the County Park. Mr. Charlton stated that he received another quote from Dilts in the amount of \$9,500.00. He said that quote includes removal of everything and the first quote, in the amount of \$5,000.00 leaves the beams and the basement. James Crowl made a motion to accept the quote from Dilts due to the extent of work that would remain with the other quote. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. It was determined that the invoice shall be paid from County Park Improvement.

Mr. Charlton also requested clarification on the camping rates. He said that there are nightly, weekly, monthly and seasonal rates. It has come to his attention that there is some confusion on what constitutes a weekly

rate. Mr. Charlton said that some people consider the weekly rate five (5) days; however, he believes that a week constitutes seven (7) days. The Commissioners clarified that the weekly rate is for seven (7) days of camping.

Frank Charlton also requested guidance on what to do with all of the old meter bases that are located at the County Park work shop. The Commissioners requested that he contact an electrician to see if they are worth any money and if not, he can scrap them.

Mr. Charlton reported that gutters have been installed on the Lion's Building, the Event Center has been rented three (3) more times and Moody Farms have picked rocks from the area between the Waste District and the Event Center.

Bob Hartman, Camper at the Steuben County Park Lot 152, came to the Commissioners regarding a shed that he constructed on his lot at the County Park Campground. Mr. Hartman stated that he asked Frank Charlton if he could put a shed up behind his camper and he understood from Mr. Charlton that the shed couldn't block the view. Mr. Hartman said that he then went to Menards, purchased a plastic shed and put it directly behind his camper.

Bob Hartman stated that after the shed was constructed, he received a letter stating that he wasn't approved to build the shed and the shed had to be removed. Mr. Hartman stated that he contacted Frank Charlton and was told that the shed was against the rules and he did not receive approval prior to building the shed.

Mr. Hartman stated that in his opinion, he would rather see a nice shed instead of "sheet walls," campers with rubble around their campsite and equipment shoved under campers. Mr. Hartman stated that the Campers have had questions and they aren't getting concrete answers from Park Staff.

Donald Stuckey asked what the rules said. Mr. Hartman read that it states, "All outside storage units, excluding plastic units, measuring at 50 inches tall by 48 inches by 36 inches deep....." Mr. Hartman again reiterated "excluding plastic." Bob Hartman stated that he took the Camper Contract to legal counsel and they said it starts at the beginning and because it says you must get approval first, that makes the shed illegal.

Donald Stuckey stated that the rules can be changed at any time; however, they should be changed for everyone. Ronald Smith recommended having a written approval form for when someone comes and seeks approval on something so they can leave with something in hand.

Ronald Smith stated that the Commission Board chooses to not be a referee on whether or not the rules are being met at the County Park. Frank Charlton is the interpreter of the rules and Mr. Hartman needs to resolve this issue with the Superintendent. Commissioner Smith stated that Mr. Charlton will be in charge of making the decision and the Commissioners will endorse that decision. Ronald Smith clarified that this issue is being sent back to the Superintendent rather than having the Commissioners made a decision.

Tami Mosier, Purdue Extension, invited the Commissioners to the 4-H Fair and gave each of them a schedule of events.

Alex Dobson, Veterans' Affairs, reported to the Commissioners that Steuben County is receiving two VA vans and he would like permission to park them in a County parking lot. Mr. Dobson said that the County has no financial responsibility for the vans. Lynne Liechty made a motion to allow Alex Dobson to park the vans in a County parking lot. James Crowl seconded that motion and the motion carried with three (3) ayes.

