

STEUBEN COUNTY BOARD OF COMMISSIONERS MEETING
August 1, 2016

The Steuben County Commissioners met at 1:00 p.m. on Monday, August 1, 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 Donald Stuckey, County Attorney, Ruth Beer, Steuben County Councilwoman and Kim Koomler, Steuben County Auditor.

Vina Conti, Plan Commission, introduced Clinton Knauer, the new Building/Plan Director.

Laurie Stoy, Treasurer, made a request to purchase five (5) new adding machines from Monroe, in the amount of \$760.85, to be paid from her budget. James Crowl made a motion to approve Ms. Stoy's request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Stoy also requested permission, per State Board of Accounts, to destroy claims check numbers 121367 to 124980 and payroll check numbers 78490 to 81240. She stated that these checks were written from an old bank account and that bank account is no longer used for claims or payroll. Lynne Liechty made a motion to permit Laurie Stoy to destroy the claim and payroll checks requested. James Crowl 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 \$540,582.50. James Crowl seconded that motion and the motion carried with three (3) ayes.

Kim Koomler, Auditor and Laurie Stoy, Treasurer, submitted the Monthly Comparison Report for approval. James Crowl made a motion to approve the Monthly Comparison Report. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Janel Meyer, Soil and Water, stated that she is working with DeKalb SWCD on a Clean Water Indiana Grant. Ms. Meyer said that there are different components with it, including pollinator plots, stream bank stabilization project and an incentive and cost share program. She said that it has to be in the Fish Creek Watershed again, like it was last time. Ms. Meyer stated that she is looking for an opinion from the Commissioners on pollinator plots. She said the original plan was to work with the Highway Department; however, there isn't a lot of right of way to do that. She said she's now hoping to work with the Parks Department or a school.

Lynne Liechty asked what kind of pollinator they planned on using and Ms. Meyer said that they would probably use Monarch's because NRCS has a program that is specific for Monarch's. Janel Meyer reported that they are looking at a total of ten (10) acres between Steuben and DeKalb Counties. Ms. Meyer said that working with landowners may be the way to go on this project.

Lynne Liechty made a motion to support Soil and Water in trying to obtain the Clean Water Indian Grant. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Meyer also informed the Commissioners that she is reapplying for Phase IV of the Pigeon Creek Watershed Management Plan and she needs a letter of support from the Commissioners. James Crowl made a motion to submit a letter of support for Phase IV of the Pigeon Creek Watershed Management Plan. Lynne Liechty 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 July 18, 2016. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the June 20, 2016 and July 5, 2016, Commissioners' Meetings for the Index Book, which were approved at the prior meeting.

An explanation of terms, rules, regulations and points of contact for the Event Center was submitted for approval. Lynne Liechty made a motion to approve the explanation. James Crowl seconded that motion and the

motion carried with three (3) ayes. The Commissioners requested that the explanation be sent to Kylee Harris, County Park Assistant Superintendent.

Pam Feller, Probation, submitted a request to allow committee members to ride in county vehicles to quarterly meetings in Indianapolis as part of the Juvenile Detention Alternative Initiative. James Crowl made a motion to approve the request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Erin Wray, Commissioners' Secretary, asked the Commissioners if they plan on attending the Annual AIC Conference in Fort Wayne. All of the Commissioners stated that they would like to be registered for all three (3) days.

A list of vehicles including three (3) decommissioned Crown Victorias, one (1) Chevrolet Impala and one (1) 1994 Chevrolet Truck was submitted for permission to add them to the online auction. Lynne Liechty made a motion to put them on the online auction with GovDeals.com. James Crowl seconded that and the motion carried with three (3) ayes. Donald Stuckey, County Attorney, asked if the Notice to Bidders is done by the online auction because a notice has to be done if anything is sold over \$100.00.

The Event Center Coordinator/Assistant Superintendent Job Description was submitted for discussion. Kim Koomler, Auditor, stated that initially it was just the Event Center Coordinator and the Commissioners asked to put the two (2) job descriptions together. Ms. Koomler said that has been done and the final description needs to be approved and the salary also needs to be discussed. She said that the only thing she could see becoming an issue is the exempt status on the job description. Ms. Koomler stated that on December 1, 2016, a new law goes into effect regarding overtime pay and annual salaries for exempt employees. The Commissioners felt it should be changed non-exempt status.

