

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING  
August 17, 2015

The Steuben County Commissioners met at 8:30 a.m. on Monday, August 17, 2015, in the Commissioners' Room of the Steuben Community Center. Present this day were Commissioners Ronald L. Smith, James Crowl and Lynne Liechty. Also present were Ruth Beer, Steuben County Council Vice President, Donald Stuckey, County Attorney, Kim Koomler, Steuben County Auditor and Fred Wooley.

James Crowl made a motion to approve the claims submitted for payment this day totaling \$470,459.17. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the Commissioners' Meeting minutes from the meeting held August 3, 2015. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the July 20, 2015, Commissioners' Meeting which were approved at the previous meeting.

Vina Conti, Plan Commission, submitted plats to the Commissioners for signature.

Vicky Meek, EMS, submitted write offs for July, 2015, in the amount of \$143,400.17. Lynne Liechty made a motion to approve the write offs in the amount of \$143,400.17. James Crowl seconded that motion and the motion carried with three (3) ayes.

Vicky Meek, EMS, also submitted closeouts for July, 2015, in the amount of \$336.57. James Crowl made a motion to approve the closeouts in the amount of \$336.57. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Gary Fair, Community Center Maintenance, submitted quotes for new tires for the Commissioners' Tahoe. James Crowl made a motion to accept the quote from Bests One Tire, in the amount of \$645.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kayleen Hart, Steuben County Soil and Water, submitted a request from the LaGrange County SWCD for a letter of support for a 319 Grant that they are applying for in the Fawn River Watershed. Lynne Liechty made a motion to have a letter of support drafted and sent to the LaGrange County SWCD. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners discussed the Washington Street property that they are interested in acquiring. James Crowl stated that he had not spoken to the property owner, but would do so if needed. Donald Stuckey, County Attorney, reported that the appraiser contacted him asking for contact information of someone that could get him into the property. Mr. Stuckey stated that he has not gotten back to the appraiser on that matter. James Crowl said that he and Mr. Stuckey would take care of that after the meeting.

Jeremy Musser, Prosecuting Attorney, submitted a grant application for approval. Lynne Liechty made a motion to approve that grant application. James Crowl seconded that motion and the motion carried with three (3) ayes.

An Executive Session Statement from the Executive Session held on August 12, 2015, was submitted for approval. Lynne Liechty made a motion to approve the Executive Session Statement. James Crowl seconded that motion and the motion carried with three (3) ayes.

Frank Charlton, Building Department, reported that the Town of Orland contacted them approximately a year ago about a barn located at 9425 W. SR 120, Orland, Indiana. Mr. Charlton stated that it took a lot of time and research to figure out who actually owns the barn and they still are not 100% sure. Mr. Charlton said that the Building Department has done all of the legal notices according to Indiana Code. Mr. Charlton reported that the barn is built across a property line of two (2) different property owners. He stated that the one side is completely dilapidated and the other side is leaning. Mr. Charlton stated that the property owner on the west side has agreed to

take down his portion of the barn. Frank Charlton said that the owners were the Brown's, but it then went into foreclosure and Beneficial Bank foreclosed on it. Mr. Charlton spoke from Candy, from Beneficial Bank and she said that they have no interest in the property as there is a zero balance and has been charged off.

Donald Stuckey stated that two bids were received for the demolition. Sullins submitted a bid in the amount of \$11,900.00 and Diggin' & Dozin' submitted a bid in the amount of \$5,800.00. Lynne Liechty made a motion to accept the bid from Diggin' & Dozin' in the amount of \$5,800.00. James Crowl seconded that motion and the motion carried with three (3) ayes.

