

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING
September 4, 2018

The Steuben County Commissioners met at 1:00 p.m. on Tuesday, September 4, 2018, in the Commissioners' Room of the Steuben County Community Center. Present this day were Commissioners Ronald Smith, James Crowl and Lynne Liechty. Also present were Donald Stuckey, County Attorney and Kim Meyers, Steuben County Auditor.

Mike Sevits, Annex Maintenance, submitted quotes for LED retrofitting of canopy lights in the Prosecutor's Office entrance. James Crowl made a motion to accept the low quote from Ross Electrical Contracting in the amount of \$1,400.00 to be paid from Cum. Cap. 1138-000-4000.15. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mike Sevits also submitted information to the Commissioners regarding a potential new storage building. Mr. Sevits said that he spoke to Vivian Likes with the City of Angola and she gave him what would be required in order to construct a new storage building. Ronald Smith asked if restrooms, sinks and a floor drain would be installed. Mr. Sevits said that he only put one restroom in the plans. Commissioner Smith asked if the building would have to be heated. Mr. Sevits said that the work area would be the only place that would be heated, everything else would have chain linked fence sections.

Lynne Liechty said that she thought there was a need some time ago because everyone is storing things all over the County and it would be nice to have one primary storage unit. Commissioner Liechty said that she was just looking for one large open space.

Mike Sevits said that it is up to the Commissioners to decide how big of a building and exactly what they want. He said that the current building stores snow blowers, etc., the Surveyor's Office has items in his building and the Sheriff does as well. Ronald Smith said that is what he is wondering because then it starts to snowball and everyone will want to be in and out of it.

James Crowl said this is a good start and thanked Mr. Sevits for the work he's done on this, but they need more research and they can't make a decision today.

Gary Fair, Community Center Building Manager, reported that he has checked over the Dodge Charger that the Sheriff's Department plans to retire. Mr. Fair said that the Crown Vic has some issues and the Charger would be a good replacement. The Commissioners decided that they would like to keep the Charger for their fleet so the Crown Vic can be sold at auction.

Mr. Fair stated that he has received the keys from the Theatre Group and the retired Well Child Clinic Executive Director.

Gary Fair got correspondence from Amanda Cope, City of Angola Engineer, regarding the Courthouse water service line. Mr. Fair said that he reviewed the issue with Jace Crozier, Courthouse Maintenance, this morning and they determined that the service line coming into the building must be compliant with building codes because it goes into the fire suppression system. He said that it looks like a reasonably new steel cast line that goes under the floor into the sprinkler room.

Mr. Fair said that the wall in that area needs to be replaced as well. Lynne Liechty asked if this was going to interfere with any ADA Compliance Projects. Mr. Fair said that it should not interfere with ADA Compliance. He said that the front porch of the Courthouse and the retaining wall on the west side both need help and are in need of repairs. James Crowl said that is a historical building and the County must take care of it.

Lynne Liechty made a motion to approve the claims submitted for payment this day totaling \$984,526.24. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the minutes from the Joint Council and Commissioners' Meeting on August 14, 2018 and the Commissioners' Meeting on August 20, 2018. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the August 6, 2018, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

Northeastern Indiana CASA, Inc., submitted a letter requesting a continuation of the rental waiver for the office located in the Community Center. Lynne Liechty made a motion to approve the continuation of the rental waiver for the office in the Community Center. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ronald Smith stated that two (2) Commissioners will be attending the Machindoh Aquifer Meeting in Bryan, Ohio.

Frank Charlton, County Park Superintendent, reported that everything went smooth at the County Park over Labor Day weekend. Mr. Charlton said that next weekend there is a poker run and another sandbar event.

The Commissioners received an email from Terry Smith regarding the property located on Crooked Lake off of 200 W that is owned by the Commissioners. Mr. Smith asked if the Commissioners have changed their minds about selling the property. The Commissioners directed Erin Schiffler, Commissioners' Secretary, to send correspondence to Mr. Smith stating that the property is not for sale.

The Commissioners signed the plat for Keller's Minor Plat.

Lynne Liechty made a motion to approve the Executive Session Statements from the Executive Sessions held on August 28, 2018 at 9:30 a.m. and 10:15 a.m. James Crowl seconded that motion and the motion carried with three (3) ayes.

Crystal Dadura, HR Director, submitted an amended Contract with Sterling Talent Solutions. Ms. Dadura said that the Contract needs to be resigned due to the incorrect start date. She also stated that Sterling would like to have an informational "cheat sheet" completed and signed. James Crowl made a motion to approve the amended Contract. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Rae Delaney, Payroll, submitted the August 31, 2018 payroll in the amount of \$379,770.68 for approval. Lynne Liechty made a motion to approve the August 31, 2018. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners requested that the draft letter to County Council regarding the amended job description for the Building Manager be submitted for consideration. The Commissioners further directed that if County Council approves the amended job description, the increase in pay be effective the first pay in January, 2019.