Randy Brown, EMA, submitted quotes from Bill's Professional Towing for maintenance to the EMA Tahoe. Mr. Brown is requesting to replace the rear brakes in the amount of \$293.94 and spark plugs and wires in the amount of \$350.25. Mr. Brown stated that he does not have the funds in his budget and is requesting that the Commissioners pay for the repairs. Lynne Liechty made a motion that Mr. Brown obtain another quote on the repairs; however, due to the nature of the repairs he may move forward with the lowest quote without coming back to the Commission Board. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Brown also submitted quotes from Integrity Comm & Electronics Inc. for tornado siren battery replacements in the amount of \$4,632.00. Mr. Brown informed the Commissioners that he has the funds in his budget for these replacements. James Crowl made a motion to approve the quotes from Integrity Comm & Electronics. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Randy Brown requested permission to purchase a radio console in order to organize the radios and other equipment in the EMA Tahoe. Lynne Liechty stated that she has spoken to the Sheriff's Department and Fire Department and they thought it would be useful for him to have as well. Mr. Brown said that the console costs \$3,523.61 before shipping and he has the funds in LOIT and in his donation fund. Lynne Liechty made a motion to allow Mr. Brown to purchase the vehicle console. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl asked Randy Brown how often he goes on fire runs. Mr. Brown stated that it depends on what is on fire. He said that he is notified of all confirmed structure fires because there could be hazardous run off. Mr. Brown said that he is also notified of any accidents involving tankers, fuel spills, etc. He said the gets called a lot but he does not go to everything and his runs are based on what the Fire Departments are requesting him to attend. Mr. Brown said that there is now an EMA Dispatch and Notification Policy that was created at a Chiefs and Officers Meeting so Dispatch is clear on when to notify EMA. Mr. Brown stated that anything that he is summoned to on a large scale, the Commissioners will be notified. Ronald Smith clarified that Mr. Brown does not go on certain runs because there is no necessity to have him there. Commissioner Smith stated that the Commission Board does not intend for the EMA Director to be at every incident that takes place and only those that are applicable to him.

Bill Schmidt, Steuben County Lakes Council, came to the Commissioners to give them each a book about the area lakes that was put together by Pete Hippensteel. Mr. Schmidt stated that the book is a summary of where the County was 200 years ago compared to where the County is now.

Jennifer Sharkey, Highway Engineer, submitted NIPSCO Utility Permit #2779 for approval. Lynne Liechty made a motion to approve the NIPSCO Utility Permit. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey stated that she spoke to Frontier regarding the delay escalation costs and they wanted a breakdown and she provided that to them last week.

Jennifer Sharkey reported that they are still moving forward with the right of way phase of the 200 N/SR 827 Project. Ms. Sharkey said that they are looking to have letting in January, 2018 with construction beginning in the spring of 2018. Ms. Sharkey reported that the RFP for engineering has been advertised with a due date of July 21, 2017. She said that the selection committee for that RFP will be made up of three (3) Commissioners, herself, and two (2) City representatives since it is a joint project. Ms. Sharkey also submitted two (2) reimbursement vouchers for right of way activities and preliminary engineering. James Crowl made a motion to approve the reimbursement vouchers. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey stated that the Bike Trail Phase II is moving forward and all of the appraisals should be done by August 15 and then the official offers will be done. She stated that she's looking to have the right of way secured by the end of October so bids can be advertised in December or January with construction beginning in the spring of 2018.

Ms. Sharkey submitted a list of projects for the Community Crossings Grant. She said that the projects highlighted in yellow would be turnkey projects where contractors would be hired and the remaining projects would be a combination of county workforce and a contractor.

Lynne Liechty stated that she went to Cranston's Reef and looked at the cul-de-sac area and she believes that it would not be very safe if the Commissioners approved their request for parking on the county right of way.

Emmett Heller, Highway Superintendent, reported that the FDR process and the Clear Lake Project have been completed.

Mr. Heller thanked the Commissioners for the first seven (7) trucks because they were able to cut \$65,000.00 from the 2017 budget and they look to cut another \$15,000.00 out of the 2018 budget.