Kristy Clawson, EMA, submitted a grant application for approval. Ms. Clawson stated that she received a small grant in the amount of \$199.00 from IDHS to purchase some small equipment that goes with the radios. The equipment will allow the radio operator to send digital information to whomever needs the information. James Crowl made a motion to approve the grant application. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Clawson, reported that IDHS sent all of the EMA Departments a letter asking the Board of Commissioners to adopt a resolution that allows the Commissioners to appoint one (1) or two (2) individuals the authority to sign grant agreements on behalf of the County because deadlines have become a problem. Kristy Clawson stated that IDHS would like the Commissioners to appoint the Auditor to be able to sign on their behalf. James Crowl made a motion to approve Resolution No. 08-2015-03. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

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**Resolution No. 08-2015-03**

**County Board of Commissioners Resolution**

Be it resolved by the Board of Commissioners of the County of Steuben that the Steuben County Auditor, or a Steuben County Commissioner who is not the President, is hereby authorized to execute for and on behalf of the Board, any actions or documents, including grant and sub-grant or sub recipient applications and agreements, necessary for the purpose of obtaining federal or State financial assistance from the Indiana Department of Homeland Security or the Indiana Homeland Security Foundation.

Passed and approved this 17<sup>th</sup> day of August, 2015.

This authorization may be revoked by the Board at any time by notifying the Indiana Department of Homeland Security in writing. The Indiana Department of Homeland Security and the Indiana Homeland Security Foundation may rely on this Resolution until notified that it has been formally revoked by the Board.

**Certification**

I, Ronald L. Smith, duly appointed President of the Board of Commissioners of the County of Steuben do hereby certify that the above is a true and correct copy of the resolution passed and approved by the Board on the 17<sup>th</sup> day of August, 2015.

Ronald L. Smith, President  
August 17, 2015

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Kristy Clawson also submitted a request to purchase a new light bar for her Tahoe. Ms. Clawson stated that she believes it will cost approximately \$900.00 to \$1,000.00 for labor and cost of the equipment and she plans on paying for that out of her budget. Lynne Liechty made a motion to approve that purchase. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Clawson stated that she has completed a class regarding the process for grants. She now has to do a vulnerability assessment of the county and tie all of the grants to that vulnerability assessment.

Ronald Smith said that in a previous meeting the Commissioners talked about a certificate sale and Kelli Johnson, Deputy Auditor, is here to report on that issue. Kelli Johnson stated that regarding the matter pertaining to

Mr. Schelfo, it was only a verbal agreement and she never received anything in writing for the tax sale certificate that the Commissioners assigned to him. Ms. Johnson stated that it was her understanding she was to write off the County taxes in the approximate amount of \$36,000.00 and the City wrote off their taxes as well. In order to have that done, all Mr. Schelfo needed to do was to pay the drainage assessments; however, Mr. Schelfo failed to pay those assessments. Ms. Johnson reported that because of that nonpayment, the property is now on tax sale.

Donald Stuckey stated that there was a court proceeding regarding this property and that is why there was no written agreement drafted. Mr. Stuckey stated that there is a record in the court proceeding which memorialized the agreement. Mr. Stuckey said that the City had brought an action to have the property torn down. Mr. Schelfo then intervened and the City then entered into an agreement with him stating that they would defer for him to repair the property if he could get a certificate from the County.

Ms. Johnson stated that with tax sales, until title is taken to the property, she wasn't sure if he was even allowed on the property because he doesn't own the property. Mr. Schelfo also has not petitioned the Court for a tax deed yet. Mr. Stuckey stated that wasn't for the Commissioners to decide, it is up to the Court to decide at some point. He stated that there is a separate statute regarding Commissioners and where there are improvements that are in need of repair the Commissioners can enter into an agreement to issue a certificate, assign the certificate or issue a tax deed if the repairs are made. Mr. Stuckey stated that when they were in Court, the repairs were completed according to the City so Mr. Schelfo had done everything he was supposed to do and the County was to provide him a tax deed.

