

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING  
January 13, 2014

The Steuben County Commissioners met at 8:30 a.m. on Monday, January 13, 2014 in the Commissioners Room of the Steuben Community Center. Present this day were Commissioners Ronald L. Smith, James A. Crowl and Loretta S. Smart. Also present were Kim Koomler, County Auditor, and Ruth Beer, County Councilwoman. County Attorney Donald Stuckey was absent.

Commissioner Smith welcomed Kim Koomler who will fill the remaining term of office for Pam Coleman as Auditor.

James Crowl made a motion to approve the claims submitted for payment this day totaling \$462,405.21. Loretta Smart seconded and the motion carried with three (3) ayes.

Loretta Smart made a motion to approve the monthly financial report for December, 2013. James Crowl seconded and the motion carried with three (3) ayes.

Loretta Smart made a motion to appoint Ronald Smith as President of the Board of Commissioners. James Crowl seconded and the motion carried with three (3) ayes.

Loretta Smart made a motion to appoint James Crowl as Vice President of the Board of Commissioners. Ronald Smith seconded and the motion carried with three (3) ayes.

Loretta Smart made a motion to appoint James Crowl as President of the Board of Finance and Loretta Smart as Vice President. James Crowl seconded the motion and it carried with three (3) ayes.

Loretta Smart made a motion to appoint Ronald Smith as the Commissioner Representative to the Steuben County Economic Development Board and Commissioner Smart will accept the assignment as the Commissioners Representative to the Council on Aging. James Crowl seconded and the motion carried with three (3) ayes.

James Crowl made a motion to accept the remaining one year appointments as Commissioners Representatives listed below. Loretta Smart seconded and the motion carried with three (3) ayes. Listed are the one year appointments:

**BOARD OF COMMISSIONERS  
ONE YEAR APPOINTMENTS  
2014**

Steuben County Board of Commissioners – President	Ronald L. Smith
Board of Commissioners – Vice President	James A. Crowl
Board of Finance – Chairman	James Crowl
Board of Finance – Vice Chairman	Loretta Smart
Steuben County Drainage Board – Chairman	Ronald L. Smith
Drainage Board – Vice Chairman	James A. Crowl
4-H Board Representative	James Crowl
County Extension Board Representative	James Crowl
Plan Commission Representative	James Crowl/Loretta Smart
Economic Development Corporation	Ronald Smith
Master Plan/Subdivision/Zoning Ordinance Committee	James Crowl/Loretta Smart
Joint Drainage Board Steuben/DeKalb	Ronald L. Smith & James Crowl
Joint Drainage Board Noble/DeKalb	James Crowl
Maumee River Basin Commission	James A. Crowl
St. Joseph River Basin Commission	James A. Crowl
Region 3A Transportation Advisory Committee	Ronald L. Smith
Region 3A Board of Directors	Ronald L. Smith
HAVA Advisory Committee	Loretta Smart
Council on Aging	Loretta Smart
NISWD Representative	Ronald L. Smith
Addressing Committee Representative	Rotate
County Council Mtgs. Representative	Rotate
GIS Committee Representative	Rotate
County Animal Disease Control Emergency Coordinator	M.S. Zimmer, DVM

The Commissioners made assignments to various organizations. James Crowl made a motion to accept the assignment list with the changes referred to above. Loretta Smart seconded and the motion carried with three (3) ayes. The list is as follows:

### Commissioners' Committee Assignments

#### Ronald L. Smith, President

Board of Finance  
Steuben County Drainage Board, Chairman  
Joint Drainage Board Steuben/DeKalb  
Region 3A Board of Directors  
Region 3A Transportation Advisory Committee  
Innkeepers Tax Commission  
Public Defender Board  
MS4 Group  
Northeast Indiana Solid Waste District Board  
County Park Improvement Committee  
Pigeon Creek Drainage Board  
Bike Trail  
Carter Cemetery Board  
Northeast Indiana Regional Partnership  
Mayor's and Commissioners Caucus NIRP  
Economic Development Corporation

#### James A. Crowl, Vice President

Board of Finance, President  
Consensus Committee  
4-H Board Representative  
Community Correction Advisory Committee  
Joint Drainage Board Steuben/DeKalb/Noble  
County Park Improvement Committee  
Maumee River Basin Commission  
St. County Drug Free Committee (1<sup>st</sup> Wed of Month)  
Carter Cemetery Board, President  
Plan Commission (Rotate with Loretta)  
St. Joseph River Basin

#### Loretta S. Smart

Board of Finance , Vice President  
Steuben County Drainage Board  
Council on Aging  
Plan Commission (Rotate with Jim)  
Personnel Committee  
County Park Improvement Committee  
HAVA Committee  
Bike Trail  
Carter Cemetery Board

#### Rotating Membership Committees

Addressing Committee Representative  
County Council Meeting Representative  
GIS Representative

Commissioner Smith stated that Jorge Ortiz, a representative from Senator Donnelly's office, met with him and offered to use Senator Donnelly's name as an endorsement to FEMA for the grant application for the County Park Community Building.