Kim Koomler also stated that she put \$25,000.00 in the budget request for this job position as requested by at least two (2) Commissioners. James Crowl made a motion for the Event Center Coordinator/Assistant Superintendent work 40 hours a week and to accept the new job description as amended. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Rick Meyers, Courthouse Maintenance, came to the Commissioners regarding quotes for window cleaning and pest control. Mr. Meyers said that he is more concerned about the higher, outside windows as he is working on getting the inside windows cleaned. Quotes were submitted from Jim Jackson in the amount of \$600.00 for the inside windows and \$600.00 for the outside windows and from Real Clean in the amount of \$650.00 for the inside windows and \$950.00 for the outside windows.

Mr. Meyers also updated the Commissioners on plumbing that will have to be addressed soon as well. Lynne Liechty stated that if the plumbing is going to be an issue, that should be fixed first and then the windows. James Crowl stated that the windows need to be done before winter, but the plumbing needs to be addressed. James Crowl made a motion to fix the plumbing first and have the windows cleaned within the next six (6) weeks. He further stated that if Mr. Meyers has the funds in his budget, he can use those, if he doesn't, the Commissioners will figure it out. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Rick Meyers said that pest control needs to be professionally done. He said the home defense pest control is not doing anything and the walls in the basement need to be professionally sprayed. Mr. Meyers submitted a quote from Orkin Pest Control in the amount of \$900.00 and another from Charlie's Spider Fighters in the amount of \$800.00. Lynne Liechty made a motion to accept the quote from Charlie's Spider Fighters. James Crowl seconded that motion and the motion carried with three (3) ayes.

Gary Fair, Community Center Maintenance, reported that the bat houses are on order and should be coming in any day. Mr. Fair stated that he has only received one estimate for the work on the bell tower at the Courthouse. James Crowl requested to postpone opening quotes until the September 15 meeting.

Mr. Fair stated that it was decided to make green space on the east side of the building where asphalt used to be. He said that since that area was opened up, he had the company that waterproofs walls come in and also had someone with a digger come and take a look to see how much it would cost. Mr. Fair stated that he has not gotten

any of the numbers back, he just wanted to let the Commissioners know what is going on. James Crowl made a motion to work with Gary Fair on these issues and to allow him to move forward and receive quotes. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Gary Fair stated that MSD offered to partner with the County on building a pad on the east side of the building on Martha Street to set dumpsters on and to have fence installed so the dumpsters are hidden.

Randy Brown, EMA Director, reported to the Commissioners that on July 23 there was an incident with the tornado sirens. Mr. Brown stated that the City has a computer controller that had a glitch in it which caused all of the sirens in the County to sound. During that glitch, the City sent a cancel notice that only went to eight (8) sirens. Mr. Brown stated that the County does not have the capability to see which sirens go off and which don't, the City of Angola is the only one that has that capability. He said that the City is on a digital system and the County is still on an analog system because when it was requested to switch to a digital system, that request was denied.

Randy Brown further reported that during the glitch, he was notified that there are three (3) sirens that need new batteries and the cost of those batteries are \$2,076.00. He said that exceeds what he has left in his budget.

Mr. Brown also submitted a quote for upgrading the analog system to the digital system, in the amount of \$8,742.32.

Kim Koomler, Auditor, asked Mr. Brown if he has any funds for these items in his Public Safety LOIT line items. Mr. Brown said that he is not sure what the balance is in those line items. Lynne Liechty said that the research for the funding for both of the items needs to be done; however, the batteries need to be fixed immediately. Lynne Liechty made a motion to accept the quote from Integrity Communications & Electronics Inc., in the amount of \$2,076.00, and it should be paid from Cum. Cap. 1138-000-4000.15. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to accept the quote from Integrity Communications, Inc., in the amount of \$8,742.32, pending the funding source being found by the Auditor's Office. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Shelly Herbert, Clerk, stated that Knowink, Innovative Election Solutions, did a demonstration to the Election Board using poll pads. Ms. Herbert stated that poll pads would replace the actual paper poll books, eliminate poll workers and combine poll locations. She submitted a quote from Knowink in the amount of \$48,835.00 and she also submitted a sheet showing some cost savings if the poll pads were purchased. Ms. Herbert stated that she estimates approximately \$7,901.52 could be saved per year. Shelly Herbert also reported that currently, she has approximately \$31,800.00 left in her budget. Lynne Liechty made a motion to enable Shelly Herbert to go to Council to request an additional appropriation to purchase the poll pads. James Crowl seconded that motion, but advised Ms. Herbert to get an exact dollar amount locked in. The motion carried with three (3) ayes.