Kelli Johnson stated that the tax sale certificate is assigned, Mr. Schelfo has not been to Court to get a tax deed nor has he paid the drainage assessments, so now the property is eligible for tax sale. Mr. Stuckey stated that it was clear Mr. Schelfo had to pay the assessments; however, he felt that he should contact Mr. Schelfo and speak to him regarding this matter. Ms. Johnson stated that Mr. Schelfo will need to pay for more than just the drainage assessments now that the property has been certified for tax sale. She stated that Mr. Schelfo failed to pay spring taxes as well so now he will have to pay \$2,178.79 to get the property off tax sale. Donald Stuckey stated that he will contact Mr. Schelfo because he had met him in Court and he put a lot of money into the property.

Donald Stuckey discussed a possible certificate sale and asked what the Auditor and Treasurer thought about it. Kelli Johnson stated that the last time she spoke with Don Stuckey, he said that once the property had gone through two (2) tax sales and they are no bids, ultimately they are the Commissioners property. Ms. Johnson said that she thought that the Commissioners had to take title to them and then they could sell them. Donald Stuckey said that the Commissioners have a lien on the property for the property tax. Ms. Johnson asked why the Commissioners can't take title to the properties if they hold the lien and then sell them. Mr. Stuckey said that can't be done because the law doesn't permit that anymore. He stated that the Certificate Sale Statute says that the Commissioners receive a certificate of lien on the property for the amount of the property taxes, they don't actually own the property and they have to sell the certificate. They can then sell it for an amount that they determine, less than the property taxes is due. Donald Stuckey stated that there are some exceptions if the Commissioners wish to assign their certificate to another governmental entity, but except for that they have to sell their certificate now.

Kelli Johnson asked why the certificate was assigned to Mr. Schelfo but not the other person that came about another property. Donald Stuckey stated that they were under separate statutes. He stated that there is a separate statute for those that have improvements that are in substantial disrepair and the person enters into a contract to make the improvements. Mr. Stuckey stated that typically for certificate sales the properties are bare land or properties where no one is willing to do the repairs. The key is that the property taxes get built up and the property is worth substantially less than that, you can't reduce the taxes at a tax sale, but you can at a certificate sale. Donald Stuckey stated that a minimum bid is decided on the certificates, on a regular tax sale the Statute says, the minimum bid is the amount of the taxes due and certain liens.

Kim Koomler, Auditor, asked if the certificate sales could be done on an individual basis. Donald Stuckey stated that can be done, but he doesn't think SRI will do it that way if they are used for the certificate sales. Laurie Stoy, Treasurer, stated that last time this was done, it was a fiasco, because there was no direction. Ms. Stoy stated that several properties were sold and the money had to be held because they have 120 days to redeem. She said that in the meantime, researchers were coming in and the amounts in the computer were not right because funds that were received to be put towards the amounts due, had to be held. Ms. Stoy said that they can tell people how much

the bid was, but they can't tell whether it was put on property tax, ditch, sewer liens, etc., until it is completely done. She also said it is a lot of work for the Auditor's Office to figure out what percentage of each part of that tax it goes to. She said that last time they got down to the 120 days, ran into December settlement and then it was a problem for the Auditor to get those numbers correct so settlement could be done in a timely manner. Kelli Johnson stated that it is not a simple process. Donald Stuckey stated that they can be done individually and he does not think there is a statutory requirement that they are all done at the same time.

Ronald Smith asked for a summary to be completed on this issue so everyone has a copy of this procedure if it is needed in the future.

Kelli Johnson asked what happens to the properties if they do not sell. She said that the answer she found online said that the unsold certificates will be held by the Commissioners. The Commissioners may offer the certificate in another public auction, pursue title to the property, or do nothing. Donald Stuckey stated that he thought that was only after a certificate sale. Ms. Johnson stated that is only if they do not sell after two consecutive sales. Donald Stuckey stated that he will have to check the statute because his understanding was that after the tax or certificate sale they could take title.

