

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING  
February 3, 2014

The Steuben County Commissioners met on Monday, February 3, 2014 at 1:00 p.m. 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 County Auditor Kim Koomler, County Attorney Donald Stuckey, Ruth Beer, County Councilwoman and Rick Shipe, County Council President.

James Crowl made a motion to approve the claims submitted for payment this day totaling \$293,384.48 and the monthly financial report for January, 2014. Loretta Smart seconded and the motion carried with three (3) ayes.

Loretta Smart made a motion to approve the Executive Session minutes from January 23, 2014. James Crowl seconded and the motion carried with three (3) ayes.

Loretta Smart made a motion to approve the minutes from the Commissioners meeting on December 30, 2013. James Crowl seconded and the motion carried with three (3) ayes.

Candy Oliver and Jerry Hall, from the Cancer Association, came before the Commissioners to discuss the rent for the office space in the Community Center. Commissioner Crowl said it would be \$200.00 per month and they would need to get their own phone line and Internet. It was agreed that the Cancer Association would keep their post office box. Mr. Hall said they will probably move back to the hospital after the renovations are complete – possibly two years.

Commissioner Crowl said that he will return the heating/air conditioning units back to Federal Surplus and they can give us a refund.

James Crowl made a motion to approve Herceg Invoice # 12598-02 for \$2,596.00 for the engineering services for the Community Building at the County Park and Herceg Invoice #2010-103-32 for 200 N/200 W for engineering services for \$513; and Invoice #2012-101-34 for Right-of-Way services for 200N/200 W for \$3,580.00. Loretta Smart seconded and the motion carried with three (3) ayes.

Loretta Smart made a motion to approve the claim for Jeffrey Harger for right-of-way purchase for 200 N/200 W in the amount of \$5,567.00. James Crowl seconded and the motion carried with three (3) ayes.

Gary Fair, Community Center Building Manager, sent a request to the Commissioners asking to split the bill from The Housewrights, Inc. totaling \$636.25. The bill is to remove the water fountain in the hallway next to the auditorium. James Crowl made a motion to approve the request and take one half of the bill from the Commissioners line item in Cumulative Capital Fund and the remainder will be taken from the maintenance budget. Loretta Smart seconded and the motion carried with three (3) ayes.

Commissioners discussed their secretary's retirement and posting her job description along with discussion of the IT Director's position. The 2007 job description for the Commissioners Assistant will go before the Personnel Committee for their approval and then come back to the Commissioners for their approval. Ms. Goudy will be retiring by the first of June. Commissioners agreed to post the position as part-time until June 1<sup>st</sup> when the position will be full time. The Commissioners discussed moving Ms.

Goudy's desk but it was decided to leave things as they are now since the files are in the Auditor's office and Ms. Koomler said she would prefer to have Ms. Goudy in her office. There was discussion on changing the percentage of salary split between the Commissioners' budget and the Auditor's budget during budget hearings in August/September for 2015.

Commissioner Smart said that no conclusion had been made on the IT Director's position and the funding of the salary. Ms. Koomler said that she will be replacing Evelyn Clawson's position and has drafted a new job description. Ms. Koomler said that she did not think the Auditor's office should be expected to fund the new IT Director's position. The IT position is in the Commissioners' budget not the Auditor's. Commissioner Smart asked that the IT Director's position that has been drafted be sent to Chad Hoover and Brett Hays to review and make comments or changes that should be made. Once the review has been made and any changes to the description, the job can be posted.

Rick Shipe, Council President, stated that the Council has not really discussed the new position and where or how the salary would be funded. The Commissioners said they will present to the County Council the final job description and where they would like to have funding come from for the salary. The new IT Director will be under the Commissioners budget or control.

Ms. Koomler stated that she has drafted a new job description for Evelyn's position. The new person will help with transfers of deeds, some work on policy manuals and job descriptions, and various other responsibilities to cross train in the Auditor's office. Commissioner Smith said that there will be three positions, one for the IT Director, one for the Commissioners Assistant, and one for the Auditor's office replacing Evelyn Clawson.