Jennifer Sharkey, Highway Engineer, reported that they are installing storm drains for the 200 N/SR 827 Project west of the golf course entrance. She said that the golf course traffic will be coming in from the east. Ms. Sharkey said that there is a progress meeting scheduled on September 10 at 10:00 a.m. at the job trailer and she will report on that at the next meeting.

Ms. Sharkey said that a request for funds letter has been submitted to INDOT for the Bridge Inspection on Bridge #51.

Jennifer Sharkey said that the survey work is being completed on the 200 N Phase II Project and the topo survey drawing should be completed this week and utility coordination is being started as well. Ms. Sharkey submitted a reimbursement voucher in the amount of \$13,115.25 for the federal reimbursement. 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 reported that the modular block wall for the Bike Trail Phase II behind the Ramada should be done within this week or next. She said that there were a couple corrections that the contractor had to make for the boardwalk installation.

Ms. Sharkey said that the Community Crossings Project on 20N should be wrapped up in the next month or so. She said that the 2018 Community Crossings Application for nine (9) roadways has been submitted.

Jennifer Sharkey reported that the Sewer District has a Northeast District Phase I Wastewater Collection System Project going on which involves several county roads. Ms. Sharkey said that she's been in contact with both the Sewer District and their Consultant. She said that the permit fee and the bond will be included in the construction contract for the Sewer District. Ms. Sharkey said that the final approval of the permit will be from the Commission Board but a final inspection will take place in conjunction with their contractors.

Ms. Sharkey reported on the dust control issue from the last meeting. She said that Kim Johnson, Assessor, helped get the data around. Ms. Sharkey said that there is about 1,150 homes on gravel roads in Steuben County. If 300 feet in front of each home was sprayed, that would equal about 345,000 feet which is about 65 miles. Currently, it costs \$6,000.00 a mile making it a total cost of \$390,000.00 for that service. Ms. Sharkey specified that is material only and there would still be costs involved with preparing the roads and those costs have not been calculated yet. She said that this dollar amount would be substantial in regards to the road maintenance program at this time. James Crowl asked if the Board needs any more information on this matter. Ronald Smith said that when constituents ask for information, they can round out the cost to \$400,000.00 that gives a good ballpark figure for applied material only. Commissioner Smith said that people need to understand what the cost would be.

Jennifer Sharkey said that the Plan Commission collaboration and Comprehensive Plan items are ongoing.

Ms. Sharkey said that she has received correspondence on Bridge #80 located on 400 W from Will Gooden and Mr. Graham. Ms. Sharkey said that she provided Mr. Graham a list of qualified and licensed bridge engineering companies from INDOT's website. She said that she highlighted the companies that have done inspection services for the County the last three (3) rounds, but she did not give any recommendation on a specific firm.

Jennifer Sharkey said that Mr. Graham had a couple other questions that she thought would be more pertinent to be brought up in a Commissioners' Meeting. Ms. Sharkey said that the questions concerned the logistics of who hires, how it gets paid for, etc.

Ms. Sharkey said that she met with the City of Angola and the Garden Club regarding the Trailhead at 300 N for collaboration on the landscaped areas. She said that at this time, that area is not in the Highway Department's schedule to maintain appropriately, so they will be submitting a proposal for a plant layout and maintenance plan. She also reported that she has a meeting scheduled with Fort Wayne Trails to look at the Poka-Boche Trail corridor and discuss regional trail development.

Mike Marturello commented that Purdue University has done extensive work on wildflower habitats along highway right of ways.

Jennifer Sharkey said that she has reached out for ideas on Bridge #51 and Bridge #17. Ms. Sharkey said that Ben Beer with USI provided a proposal and she has also spoken with Terry Minnix, United and Toby Steffen, BF&S whom have all expressed interest in looking at some ideas. She said that at this time she has a proposal from USI for Bridge #51. She said that it would be an Engineering Assessment not to exceed \$10,000.00 and would be paid from the Cumulative Bridge Funds. Ms. Sharkey said that this bridge has a sufficiency rating of 69.9 which would qualify it for federal funds; however, Bridge #17 has a sufficiency rating of 84.4 and that does not qualify for federal funds.

Ms. Sharkey said that Bridge #51 has a proposal for the Commissioners to look at and review and she wants to know if the Commissioners want her to pursue a draft proposal for Bridge #17 as well. Ms. Sharkey said that Donald Stuckey has not yet reviewed this information. James Crowl asked if the Commission Board should have another engineering firm look at this. Ms. Sharkey said that for Engineering Services, the State Code defers to whatever local policy is in place so it would be up to the Commission Board. Ms. Sharkey said she would like to

move forward with Bridge #51 to get the Engineering Assessment on the books and she would like to bring a proposal to the next Commissioners' Meeting for Bridge #17. She asked if the Commissioners are comfortable with one (1) firm or if they would like multiple firms to have an RFQ on this. Lynne Liechty said that she would prefer multiple and James Crowl agreed. James Crowl said that he's not saying anything derogatory, but they've always done two (2) or three (3) firms to judge from and he doesn't think that policy should be broken right now. Ronald Smith said that the contrast is needed.