Scott Patton and Brooke Agar, came to the Commissioners to discuss a golf cart friendly community. Mr. Patton stated that there have been a lot of gray areas and confusion with the DNR and the Sheriff because they have been allowing golf carts, if they are not doing anything wrong, to drive along here and there, then all of a sudden someone gets a ticket. Mr. Patton stated that the State has allowed the cities and now the counties to take the guideline and implement it in their own area. He also submitted a draft ordinance that is a mirrored ordinance of the Town of Hamilton that started this process several years ago through the State.

Lynne Liechty asked if the Lake Associations of each lake could decide this issue because in Angola it is going to be very difficult to do. Commissioner Liechty stated that after reading the information provided, all golf carts can be on 35 MPH or less roads, they are permitted through the Clerk, each sticker costs \$25.00-\$40.00 and each vehicle has to be stickered. Further, the operator has to have a valid driver's license, be insured and are subject to every vehicular law. James Crowl stated that all county roads have a speed limit of 50 MPH, so any golf cart on a county road is subject to ticket. Commissioner Crowl also pointed out that a lot of county roads go around the lakes and this is a tough sell due to the danger of the people in the golf cars and the pedestrians.

Brooke Agar stated that the Town of Hamilton brought in \$7,550.00 revenue from registering the golf carts. Lynne Liechty stated that several people have brought this matter to her and it has to be decided on a county level. Ronald Smith stated that he personally saw a golf cart on a county road, in the evening, with no headlights or tail lights. Commissioner Smith stated that if the Commissioners legalize the use of golf carts, there will always be those who will violate the laws.

James Crowl stated that he is not in favor of allowing golf carts on county roads at the present time. Ronald Smith stated that if Steuben County didn't have curvy roads, perhaps he would be in favor, but some roads are very dangerous. Ronald Smith stated that at this time, the Commissioners are not willing to make a change regarding golf carts on county roads.

Tim Troyer, Sheriff, reported to the Commissioners that Captain Cisco Ortiz has left and his replacement is Jason Hufnagle. Sheriff Troyer stated that Officer Hufnagle has been a Corporal and a Sergeant within the jail and is a 13 year employee.

Sheriff Troyer also reported to the Commissioners that he is in the process of getting a few quotes on upgrading the video systems in the jail. He stated that everything was DVR some time ago and since then, they have gone away from the DVD's. Sheriff Troyer also suggested putting a camera on the front of the Courthouse as there is surveillance in the back. Currently, he is just exploring options and whether or not to add on to the current system or to go to a complete upgrade.

Tim Troyer stated that his Crash Reconstructionist had come to him along with the Crash Reconstructionist from the City of Angola. Sheriff Troyer said that these people respond to serious bodily injury and fatal crashes where they reconstruct and break down the incident on measurements. Tim Troyer stated that they came to him for

a request for another device that he thinks will be beneficial. He said that the device is similar to an airplane's black box. He said that cars have those as well and they can be plugged into and that will give data based on RPM's, braking, speed, etc.; however, these devices require multiple cables for the various automobile manufacturers. Sheriff Troyer stated that the total cost for one of these devices is \$14,253.00. Angola City Police is willing to split that cost so the Sheriff's Department will only be responsible for \$7,126.50 and those funds are in his Crash Report Fund. Lynne Liechty made a motion to approve the purchase of the crash reconstruction equipment. James Crowl seconded that motion and the motion carried with three (3) ayes.

Randy McEntarfer came to the Commissioners to inform them that he had a company approach him that was interested in moving to the Town of Ashley on the north side of the railroad tracks, just east of the Klink Trucking Company. Mr. McEntarfer stated that they are looking at purchasing 80 acres and the company will be producing a fuel from plastics and will create 58 jobs to start with.

Michael Duncan, Director of Sales and Marketing for Res Poly Flow, offered to take questions on the proposed plans and the technology. Mr. Duncan stated that Res Poly Flow takes low value plastic scrap that is destined for landfills or export to China and converts that into marketable blend stocks. He stated that it is a proprietary process that they own and developed in house. Mr. Duncan stated that they have seen and sought out several communities for their process and technology and are very excited about the opportunity in Ashley.

