

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING  
August 7, 2017

The Steuben County Commissioners met at 1:00 p.m. on Monday, August 7, 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, Ruth Beer, Steuben County Councilwoman, Jim Getz, Steuben County Councilman and Kim Meyers, Steuben County Auditor.

Jared Levy, American Fidelity, came to the Commissioners as a follow up from his initial meeting with Commissioners on May 15 and then his meeting with Kim Meyers, Rae Delaney and Erin Schiffli on June 15. Mr. Levy discussed Section 125 Administration, Flex Spending Accounts, Voluntary Supplemental Benefit Management and Annual Open Enrollment Support. Rae Delaney stated that after the June 15 meeting with Mr. Levy, she had a discussion with Kim Meyers and they agreed that looking into the Section 125 Compliance would be beneficial. Lynne Liechty made a motion to use American Fidelity's services and Mr. Levy shall work with the Auditor's Office to determine which services. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the claims submitted for payment this day totaling \$477,791.95. Lynne Liechty 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 17, 2017. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the July 3, 2017, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

Shannon Hentzell, Turning Point Shelter, submitted a request to use the Auditorium for their Annual Christmas Concert on December 7, 2017 from 6:00 to 9:30 p.m. Ms. Hentzell further requested that the rental fee be waived. Lynne Liechty made a motion to allow Turning Point Shelter to use the Auditorium for their Annual Christmas Concert on December 7, 2017, with the rental fee waived; however, custodian fees and a refundable cleaning deposit shall be paid. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mary Allred, EMS Director, submitted June Write-Offs in the amount of \$21,716.23 and Closeouts in the amount of \$219.20 for approval. Ms. Allred also submitted July Write-Offs in the amount of \$2,217.37 and Closeouts in the amount of \$23.12 for approval. James Crowl made a motion to approve June and July Write-Offs and Closeouts. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Sonya Dintaman, Library Board, submitted a notification that there was a vacancy on the Library Board. She had stated that there were two (2) people that would possibly be interested in the position. James Crowl made a motion to appoint Jacqui Gentile to the Library Board. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Gary LeTourneau, Communications Director, updated the Commissioners on the Motorola Radio Project. Mr. LeTourneau said that the programming of 930 radios has been completed and they have deployed half of those in the field with minimal issues. He said that as of last Friday, they have completed three (3) weeks of training on 232 users and just under 700 hours of training dedicated to them. Mr. LeTourneau also reported that they completed the installation and acceptance testing of the new recording system.

Gary LeTourneau said that he is hoping to go live with the new system by the end of the month or by the first week in September. Mr. LeTourneau stated that the week of August 12 they tested the radios to see if the radios deliver the coverage specified in the contract. He said that the County was divided into half mile grids for a total of 1,052 grids and they drove everywhere it was drivable. On the contract, it was promised that 95% of the areas would pass the tests. After the testing, the coverage acceptance was 99.72%. Mr. LeTourneau stated that the mobile radios would be 100% coverage.

Chief Mike Meeks, Angola Fire Department, thanked the Commissioners and County Council for taking on this project. Chief Meeks said that he is looking forward to the changeover.

Brett Hays, Northeast Indiana Community Corrections, requested permission to start taking online credit card payments for Work Release and Home Detention fees. Mr. Hays said that it would be a similar service that the Treasurer has for online tax payments. He also stated that a checking account would be needed for the online payments to be processed through. James Crowl made a motion to permit Mr. Hays to open a checking account and start taking online credit card payments for Work Release and Home Detention fees. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Hays also requested permission to purchase a new van for NICC with grant funds. He submitted two (2) quotes and he recommended going with the quote from Yoder/Fuller Ford, Inc, in the amount of \$22,100.00. Mr. Hays stated that a hitch would need to be installed as well and that would be an additional \$500.00. James Crowl made a motion to allow Mr. Hays to purchase the 2016 Ford Transit Van with grant funds. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey, Highway Engineer, submitted NIPSCO Utility Permits #2781, #2782, #2783 and #2784 for approval. Ms. Sharkey stated that these permits are for the pole replacements along Old 27 as well as CR 225 W. Lynne Liechty made a motion to approve those Utility Permits. James Crowl seconded that motion and the motion carried with three (3) ayes.