Vicky Meek, EMS, had submitted correspondence regarding obtaining permission to start ambulance bids. Kim Koomler stated that there is no money in a line item for the ambulances and no money will be in place until budget orders are approved by DLGF. Lynne Liechty made a motion to table the decision until budget orders are approved by DLGF.

Jennifer Sharkey, County Engineer, submitted information regarding the Emergency Vehicle Preemption Project. Ms. Sharkey stated that Bill Boyer, City of Angola, would have come to the meeting to present this; however, he is out of town and was unable to be present. Ms. Sharkey said that in December, 2013, the Commissioners submitted a letter of support for this project and agreed to financially participate if awarded federal funds. She stated that this project is to equip the signals and provide the devices in the emergency vehicles.

Jennifer Sharkey stated that the City is asking that the County cover the installation costs for the County Vehicles and the Construction Engineering would be paid for by the City. Ms. Sharkey stated that the amount of the financial participation being requested is \$9,455.00. Kim Koomler stated that there are a couple options to be

considered for funding sources; however, those sources need to be reviewed. The Commissioners requested that the issue be tabled until the next meeting on August 15, 2016.

Ms. Sharkey submitted two (2) reimbursement vouchers, one for 200 N/200 W and another for 200 N/SR 827, for approval. James Crowl made a motion to approve those reimbursement vouchers. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey stated that INDOT did an inspection on Maple Street on July 25 and she plans on following up with them for final acceptance.

Ms. Sharkey stated that there is an updated schedule for the Bike Trail and it is progressing at a little bit of a delay; however, it is not a concern at this point.

Ms. Sharkey stated that she submitted the Grant Application for the Community Crossings Grant on July 21. She said that there are seven (7) roadway projects, totaling \$831,350.00, which were submitted as part of this grant.

Donald Stuckey stated that he prepared the speed limit ordinance; however, he didn't bring it with him but will have it at the next meeting.

Emmett Heller, Highway Superintendent, updated the Commissioners on ongoing projects at the Highway Department.

Mr. Heller stated that they are going to start crack sealing tomorrow on Old 27.

Judge Allen Wheat, Circuit Court Judge and Debbie Arnett, Bailiff, submitted quotes for new chairs for the Courtrooms. It was stated that these chairs are not for the audience, but for the attorneys and their clients. Ms. Arnett stated that in October, 2007, new chairs were purchased, they are bonded leather chairs and they are now torn. She said that Kendrick Stationers beat the Staples price and could sell each chair for \$353.00 each. James Crowl made a motion to allow Circuit Court to go to Council to request an additional appropriation in order to buy chairs. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Debbie Wenger, Morphotrust, submitted a request to the Commissioners to help provide fingerprinting services to the County. She requested that the County either supply an office area and be a partner in the process, which would require a county employee help provide the services or be a host location which would supply a secure area for the fingerprinting services to be done. Ms. Wenger stated in her email that they are losing their temporary location at a local hotel and are searching for a new location to provide the services. The Commissioners decided to not be a host or a partner location at this time.

Vicky Meek, EMS, submitted a write off request, in the amount of \$1,544.20, for consideration. After discussion, Lynne Liechty made a motion to write off the bill. For lack of a second, the motion died and the matter was not taken any further.

Gary Fair submitted a request to replace the asphalt on the east side of the Community Center, in the amount of \$11,250.00, for official approval. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Gary Fair also submitted a request to repair the sewer drain on the east side of the Courthouse, not to exceed \$15,000.00. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners addressed the following questions from the Auditor's Office regarding the 2017 Budget Request:

Rental Books – 1000-068-2000.40 – Kim Koomler stated that she would like to increase it to \$1,200.00 due to the entertainment permits. The Commissioners were in agreement.

County Park – 1000-068-3000.49 – Ms. Koomler stated that it was mentioned by the Commissioners to increase that line item from \$50,000.00 to \$100,000.00. The Commissioners were in agreement.

Care of Cemeteries – 1000-068-3000.52 – James Crowl suggested to increase the budget from \$2,500.00 to \$3,000.00 due to having concrete that needs to be poured and trees that need to be taken down. Commissioner Crowl stated that there are some issues that have been ignored for two (2) years. Lynne Liechty stated that she was in agreement with that.

IT/GIS Part-Time – 1112-000-1000.11 – Kim Koomler stated that Tami Sumney had requested a part-time person and it was realized that GIS is not using their part-time person. Ms. Koomler stated that she made it a shared position/line item so either department can use it. Lynne Liechty and James Crowl both said that change would be fine.