Loretta Smart made a motion to approve the miscellaneous claims/checks from July 1, 2013 to December 31, 2013. James Crowl seconded and the motion carried with three (3) ayes.

Loretta Smart made a motion to approve the Certification of Bridges for Steuben County as "zero". James Crowl seconded and the motion carried with three (3) ayes. The certification will be sent to the State Auditor.

A letter was drafted to the banks notifying them that Kim Koomler is the new auditor and will have all signing privileges and access to all Steuben County bank accounts. James Crowl made a motion to approve and sign the letter. Loretta Smart seconded and the motion carried with three (3) ayes.

The Commissioners discussed their appointment to the Board of Aviation. The issue being considered is that appointees receive a per diem for attendance at meetings and the Commissioners have been told by George Pifer that they cannot appoint someone who sits on another Board that gets a per diem. Mr. Pifer was appointed to the Board of Aviation but declined because he sits on the Steuben Lakes Regional Waste District Board and they receive a per diem for attendance at their meetings. Mr. Stuckey will check into the legislation on before an appointment is made. Judy Rowe, Democrat Party Chairman, discussed the issue with the Commissioners. The Commissioners asked that Craig Benson, attorney for the Board of Aviation, give his opinion on the appointee.

The Commissioners discussed the appointment to the Plan Commission as a Democrat to replace John Brooks. Commissioner Smart stated that she had received a call from someone who is interested in the appointment. The Commissioners decided to wait until the next meeting to make the appointment.

Gary Fair, Community Center Building Manager, came before the Commissioners to present quotes for demolition of the Work Release Center, and a Fire Service Contract Rider #2 with Kone shared with MSD for the Community Center. MSD cost would be \$66.67 per month and the County's share would be \$133.33 per month. Cost of the Fire Service Contract with the additional Rider #2 would be \$1,053.36 per month for the Courthouse and Community Center. The contract would take the liability off of the County and put it on Kone.

January 13, 2014 Steuben County Commissioners Meeting continued

The three quotes are from Julian Earthwork, Inc. for \$79,500; Oberlin Farms Demolition & Recycling, LLC for \$120,500; and a combined quote from Albright Contractors, John R. Day Co., and Donbrock Enterprises for \$189,288.00. Mr. Fair told the Commissioners that there are many things that need to be removed or salvaged before demolition can take place. Mr. Fair was asked to be in charge of the removal or salvaged items. Ms. Koomler stated that the project will need to be bid since it is over the limit for public works projects. Commissioner Crowl stated that this is just an estimate of the cost and it will be bid at a later date.

Loretta Smart made a motion to approve the Kone contract for Fire Service Monthly Testing at \$1,053.36 per month. James Crowl seconded and the motion carried with three (3) ayes. The Auditor's office will figure out the details on how payments can be made from MSD in sharing the cost of the additional service.

Al Knisely, Courthouse Custodian, told the Commissioners the fire alarm went off and they found that the sprinkler head leaked. The County will have to replace the sprinkler system on the third floor.

Mike Marturello, from the Herald Republican, asked if the County had thought of selling the County Home and the property. Commissioner Crowl stated that they have offered the building to different people at no charge, and all they would need to do is pick up the utilities and maintain the grounds. No one has come forward to accept the offer. Commissioner Crowl said the building needs a new roof and the cost of the new roof is about the same as tearing down the building.

James Crowl made a motion to approve the claim for Butler Fairman and Seufert for engineering services on the Bike Trial, \$3,753.00 ( County share is \$750.60 and State share is \$3002.40). Loretta Smart seconded and the motion carried with three (3) ayes.

The Commissioners received a request for a letter from Nitin Timble, from Donahue/Herceg & Associates, asking that the Commissioners approve the additional pavement design efforts for the CR 200 N/200 W Project as a result of the INDOT requirement for software for the pavement design. The request is for a fee not to exceed \$4,000 (for Earth Exploration, Inc.). James Crowl made a motion to approve the request. Loretta Smart seconded and the motion carried with three (3) ayes.

Loretta Smart made a motion to approve the claim for Invoice #2012-101-35 from Donohue/Herceg & Associates for \$6,350.00 for right-of-way services for CR 200 N/200 W Project. James Crowl seconded and the motion carried with three (3) ayes.

Loretta Smart made a motion to approve the utility easement #2676 for Earthcom. James Crowl seconded and the motion carried with three (3) ayes.