Emmett Heller, Highway Superintendent spoke about mowing around the poles that have been dropped off by NIPSCO. Ms. Sharkey stated that no notice was given before they dropped off the poles and NIPSCO proceeded without permits at that time, so these permits are after the fact.

Ms. Sharkey stated that NIPSCO had also contacted her about stockpiling the old poles during the transition to the new poles. She said that they would like to put them in a spot that is just north of 400 S on the east side of Old 27. Ms. Sharkey said that the poles would be stockpiled in that area for approximately 30 days.

Jennifer Sharkey stated that they are finalizing the right of way acquisition phase on the CR 200 N/SR 827 Project. Ms. Sharkey said that they have three (3) parcels that are cleared, six (6) that are being recorded and four (4) that have payments out and the deeds are being recorded. She thinks that it should all be cleared by the end of this month. Ms. Sharkey said that they are looking for a January letting with construction beginning in spring/summer of 2018. Ms. Sharkey submitted a federal reimbursement voucher for the right of way for approval. James Crowl made a motion to approve the reimbursement voucher. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey stated that a contract from INDOT should be coming for the bridge inspections. She said that she submitted an additional to County Council for Cum. Bridge to cover the inspection services because the compliance month and year were changed.

Ms. Sharkey submitted a list of expenses for the 200 N. Phase II Project. She said that based on the review of the information that is available, it is recommended to proceed with the federal aid process. Kim Koomler asked where the local match funds would be coming from. Ronald Smith asked if Jennifer Sharkey had funds for the local match. Ms. Sharkey said that it was programmed from Major Moves Funds. Ms. Koomler stated that the funds for this project will not be available in Major Moves and it needs to be looked at closely as the funds may have to come from another source. Ronald Smith said that the funds need to be found before the Commission Board acts.

Jennifer Sharkey stated that her understanding of the internal grant process was that process was implemented to make sure that the funds were available from the funding sources specified. She said as we move forward, she recommends looking at the internal grant process as well.

Ms. Sharkey stated that the appraisals should be done by the end of the month for the Bike Trail Phase II. She also stated that on July 15, the City of Angola City Council approved to contribute \$250,000.00 towards the construction costs of this project. Ms. Sharkey said that she is currently drafting the Interlocal Agreement for review. Ronald Smith requested that a letter be sent to the Mayor of the City of Angola and the City Council thanking them for their participation and generosity on the Bike Trail Project.

Jennifer Sharkey reported that the Community Crossings Application was submitted on July 13, she has received confirmation that INDOT received the application and they had a couple questions. She said that she provided the answers to those questions and she's hoping by the end of the month good news will be coming.

Ms. Sharkey said that the Maintenance Agreement for the 200 N/200 W traffic signal is still in draft form and is being reviewed by Donald Stuckey. Ms. Sharkey stated that there have been some issues with the emergency vehicle pre-emption on that signal and it is being addressed.

Jennifer Sharkey stated that the Highway Department reviewed all of the Uniform Contracts and they recommend Wildman Uniforms and Linens for the new County Uniform Contract. Ms. Sharkey submitted the Contract for approval and signature. Lynne Liechty made a motion to accept that recommendation and sign the new Uniform Contract with Wildman. James Crowl seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty stated that someone put a portable 35 mph sign on SR 827. Jennifer Sharkey and Emmett Heller said that has been addressed.

Emmett Heller, Highway Superintendent, stated that chip and seal has been started. Mr. Heller said that a couple other paving projects have been completed as well. He said that they continue to mow and they have also replaced a couple culverts in the last couple weeks.

Mr. Heller said that a staging area is needed for the creation of micro-surfacing material. He recommended using the area where the sand is currently stockpiled. The Commissioners gave Mr. Heller permission to use the area requested.