Economic Dev Allocation – 1112-000-3000.07 – Kim Koomler stated that the EDC is asking for an increase from \$130,488.00 to \$150,061.00. James Crowl stated that he would like to keep the allocation where it currently is. Ronald Smith suggested compromising and putting \$140,000.00 in the budget for 2017. Lynne Liechty agreed with the \$140,000.00. James Crowl did not agree with that figure.

Council on Aging – 1112-000-3000.12 – Kim Koomler stated that Council on Aging is asking for an increase from \$40,000.00 to \$47,421.00 for 2017. Lynne Liechty stated that she would like to hold the non-profits to \$45,000.00. James Crowl stated that he feels the non-profits should be at \$40,000.00. Ronald Smith stated that he also agreed with the \$45,000.00.

First Responders – 1112-000-3000.18 – A \$10,000.00 increase was requested by Vicky Meek. James Crowl suggested \$28,000.00 from the 2016 budget amount of \$25,000.00 and the Commissioners were in agreement with that.

Humane Shelter – 1112-000-3000.19 – Kim Koomler stated that they requested \$60,000.00 to be put in the 2017 Budget. Ronald Smith and Lynne Liechty both agreed on \$45,000.00

Tornado Siren Maintenance – 1112-000-3000.39 – Kim Koomler said that she was requested by Randy Brown, EMA Director, to increase the line item due to the issues he had come up this year. Ms. Koomler stated that he had asked to increase the line item from \$4,000.00 to \$7,000.00. The Commissioners were in agreement with the \$7,000.00.

Shovel Ready – 1112-000-3000.41 – Lynne Liechty stated that a plan needs to be submitted. James Crowl suggested taking it down to zero. The Commissioners agreed with taking the request to zero and if projects come about, the EDC may come and request it.

Equipment/Highway – 1112-000-4000.15 – Kim Koomler stated that \$50,000.00 is what they have been receiving and then for 2016 they asked for \$215,000.00 to buy a truck. When their budget worksheets were turned in, they again asked for the \$215,000.00 for 2017. The Commissioners agreed to put it back down to \$50,000.00 and if Highway needs additional funds later in the year, they can come and request it.

Kim Koomler stated that she put the ambulance and heart monitor request from Vicky Meek in Cum Cap. Ms. Koomler said that it equals \$400,000.00 for one ambulance and five (5) heart monitors. Kim Koomler said that she also put it in LOIT Public Safety for consideration. The Commissioners requested that it be left in each budget so the Council can decide where to put it.

Rd Repair/Const/Equip/Hwy – 1172-000-3000.01 – Kim Koomler stated that it was put back to zero because that is what each Commissioner wanted.

Ms. Koomler said that Lynne Liechty had suggested putting an iMAN line item in Major Moves for the 200 W Corridor. The Commissioners agreed to request \$25,000.00 for that line item.

Ronald Smith stated that no one has approached the Commissioners about purchasing the Old County Home and the Humane Shelter at market value. Commissioner Smith said that he feels if someone made an offer that couldn't be refused, the Commissioners should consider the sale of that property and be a team player in the improvement of that area. James Crowl stated that he was at the Old County Home recently and he said that it is an absolute mess.

Event Center rental rates and Contract were submitted for discussion. Lynne Liechty stated that the maximum seating for the Great Room and the Conference Rooms have not been determined. The State Fire Marshal is the one that assigns the occupancy and it has not yet been done. Ronald Smith stated that Frank Charlton informed him that since the occupancy is under 500 the State Fire Marshal does not have to set those numbers. The Commissioners decided that Frank Charlton will figure out the maximum occupancy. Lynne Liechty made a motion to approve the rate sheets, pending Frank inputting the correct occupancy numbers on them. James Crowl seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty stated that she felt on the last page of the Contract, the year needed to be crossed out and left blank for the Lessee to fill in. Lynne Liechty made a motion to accept the Contract with that change. James Crowl seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty stated that she is not on board with Purdue Extension being at the new Event Center. She said that she doesn't think it's a good match for them as they don't have the kitchen facility, etc. that they have in the Community Center. James Crowl stated that he talked to Tami Mosier, Purdue Extension, the other day in length and he said that Ms. Mosier doesn't like the idea of losing the rooms in the Community Center since they are not able to use the conference rooms in the Event Center for night meetings. James Crowl said that Ms. Mosier stated she is content staying where they are at.