Mr. Duncan stated that it is a continuously operating process and it is never turned off. He said that it runs seven (7) days a week, 365 days a year, so it is a three (3) shift overlapping operation. Michael Duncan stated that in Phase I they would anticipate 58 jobs to operate the process around the clock and with the growth strategy it would grow to over 100 jobs as capacity is added in the ten (10) year growth plan.

Randy McEntarfer stated that due to Ashley being a small community and the tax dollars are minimal, there is no way they can do this alone. Mr. McEntarfer is looking to partner with the County like was done in the Family Dollar project. Michael Duncan stated that they are seeking working capital in the form of a loan and would ask the Commissioners for a low or no interest loan in the amount of \$500,000.00, to help them complete the initial project planning tasks. Mr. Duncan further stated that they are asking that the loan be effective 2018, as they will be fully operational at that time. He also said that the prescreening has been done with the IEDC and they are working with IDEM on permitting.

Lynne Liechty made a motion to take the request for a \$500,000.00 to County Council and she would also like to look at the railroad contract that has been done in the past and use that as a base. Donald Stuckey stated that the County made a no interest loan to the railroad company, which is privately owned, for an upgrade to the tracks. James Crowl seconded that motion and reiterated that it goes to council with their recommendation of how the money gets paid back. The motion carried with three (3) ayes.

Ken Herceg, Donohue Herceg & Associates, came to the Commissioners with an update on the 800 S Project. Mr. Herceg stated that there was a section where the road was literally tearing. His company looked at it from a geotechnical point of view and they recommended using a geogrid, which is a plastic material that is used as a re-enforcement, to fix the problem. Coring was also done in that area and after looking at the corings, the email report and watching it, they believe that the same process that was tearing the road before was trying to twist and tear the road again until the geogrid was engaged. After a year and a half later, nothing has moved and the destruction of the road has stopped. Jennifer Sharkey, County Engineer, stated that she has reviewed the report and also concurs.

Emmett Heller, Highway Superintendent, updated the Commissioners on projects that the Highway Department has been working on.

Jennifer Sharkey, County Engineer, submitted Frontier utility permits #2739 and #2741 and Independent Fiber Network utility permits #2740 and #2742 for approval. James Crowl made a motion to approve the utility permits. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey stated that she met with Mediacom regarding the relocation for the 200 N/200 W project. She stated that Mediacom indicated that the facilities would be relocated by Friday, August 14; however, as of Friday, no

contractors had been on site. Donald Stuckey stated that he would be happy to contact Mediacom regarding the relocation and possible repercussions if the project is delayed.

Jennifer Sharkey submitted a reimbursement voucher in the amount of \$8,831.45 for construction inspection services for July, 2015. Lynne Liechty made a motion to approve the reimbursement voucher. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey also submitted a change order for the emergency vehicle pre-emption system. The change order is in the amount of \$9,357.36 and all of it, except \$1000.00 is covered in the contract. James Crowl made a motion to approve the change order. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

James Crowl requested that the road closure for the 200 N/200 W project not be closed until after Labor Day.

Jennifer Sharkey reported that they have been working through a few design issues on the Bike Trail. She said that most of them are at the signalized crossings. Ms. Sharkey also stated that they have worked with INDOT on the HAWK signal and have come up with an appropriate solution with that utility conflict. Ms. Sharkey stated that as of right now it looks as if November, 2015 will be the completion date for the paving of the trail. She also reported that she has been looking into snow removal for the county portion of the trail. Ms. Sharkey stated that currently the County does not have the appropriate equipment to clear the snow, so she has approached the City of Angola Parks Department as well as the Mayor to see if they would be interested in having some sort of maintenance agreement with the County. Jennifer Sharkey stated that the City is open to that suggestion as well. The City of Angola has three (3) different types of equipment that they use to clear the snow.