Ms. Sharkey said that the Certified Public Manager Class starts on September 20 so she will not be able to attend that Commissioners' Meeting.

The Highway Department reviewed the salt bids that were opened at the last meeting and submitted the following information:

<u>COMPANY</u>	<u>BID AMOUNT</u>
CARGILL INCOPORATED, DEICING TECHNOLOGY	No Bid
MORTON SALT	No Bid
COMPASS MINERALS	\$99.03 / Ton Delivered
1. Bid is binding for twenty (20) days from bid opening	
2. CMP will not accept a secondary or back-up award	
3. County agrees to purchase 80% of the base bid amount 2,000 tons, and CMP agrees to provide up to 100% base bid amount	
4. County agrees to purchase full truckload quantities, approx. 25 tons per truck	
5. County agrees to take delivery of the 80% minimum on or before March 31, 2019	
6. Delivery within 10 business days, ARO	
7. Contract expires March 31, 2019	

All bids were accepted at the August 20, 2018 Commissioners meeting for review by the Highway Department.

Bid from Compass Minerals was recommended by the highway department and was accepted at the Commissioners meeting on September 4, 2018 with the restriction that vendor will not deliver product with bottom dump trucks.

Based upon the Highway Department's recommendation, James Crowl made a motion to accept the bid from Compass Minerals for the 2018-2019 Season. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Emmett Heller, Highway Superintendent, said that he was looking at the salt bins and he would like to put a cover on those. He said that it wouldn't be very expensive, maybe around \$20,000.00. Mr. Heller said that placing a cover on it and blocking off the south end would probably help preserve the salt. He said that this salt contract requires Steuben County to take 1,600 tons and he thinks that preparation is needed to store that salt appropriately.

Mr. Heller reported on projects being completed by the Highway Department.

He said that the Highway Department has gone back to eight (8) hour days today.

Kim Meyers stated that the Insurance Company is recommending that the Commissioners rescind the current EMT Special Event Agreement. She said that the insurance company doesn't feel that it is a wise move to take and the County should not be engaging in that activity. Ms. Meyers said that the insurance underwriter suggested that the other entities (Trine, etc.) enter into a contract with the County and the EMS Service and the County can charge for the service. She said that charge would cover wage for the EMT's and the use of an ambulance so that means that the employees are still being paid by the County, not necessarily by the other entity.

Ms. Meyers said that way, there would be no work comp or personal liability issues. She said that in the past there never was an Agreement, there was just a billing statement that was sent.

James Crowl said that it has to be at least break even and he doesn't think \$65.00/hr would cover the cost. Kim Meyers said that those numbers need to be worked out with the EMS Department to see what they recommend. James Crowl said that it ties up a box as well. Lynne Liechty said that she will be checking with other entities to see what they charge. Kim Meyers said that what she understands is that the ambulance has to stay there for the entire game whether someone is injured at the game or not and 911 still has to be called to bring in another truck to take anyone out.

Lynne Liechty made a motion to rescind the current EMT Special Event Agreement. James Crowl seconded that motion and the motion carried with three (3) ayes.

Erin Schiffli submitted the amended RFQ for the demolition of the Old County Home. Donald Stuckey said that he wasn't sure what the address was and if the Commissioners wanted to put a time limit on the project. James Crowl said that it can't be done until January, 2019 because of the budget. James Crowl made a motion to advertise for the demolition now, with a completion date of May 1, 2019. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Donald Stuckey said that he collected a check from the camper that claimed he had paid the County Park in cash and it was stolen.

The Commissioners received the following correspondence: Joy Hudson re: Caucus Legislative Survey; Matt Meersman, St. Joe River Basin re: September 6, 2018 Meeting; Mayors & Commissioners Caucus Meeting re: Meeting RSVP; John Righeimer, Indiana Energy Brokers re: Video on Natural Gas Buying; Mayors & Commissioners Caucus Meeting re: RSVP; Matt Meersman, St. Joe River Basin re: Meeting Reminder; Joe Elsener, Director of Intergovernmental Affairs re: Announcement; BoAC re: Memo 8/2018; Terry Smith re: Property at Crooked Lake.

STEUBEN COUNTY BOARD OF COMMISSIONERS

Ronald L. Smith, President, South District

James A. Crowl, Vice President, Middle District

Lynne Liechty, North District

Attest: _____
Kim Meyers, Steuben County Auditor
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