Ken Penick, Highway Superintendent, came before the Commissioners to request approval to purchase a new truck for his use. Mr. Penick would trade-in his vehicle for the newer vehicle. Mr. Penick said he has 190,000 miles on his truck and it was estimated it would cost \$2,000 to \$2,500 to fix the vehicle. Mr. Penick submitted bids from Dunham Motor Sales - Dodge 1500 SSV Crew Cab 4x4 \$37,285 less trade-in of \$13,671.00 for a total cost of \$23,614; from Yoder - Fuller Ford Angola 2013 F-150 \$34,030 less trade-in of \$9,694.08 for a total cost of \$24,335.92; Yoder-Fuller Ford - 2014 F-150 \$33,980 less trade-in of \$10,088.08 for a total cost of \$23,891.92; from Uebelhor & Sons - 2013 Chevrolet 1500 Silverado total cost of \$27,834; and Harold Chevrolet 2014 Silverado 15000 4x4 Crew Cab with trade-in for total cost of \$25,907.35. James Crowl made a motion to accept the low bid from Dunham Motor Sales for \$23,614 for a Dodge 1500 SSV Crew Cab 4x4. Loretta Smart seconded and the motion carried with three (3) ayes.

Cindy Snyder, Communications Director, came before the Commissioners to discuss the Public Safety Radio Project. Ms. Snyder told the Commissioners that M/A-Com is now finished with the Project and she would like to make the final payment to them for \$335,205.60. Ms. Snyder also requested release of the performance bond for the Project. Ms. Snyder said they have audio issues and they are inside issues (Dispatch area) and they are working on this. Ms. Snyder will check with Mr. Stuckey and he will let the Commissioners know at the next meeting on January 21, 2014.

Ms. Snyder said they would be working on the 911 Project and should be up and running by March 1<sup>st</sup>. Ms. Snyder said they have a consortium so if something would happen to Steuben County system they could move to another county.

The Commissioners received a copy of a letter sent to the County Council explaining that Purdue University was returning monies to the County since the ANR/ECD position has not been filled. The check was for \$8,000.

The Commissioners discussed the IT position. It was decided the job description should be sent to Kent Irwin, consultant. Commissioner Smith stated that they would need to work with the County Council for the salary for the individual. Kim Koomler stated that she would like to see the IT person be under the Commissioners budget, and she told the Commissioners she would be losing a person if they took the IT person's salary from her department. Commissioner Smart agreed that the Auditor's office does need another person. Rick Shipe stated that he had talked with Pam Coleman and Ms. Koomler and he didn't see the loss to the Auditor's office other than they do need help. Mr. Shipe thought they could reduce the salary in the Auditor's office to help pay for the new

IT Director's salary. Commissioner Smith asked if Mr. Shipe had the thought that the Auditor's office would get a new person once everything has been adjusted. Mr. Shipe said that "was not the thought yet." Commissioner Smith asked Ms. Koomler about the work load. Ms. Koomler said it would place additional tasks on Ms. Upp. Commissioner Smart said she thought the Auditor's office needed more help and did not think it would be fair to put this burden on the Commissioners Assistant or the Payroll Deputy.

Commissioner Crowl asked that the IT Director job description be given to Chad Hoover and Brett Hays to make sure everything has been covered that the County would need. The Commissioners would be interviewing the applicants.

Commissioner Smith stated that Mr. Shipe said that Department Chairs will make decisions on HR or pass it through to the Commissioners. Commissioners do not want to make decisions on HR issues. They will be the pass through to Kent Irwin, consultant, and he would make the decision.

Commissioner Smart said that they need to consider replacing the person in the Auditor's office because Ms. Koomler is losing a person in her office.

Bill Schmidt stated that the Auditor's office is behind in getting transfers posted to the GIS system. If the Plan Commission notifies people of public hearings, it is necessary to have the transfers done in a timely manner.

Ms. Koomler said that her office is aware that they are almost three weeks behind in getting transfers put into the computer. Ms. Koomler said the new person would be updating the transfer information as well as other duties.

James Crowl made a motion to approve the Commissioners signatures on the Plat of Sowles Bay Place that was approved by the Plat Committee and Plan Commission. Loretta Smart seconded and the motion carried with three (3) ayes.

The Commissioners received the following correspondence: Kristy Clawson re: Steuben County is not eligible for any Federal Reimbursement for the snow fall; AIC re: newsletter; NACo re: newsletter; DLGF re: requirements, tax info; Thomas Reuters re: newsletter; S&W District re: agenda & minutes; Purdue University re: Interim Extension Director, Tami Mosier; FEMA re: Special Flood Hazard Area; Hamilton Lake Board re: annual letter; NIRP re: newsletter; LTAP re: County Bridge Conference info.

STEUBEN COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Ronald L. Smith, President

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James A. Crowl, Vice President

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Loretta S. Smart, Member

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

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