Ms. Sharkey stated that Phase II of the Bike Trail is in the works as far as trying to identify funding sources. She said that she believes that the alignment is pretty well identified at this point and they do have some cost estimates in the amount of \$1.64 million if Phase II is pursued locally, or about \$2 million using federal funds. Ms. Sharkey stated that the high cost of the project is due to the terrain that is being dealt with.

Jennifer Sharkey reported that she spoke with the Maple Street consultant and they have two to three more weeks of work to finalize the project. The consultant was requesting the full name of which Commissioner would be signing the applications to INDOT. Donald Stuckey stated that he has not had any updates on the land transfer, but he said he would check on that.

Ms. Sharkey stated that INDOT is requesting that the Commissioners sign the design exception for the 200 N/SR 827 project. James Crowl made a motion to sign the design exception for INDOT. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey stated that the Permit Manual was discussed a few months back and Mr. Stuckey approved it. Ms. Sharkey submitted a draft ordinance for acceptance of that permit manual so the procedures and formats can be used. Lynne Liechty made a motion to adopt what was previously approved. James Crowl seconded that motion and the motion carried with three (3) ayes

**Second and Third Readings  
Steuben County, Indiana  
Ordinance No. 872**

Thereupon, County Commissioner, James Crowl, moved that all rules of procedure of the County Commissioners which might prevent, unless suspended, that second and third readings of Steuben County Ordinance No 872, for final passage and adoption of said Ordinance at this meeting without reading the said Ordinance 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 Ordinance 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 Ordinance was seconded by James Crowl and on the call of the roll was adopted by the following vote:

Ayes  
3

Nays  
0

The title of said Ordinance was then read aloud for the second and third readings. Thereupon, County Commissioner, Lynne Liechty, moved for final passage and adoption of the Ordinance in full applicable regulations to establish such Ordinance. 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. 872, to have been duly passed and adopted. Thereupon, said Ordinance was signed by all members of the County Commissioners present and attested by the County Auditor. Ordinance 872 with original signatures is on file in the Auditor's office. Ordinance No. 872 reads as follows:

**ORDINANCE NO. 872**

**AN ORDINANCE APPROVING THE STEUBEN COUNTY PERMIT MANUAL FOR COUNTY ROADS**

WHEREAS, the Steuben County Highway Department has prepared a Steuben County Permit Manual for County Roads ("the Permit Manual") which provides policies, procedures, fee schedules, and potential fines for the use of County Roads and right of ways by other units of government, contractors, utilities, and the general public; and,

WHEREAS, the Steuben County Board of Commissioners have reviewed the Permit Manual and find it is in the best interest of the citizens of Steuben County to approve the Permit Manual in its entirety; and ,

IT IS HEREBY ORDAINED by the Steuben County Board of Commissioners as follows:

1. The Steuben County Permit Manual for County Roads dated the 17th day of August, 2015 including all fees and penalties included therein are ratified and approved.
2. The terms and conditions of the Permit Manual shall be published in the applicable sections of the Steuben County Code of Ordinances as identified in the Permit Manual.
3. Effective this 17th day of August, 2015 all terms and conditions of any ordinance, policy, or procedure of the Steuben County Highway Department in conflict with the Permit Manual approved by this Ordinance are hereby expressly repealed.

ALL OF WHICH IS ORDAINED by the Board of Commissioners this 17th day of August, 2015.

STEUBEN COUNTY BOARD OF COMMISSIONERS

First Reading: 8/17/15  
Second Reading: 8/17/15  
Third Reading: 8/17/15

Lynne A. Liechty, Northern District  
James A. Crowl, Central District  
Ronald L. Smith, President/Southern District

ATTEST:  
Kim Koomler, Steuben County Auditor

Jennifer Sharkey also discussed an opportunity for the Plan Commission to take the Highway Department's Jeep Patriot and the Highway Department would get a new pickup truck or a larger SUV. James Crowl made a motion

for the Plan Commission to get the Highway Department's Jeep Patriot and the Highway Department shall get a new truck or larger SUV. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. Jennifer Sharkey stated that she would talk to the Auditor regarding the best route to go about getting this done.