Mike Sevits, Annex Maintenance, submitted three (3) quotes for pest control. James Crowl made a motion to accept the quote from Charlie Spider Fighters. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Frank Charlton submitted informational quotes on the repaving of the roads at the County Park so the Commissioners know what they are looking at. Kim Koomler stated that if they want to request funds for 2018, it has to be done now. The Commissioners asked Kim Koomler to request an additional \$200,000.00 in the EDIT fund for road repair at the County Park in 2018.

Mr. Charlton reported that Court Stoy, who was awarded the job of tearing down the old Exhibit Hall, has been in contact with the other person that submitted a bid. Mr. Charlton said that they are going to work together on tearing it down that way some of the Exhibit Hall is recycled and reused. James Crowl said that the old Exhibit Hall has an old sewer pump attached to it and the sewer company has to be notified. Frank Charlton said that the County would have to dig up the tank, the Waste District would cap it off and the tank would have to be delivered to the Waste District. The Commissioners asked Frank to see what needs to be done with the tank.

Frank Charlton recommended doing dust control on some of the roads at the County Park. Mr. Charlton submitted a quote from Great Lakes Chloride in the amount of \$1,000.00. Mr. Charlton recommended doubling that so more roads can be taken care of. James Crowl made a motion to accept the quote from Great Lakes Chloride in the amount of \$2,000.00 for dust control on the County Park Roads. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kylee Harris submitted a list of rental dates for the Event Center and the Lion's Building. Ms. Harris requested permission to use the Commissioners' Credit Card to order more Keegerator Cleaner. Erin Schiffli worked with Ms. Harris and found a website where ten (10) bottles could be ordered for a total cost of \$119.90. Lynne Liechty made the motion to allow Erin Schiffli to use the Commissioners Credit Card to order the Keegerator Cleaner in the amount of \$119.90. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Harris informed the Commissioners that they have been having multiple issues with the cameras at the Event Center. She said that she spoke to Mike Votaw about the issue and Mr. Votaw said that the cameras may have to be replaced due to the cameras being outdated and obsolete. Ms. Harris said that there is a software issue that Mr. Votaw is working on as well. She said that when she reviews the videos, they are fuzzy and she can't see

what's going on. The Commissioners requested the contract and purchase order to be pulled on that equipment for review.

Frank Charlton stated that the Whitetails Unlimited Banquet was last weekend and six (6) of the nine (9) speakers in the ceiling were not working. Mr. Charlton said that Mike Votaw came out and did something inside the cabinet and they are now working, but they still aren't quite right.

Kylee Harris said that the Whitetails were happy with the venue and booked the weekend after the 4-H Fair next year as well. Ms. Harris also said that there is another event scheduled in 2018 for the weekend before the 4-H Fair. She said she talked to Purdue Extension about 2018 dates and they mentioned that the event scheduled for the weekend before would be a problem because the Saturday preceding the 4-H Fair is supposed to be their set up day. Ms. Harris asked the Commissioners for guidance on the issue.

Lynne Liechty said that she did some research on 4-H Fairs in other counties. Commissioners Liechty said that most of them give a two (2) day check-in and a two (2) day check-out. She said that there is no problem with 4-Her's getting into the animal barns the Saturday before the Fair, but there is already a contract for a wedding at the Event Center for that date.

Frank Charlton said that Kylee Harris needs to know where to go with this for 2018. Frank Charlton said that the Contract with Purdue Extension said that they get the Event Center the Saturday before the 4-H Fair through the Saturday after the fair. Lynne Liechty stated that Contract is only a yearly contract and it does not cover 2018. She said that an annual contract was done because the Commission Board wanted to see how everything with the Event Center played out. Commissioner Liechty again recommended a two (2) day move in and a two (2) day move out as she thinks a four (4) day move in and four (4) day move out is a bit excessive.

Tami Mosier, Purdue Extension, stated that she's being trying to be flexible and the last two (2) years they have actually vacated the Event Center on the Thursday the 4-H Fair ended even though the Contract said that they had the Event Center through Saturday. Ms. Mosier said that this year on cleanup day there was a wedding in the Lion's Building, but they worked through it. Ms. Mosier said that the reason they request the preceding Saturday is because people are available to help. She said that the Purdue Extension office moves on Tuesday, projects move in on Wednesday and judging takes place on Thursday.