Emmett Heller stated that he would like to move the truck purchase process on to Council with the Commissioners permission. Mr. Heller stated that he would like to ask for a commitment of three (3) new trucks per year for the next three (3) years. Lynne Liechty said that he has to go before the Commissioners every year for the budget and trying to do a budget three (3) years out makes it nearly impossible. Mr. Heller stated that he has been told by Stoops that they will carry the price of the trucks from last year through the whole process if they know they have a commitment, there is also a three percent (3%) break available from other dealers. Jennifer Sharkey said that the Highway Department would still come for approval for each truck, this request is just for the commitment. No motion was made; however, the Commissioners said that Emmett Heller can go to Council and ask for a commitment.

Mr. Heller also requested to go to Council to request approval to purchase three (3) trucks with the Highway Department budget, Riverboat funds and the Highway Department Surplus at \$165,000.00 each which would start the process of purchasing the nine (9) trucks. Kim Koomler stated that the Highway Surplus would be an additional appropriation and that Highway Surplus is what supports the Highway Budget. No motion was made; however, the Commissioners said that Emmett Heller can go to Council and ask for permission.

Jennifer Sharkey and Erin Schiffli submitted a rough draft of the Bid Notice for the 2017-2018 Salt Season and requested permission to move forward with the bidding process. Lynne Liechty made the motion to move forward with the bidding process. James Crowl seconded that motion and the motion carried with three (3) ayes.

Brett Hays, NICC, submitted an Amended Interlocal Agreement to the Commissioners for review and approval. He said that the only amendment is a program name change. James Crowl made a motion to approve the Amended Interlocal Agreement. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Phil Pieri, Nordic Energy, came to the Commissioners with an update on the natural gas rates. Mr. Pieri stated that the numbers took a turn for the better and he offered an agreement to the Commissioners for the next three (3) years at the fixed rate of .39 per therm and an interstate fee of .08 per therm. Mr. Pieri stated that his estimate saves the County \$100,533.47 in the next three (3) years. Lynne Liechty made a motion to accept and sign the agreement with Nordic Energy for the next three (3) years. James Crowl seconded that motion and the motion carried with three (3) ayes.

Erin Schiffli informed the Commissioners that several of the Koorsen fire alarm/lights contracts will expire in August, 2017; however, a few buildings have been added and those contracts are extended out further than the August, 2017 date. Ms. Schiffli asked for direction from the Commissioners on what to do with the expiring contracts. James Crowl made the motion to contact Koorsen and ask them if they would extend all of the contracts until September, 2021 which is the longest existing contract. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Erin Schiffli notified the Commissioners that Community Corrections has decommissioned a Dodge Van and it is now sitting at the Old County Home. Ms. Schiffli asked if the Commissioners would like to place it on the online auction with the decommissioned Impala. Lynne Liechty made a motion to sell the van on the online auction. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Schiffli also asked the Commissioners if they would like her and Gary Fair to start the process on an RFQ for the dumpster contracts. James Crowl made a motion to permit Gary Fair and Erin Schiffli to move forward on submitting an RFP for the dumpster contracts to get all dumpsters on one contract. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lori Hickey, Chief Deputy, submitted Miscellaneous Claims for the quarter that totaled \$359,680.16. James Crowl made a motion to approve the Miscellaneous Claims. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners requested to schedule Commissioner Appointed Department Head Reviews for some time in October.

The Commissioners also requested that a memo be sent to the Commissioner Appointed Department Heads and inform them that the Commission Board would like to have quarterly written reports submitted at the last month of each quarter. The Commission Board wants the Highway Department and the County Park to continue coming to the Commissioners' Meeting with their reports.

The Commissioners requested that a letter be sent to Cameron Hospital informing them that Steuben County is not ready to commit to sending out an RFP where the EMS Department is concerned.

The Commissioners received the following correspondence: Tri State County Regional Airport re: Memorandum 6/17

STEUBEN COUNTY BOARD OF COMMISSIONERS

Ronald L. Smith, President, South District

James A. Cowl, Vice President, Middle District

Lynne Liechty, North District

Attest: _____
Kim Meyers, Steuben County Auditor
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