Lynne Liechty also stated that Crystal VanPelt, Purdue Extension, submitted planting lists and diagrams. Commissioner Liechty stated that doing gardens to the extent that Purdue Extension is planning, will require a lot of maintenance and the County cannot afford it. Ronald Smith stated that from what he read, he also agrees and the expense of those plantings cause him to have reservations. Lynne Liechty stated that she would be happy to work with Ms. VanPelt and do plantings that require minimal maintenance. Commissioner Liechty said that she would like to see lower maintenance grasses, daisies, lilies or something similar. James Crowl said that the woman who did the plantings at the new parking lot rain garden has worked with Allen County for several years and she may be one to consult. Ronald Smith also stated that the Commissioners are looking for something very simple for the landscaping at the Event Center.

Bill Schmidt asked if he was understanding correctly and that Purdue Extension is not moving to the new Event Center. James Crowl stated that because of the restrictions that have been put on Purdue Extension for evening meetings, it's not advantageous for them to be at the Event Center. Ronald Smith stated that the County is providing Purdue Extension the finest of office spaces and latest technology at zero expense. Commissioner Smith said that Purdue Extension feels that they are not welcome due to the letter that was written regarding the scheduling of the conference rooms for their evening meetings. Lynne Liechty said that Purdue Extension thought the building was theirs and if they move out to the Event Center, they are still going to have to have the rooms in the Community Center. Ronald Smith said that they won't need the rooms in the Community Center. Lynne Liechty explained that Purdue Extension is already asking to use the kitchen in the Community Center and they want their meeting room as well. James Crowl said that Purdue Extension is upset that they can't use all rooms in the Event Center. Ronald Smith said that Purdue Extension can use the Lion's Building for their meetings. Lynne Liechty suggested having a discussion with Purdue Extension so everyone is on the same page. James Crowl asked where Purdue Extension was to have their meetings because they can't use the Conference Rooms. Ronald Smith stated that they could use the Conference Rooms, they just have to go through the same process as everyone and schedule them.

James Crowl asked if the Commission Board had ever made a motion that Purdue Extension was definitely moving to the Event Center. Ronald Smith said that a motion was made and it was brought up about four (4) months ago. James Crowl and Lynne Liechty said that it was never done. Ronald Smith said that it needs to be done now. James Crowl said he's not ready to do that until he speaks with Purdue Extension again. Lynne Liechty said that if she was to make a motion it would be that Purdue Extension not move out there. She believes there are going to be difficulties moving forward.

Lynne Liechty stated that she was at the Clear Lake Park and the road was evaluated at a one (1) on a ten (10) point scale. She said that Brooks Construction is going to be out there paving and Chris Folland, Clear Lake, thought it would be a good idea to get an estimate to have the park road done at the same time. James Crowl stated that if the road was repaired, it would come from the park funds. James Crowl suggested getting a quote and then making a decision.

Lynne Liechty said that the Clear Lake Park is looking good, the swing has been repaired; however, the port-a-johns have a very strong smell. Ronald Smith stated that Dilts should be notified. Lynne Liechty said she would take care of that.

The Commissioners reviewed the RFP for cleaning at the Event Center. Lynne Liechty made a motion to accept the RFP for the cleaning at the Event Center. James Crowl seconded that motion and the motion carried with three (3) ayes.

Kim Koomler, Auditor, submitted her Official Bond for approval and signature. James Crowl made a motion to approve the Official Bond. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Tony Culver, Croxton and Roe Insurance, submitted information regarding the rental insurance for the new Community Corrections LaGrange Office. Mr. Culver noted that the annual premium would be \$100.00 for the coverage. Lynne Liechty made a motion to accept adding renter's insurance to the policy for the new LaGrange Community Corrections Office. James Crowl seconded that motion and the motion carried with three (3) ayes.

Donald Stuckey, County Attorney, asked if RES Poly Flow has started making payments or if they had touched based with the Commissioners. Lynne Liechty stated that she just got an email from them and he will talk to Mr. Schabel this evening. Kim Koomler stated that payments were supposed to begin on July 1 on the \$1 Million and interest is now accruing at four percent (4%).

The Commissioners received the following correspondence: Indiana Forum Steering Committee re: Indiana Forum Invitation; State of Indiana re: Award Infrastructure Grant Funding to 16 Hoosier Communities; Indiana State Department of Agriculture re: Meeting Notice; Municipal Publishing re: 2016-2017 Indiana Municipal Guide.

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
elw