James Crowl asked if the money is more important to the Commission Board than the 4-H participants. Lynne Liechty said that the County Park is for the entire community and we can't just look at one group that needs a four (4) day set up and a two (2) day take down. Tami Mosier stated that the 4-H Program is for the community and the wedding is for one (1) bride. Lynne Liechty said she has nothing against 4-H, she just thinks that the time they are requesting is excessive. James Crowl said that this year there was a wedding scheduled at the Lion's Building when 4-H was supposed to have it, but it was dealt with it. Tami Mosier said that she would give up the following weekend next year as well and she further stated that the Lion's Building was not built to be rented. Ms. Mosier said that it's frustrating when they have a Contract. She said she thinks certain things need to be clarified in the Contract or the dates of the Contract need to be changed because she cannot wait until January every year to find out when the County Fair is going to take place because there is too much involved.

Donald Stuckey said that there is no question that the Contract was for 2016-2017. Mr. Stuckey further stated that the dates of the contract can be changed. Mr. Stuckey reiterated that the current Contract does end on December 31, 2017.

Lynne Liechty said that there is a contract and a deposit has been taken for a 2018 wedding. Ms. Mosier said that the booking took place in 2017. Lynne Liechty said that it doesn't matter as it is for a date outside of the Contract. Donald Stuckey said that theoretically, at the end of 2017, the County could say that 4-H has no access to the County Park.

Frank Charlton said that with the way the Contract is written right now, 4-H gets three (3) Saturday's in a row, but they only use two (2). Mr. Charlton said that they can try to work through this and he would be glad to have the County Park Seasonal Staff help set up before fair, during the week and he would also be willing to help tear down after the Fair. Tami Mosier said that she thought that would be a workable option.

Donald Stuckey said that once 2018 is taken care of, the booking staff could plan it so they don't take any bookings the Saturday before the Fair and the Saturday of the Fair. Again Frank Charlton said that he would help set up the Tuesday of the week of Fair if Ms. Mosier can't get people there. Ms. Mosier said that she can agree to that resolution.

Ms. Mosier requested that it be made clear in any future contract when bookings and actual dates are being referred to because she does not think that was clear. Lynne Liechty said that bookings can't be prevented but the preceding Saturday and the Saturday of Fair will be reserved.

The Commissioners asked about the resolution with the Camper that had the "too tall shed." Frank Charlton stated that the camper received another letter and he has not responded.

Gary Fair, Community Center Building Maintenance, submitted quotes for new carpet on the third floor. Mr. Fair stated that the total amount would be \$20,794.42. The Commissioners tabled the matter for possible consideration in 2018.

Mr. Fair also discussed installing a split HVAC system in the Auditor's Office so they can be cooled in the later months of fall and early months of spring when the cooling is not on for the entire building. Mr. Fair said that the Auditor's Office temperature rises to about 82-85+ degrees during that time. He said that he got a quote from Delta T Mechanical and he has asked for quotes from other companies, but has not gotten anything back. Mr. Fair said that the County has a contract with Delta T for the HVAC and he feels that if another quote comes in, it won't be lower than what Delta T has quoted. Kim Koomler stated that the amount of the quote was \$22,425.37. James Crowl made a motion to move forward with the quote from Delta T Mechanical in the amount of \$22,425.37. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Vina Conti submitted the plats for Six Oaks and Mendel Acres for signature.