Ms. Sharkey reported that Steuben County is at a 40% recovery rate for the road work and they are continuing to move forward on that. She also stated that she met with the EDC, City of Angola and a consultant to discuss the 200 W corridor and they also discussed the US 20 corridor and they are working on the possibility of the boulevard corridor segment there. Ms. Sharkey stated that there could be some funds with the America's Best Cities available. She said that she does not believe any of the work will be done this fall, but it may be another year or two.

Jennifer Sharkey also stated that she would like to work with the Auditor's Office on the vehicle insurance as it seems that they are being insured for equipment that is not owned anymore and some newer equipment is not on the policy.

Ms. Sharkey also reported that she, TJ Kunde and Erin Wray attended the Title VI Training in Fort Wayne, Indiana on Thursday, September 17, 2015.

Dave Koenig, Steuben County EDC, came to the Commissioners regarding the Steuben County Skills Enhancement Fund. At the last County Council meeting he was asked to put a proposal together for the Commissioners consideration of a fund that would help local and new companies train employees. Mr. Koenig stated that this is very similar to what the State of Indiana has and it is a program that is awarded to companies that are making a capital investment, creating jobs and offering jobs over \$12.00/hr.

Mr. Koenig also submitted a proposal for a Steuben County Economic Hardship Fund. He stated that he was asked to put a proposal together that would assist companies that are experiencing economic hardship from issues outside of their doing.

Dave Koenig stated that because of the application schedule and the match between the program the Indiana Office of Community and Rural Affairs has created the Workforce Development Program, which is a grant up to \$25 Million. Mr. Koenig stated that it is going to be extremely competitive with 30-40 possible applications and they will award only eight (8) grants throughout the State. Dave Koenig stated that since it is federal funds, they are required to have a certified grant administrator to complete the documents. Kristine Christlieb, Region IIIA, is completing the grant applications.

Mr. Koenig stated that another concerning fact about this program is that the immediate need is capital expenses at the Enterprise Center. Classrooms need to be built, welding stations and CNC machines need to be purchased so they can be used to train people; however, at least 50% of the federal funds need to go toward soft cost or program and tuition fees. Mr. Koenig stated that they have developed a budget which accommodates that but in order to get the whole project done, they are up to about \$575,000.00 to match the grant to be competitive. He stated that the EDC has obtained some local grants from the Community Foundation, NIPSCO & REMC and the City of Angola. Dave Koenig stated that the way that the budget currently sits, it proposes an additional \$50,000.00 from Steuben County. Mr. Koenig stated that there will be different competitive factors regarding this application with one of them being Ms. Christlieb providing the State with all of the current financial reports for the County and they will look for funds that exist in the County's coffers. He said that the current director from OCRA is from Wabash County and is quite familiar with the presence of the Major Moves funds.

Lynne Liechty stated that she believes that it is important that they move forward on this. She stated that she would like to look at it a little bit further. Ronald Smith asked Kim Koomler if EDIT funds could be looked at for the \$50,000.00. Kim Koomler stated that she would have to look at the funds to see if that is an option. Ronald Smith stated that he would rather use the EDIT funds instead of Major Moves if that is an option. Lynne Liechty stated that she would like to take this request for the \$50,000.00 to council and request that the funds be taken from EDIT. James Crowl seconded that motion and the motion carried with three (3) ayes.

Kristine Christlieb, Region IIIA, stated that the proposal deadline is August 28 but signatures and a public hearing is not needed before then. Ms. Christlieb stated that one public hearing is needed before the publication that is



due October 23. Before that time, she has several signature pages that need to be signed prior to the application submittal.