Rodney Robinson, Sheriff Chief Deputy, came on behalf of Sheriff Tim Troyer and requested permission to purchase a K-9 Unit for the Steuben County Sheriff's Department. Mr. Robinson stated that they have the funds and the total cost would be approximately \$13,000.00 with the dog costing between \$6,500.00 and \$8,000.00. Lynne Liechty made a motion to approve the purchase of a new K-9 Unit. James Crowl seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty stated that the Board of Aviation Commissioners would like to change the Airport Manager from a contract position to a paid benefit position. Commissioner Liechty said that the current Manager plans on retiring in 2018 and the BoAC believes it is going to be difficult to hire a person without a benefit package. James Crowl stated that County Council has been pretty adamant that new employee positions won't happen. Kim Koomler reported that State Board of Accounts was asked about how to handle this best since the BoAC is a separate entity, under a separate tax rate, etc. Ms. Koomler said that currently the Manager Contract is paid from EDIT funds and State Board's suggestion was rather than put them under the County's umbrella for benefits, is to tack on a stipend on top of the pay to cover the benefit cost. That way, whoever is hired, can purchase their own health insurance. Ms. Koomler said there would be no PERF or anything else, just health insurance. Lynne Liechty said that she believes that was also done at the EDC. Kim Koomler said that State Board recommended a \$10,000.00 stipend. Ronald Smith stated that he thinks he heard it three (3) times in the last Council Meeting, "no new employees." Commissioner Smith said that he would not be in favor of making the Airport Manager a full time employee with benefits. James Crowl said that he can't see the County taking on another employee right now. Lynne Liechty said that with the feelings of County Council, she doesn't think it's the right direction to take. After discussion, the matter died for lack of a motion.

Kim Koomler stated that the Board of Aviation has some grants that they were wanting to apply for that the Auditor's Office was not aware of. Because of that, matching funds were not placed in the EDIT Budget. Ms. Koomler said that there is about a week left where budget requests can be changed. The BoAC is requesting an additional \$35,000.00. Lynne Liechty made a motion to approve changing the budget request for 2018 to reflect an additional \$35,000.00 in the EDIT Budget. James Crowl seconded that motion and the motion carried with three (3) ayes.

Lori Hickey, Chief Deputy, also stated that for 2017, an additional is being requested for matching funds because the Auditor's Office was not aware of these grants either.

Erin Schiffli, Commissioners' Secretary, informed the Commissioners that she and Gary Fair, Community Center Building Maintenance, have been working on an RFQ for the dumpster contract. Ms. Schiffli requested permission to move forward as the RFQ has been completed. James Crowl made a motion to allow Ms. Schiffli to move forward with sending out the RFQ's. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ronald Smith stated that in another year he believes the Commissioners need to start capturing some of the income from the County Park so improvements can be made. Commissioner Smith said that there is no County Park Board so we can't have a County Park Fund. Kim Koomler said that if there was a County Park Board, the Commissioners would have to relinquish control of the County Park. Lynne Liechty said that having a Board would allow the County to get state and federal funding for Parks. Ronald Smith said that Region IIIA, on a grant basis, does studies for a Master Plan for Parks and he would speak to them about this issue at the next meeting.

James Crowl said that the Old County Home is in bad shape and the County is still paying Gas and Electric Utilities at the building. Commissioner Crowl asked if Erin Schiffli could contact the insurance company to see what the requirements are for the utilities.

The Commissioners received the following correspondence: Janel Meyer – Steuben County Soil & Water re: Summer Newsletter; Janel Meyer – Steuben County Soil & Water re: Preliminary Agenda; INDOT re: Chip and Seal Schedule for Steuben and Allen Counties; Zack Deery – Bulk Storage – re: Salt Storage Building Design; Trine University re: Week of Welcome; Rodney Renkenberger re: Maumee River Basin Commission Agenda & Minutes; Northeast Indiana Regional Partnership re: Feature in Logistics Management Magazine; Matt Meersman re: SJRBC Summer Update; IN.gov re: July 24 email from Commissioner Schaafsma; USS Indiana Commissioning Committee re: USS Indiana Ceremonies; Jessica – Intercurve re: Sharepoint;

STEUBEN COUNTY BOARD OF COMMISSIONERS

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Ronald L. Smith, President, South District

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James A. Crowl, Vice President, Middle District

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Lynne Liechty, North District

Attest: \_\_\_\_\_  
Kim Meyers, Steuben County Auditor

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