Kristine Christlieb stated that Steuben County's Fair Housing Ordinance, with this being a HUD Program, needs to be updated because there is some language that is required that is not in the current ordinance. Ms. Christlieb submitted a draft ordinance and gave it to Donald Stuckey for review. She stated that the updated ordinance is required to be included with the application.

Ms. Christlieb also stated that a four factor analysis is also required for limited English proficiency persons. Since the County does not have a 5% or more, it is not required to create a language access plan. She also submitted that to Donald Stuckey for review.

Kristine Christlieb stated that the public hearing will be conducted and she would bring the signature pages on October 5, 2015. Dave Koenig suggested that the public hearing be scheduled at the Enterprise Center at noon on September 17, 2015, during the Steuben County Industrial Guild Luncheon.

Ms. Christlieb stated that there will be some citizen participation reports that she will need signed authorizing her to conduct the public hearing. James Crowl made a motion to have Ronald Smith sign that paperwork. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Dave Koenig presented the Commissioners with a plaque. He thanked the Commissioners and said that the Enterprise Center greatly appreciates the partnership.

Jody Kinsey, USI Insurance, requested clarification on the Bone Density Testing Amendment and requested a signature on the Amendment. Lynne Liechty made a motion to have that amendment applied to the Active Employees Benefit Plan. James Crowl seconded that motion and the motion carried with three (3) ayes.

Gary Fair, Community Center Maintenance, submitted quotes for the entryway at the Community Center. The Commissioners requested that Mr. Fair obtain more quotes.

Gary Fair also submitted quotes for the window repair from Carrington Masonry, in the amount of \$1,280.00. James Crowl made a motion to approve the quote. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

James Crowl notified the Commission Board that Drug Free Steuben received their grant.

James Crowl stated that he has been receiving more phone calls regarding the proposed CAFO. It was stated that the CAFO has not been reapplied for.

Fred Wooley, McClue Nature Reserve, stated that the Board would like to do some resource management at the reserve. Mr. Wooley said that the Fish and Wildlife Service would like to help with a matching grant. He stated that they plan on hiring Blue Heron Ministries and the Fish and Wildlife Services will match the money that is spent, but they have to give the funds to the landowner, which is the County. Mr. Wooley stated that they need a letter from the County stating that they will accept the funds for this work. Then when the money is spent by the McClue Reserve, the County would pay either the vender or reimburse the McClue Reserve. Fred Wooley stated that the landowner has to handle the money. Mr. Wooley said that it is a matching grant and they plan on spending close to \$9,000.00 and they have already spent \$2,000.00. He stated that the basis of the grant is to remove invasive plants.

Kim Koomler stated that she needs to know more about the mechanics. Mr. Wooley stated that he can have the proper people contact the Auditor. Ms. Koomler stated that the money cannot be run through a county account without going through the proper procedure. Ronald Smith directed Mr. Wooley to work with the Auditor on this matter.

The Commissioners received the following correspondence: Purdue Road School re: final reminder presentation submission deadline; iCompass re: Invite to Actionable Ideas to Improve Efficiency and Transparency; Maria Davis re: Update Traffic Circle Work; GCN Mobile re: Closing the gap between mobile and wearable;

Enterprise Architecture East 2015; NACo re: upcoming NACo Webinars; August Mack re: September 2015 Newsletter; Government Business Council re: A data analytics model for state and local leaders; American Petroleum Institute re: Complementary Subscription; Route Fifty Today re: state by state health insurance numbers; Kronos Workforce Matters re: Wage & Hour Compliance; State of Indiana re: 2016 Indiana AmeriCorps Funding Available; HIPAA Webinar re: 10 days to HIPAA Compliance; APEX Benefits re; AIC Annual Conference; Jack Gerard, API re: Keystone XL

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 A. Liechty, North District

Attest: \_\_\_\_\_  
Kim Koomler, Steuben County Auditor  
elw