Mr. Shipe wanted clarification on Evelyn's position and salary. Ms. Koomler said that there would be a salary reduction in the Auditor's office because it would be a new position and the salary would be lower. If the Commissioners' put all of their assistant's salary in the Commissioners' budget it would also mean a reduction because 2/3 of her salary is in the Auditor's budget and it would also be at starting wage for the position. It would not be very much, but it would be a reduction in the Auditor's budget. Ms. Koomler will figure out the details and give them to the County Council and Commissioners.

Kris Thomas, Health Department Administrator, came back before the Commissioners with three quotes for a new vehicle for her department that will be purchased with grant funds. Pricing includes trade-in. One 2014 Ford Expedition X 4x4 w/tow package from Yoder Fuller Ford at a cost of \$33,824.35; one 2014 Ford Expedition XLT 4x4 w/leather seating at a cost of \$38,621.35; and from Dunham Motor Sales one 2014 Dodge Durango w/towing package at \$32,614.00. James Crawl made a motion to accept the low bid from Dunham Motor Sales for \$32,614.00. Loretta Smart seconded and the motion carried with three (3) ayes.

Ms. Thomas also asked the Commissioners to consider placing the new truck and trailers under the County's insurance rather than having it paid for with grant funds. The Commissioners agreed to take her request into consideration and asked that she give them a quote on the cost of the insurance for each item before they make a decision at the next meeting.

The Commissioners announced that Jennifer Sharkey, County Engineer, was featured in an article in the LTAP newsletter (formerly the Pothole Gazette).

February 3, 2014 Steuben County Commissioners meeting continued

Ms. Sharkey submitted the Construction Inspection contract with Butler Fairman & Seufert for the Bike Trail. Loretta Smart made a motion to approve the contract for the Construction Inspection Services for the Steuben County Trails, Phase I, from Angola to Pokagon with Butler, Fairman & Seufert, Inc. as consultants. James Crowl seconded and the motion carried with three (3) ayes.

James Crowl made a motion to approve the claim for Donohue/Herceg Invoices #2012-101-36 and #2010-103-33 for the CR 200 N/200 W Project in the amount of \$5,573.00.

Ms. Sharkey discussed the condemnation proceedings for Parcel 13 for the CR 200 N/200 W Project. Mr. Stuckey said he had spoken with Bill Jones the appraiser and he did not think the owners of Parcel 13 would be willing to negotiate. The owners are requesting twice the appraised value of the easement. It is Mr. Stuckey's opinion, based upon reading the emails from the negotiator for the owner and Bill Jones, that the issue cannot be resolved. Mr. Stuckey said that he is 75% sure that the matter will not be resolved and that moving forward with condemnation proceedings would be best for the County.

Ms. Sharkey said she has spoken with Bill Jones and Mr. McMann at INDOT. Mr. McMann said the owner's representative spoke with him and asked him to intervene in the negotiations on the value of the property. Mr. McMann said that INDOT wants to make sure the county is following the rules but INDOT will not intervene in the negotiations. Commissioner Smith asked if the County should go ahead and pay the requested amount, or would that be the wrong thing to do? Ms. Sharkey said it would depend on the neighbors because they accepted the appraised value for their property. Commissioner Crowl agreed that it is not consistent and he did not think it would be a good idea. James Crowl made a motion to proceed with condemnation of Parcel 13 for the CR 200N/200 W right-of-way easement. Loretta Smart seconded and the motion carried with three (3) ayes.

Ms. Sharkey will notify INDOT of the change in letting date and Mr. Jones will prepare the packet for condemnation and give it to Mr. Stuckey.

Ken Penick, Highway Superintendent, told the Commissioners he has three trucks needing repairs and one wrecked truck on Waymire Road.

Commissioner Smart said the Commissioners have reviewed the changes sent to them from Kent Irwin for the Highway Department. Vacations will now be used in minimum increments of one hour, paid sick leave can be used in minimum increments of one hour, paid personal leave can be used in minimum increments of one hours. One of the issues has been resolved but the other one is not. The Commissioners will call Kent Irwin and see when he can come up and talk with the Commissioners and Council before making the changes.

Loretta Smart made a motion to allow Mr. Penick to start looking for a used bucket truck. James Crowl seconded and the motion carried with three (3) ayes.

Mr. Stuckey opened the bids for Sheriff Vehicles to be paid for from the Short Term Bond.

Dunham Motor Sales bid:

\$24,152 for Patrol Cars; \$24,611 for truck; \$30,248 for SUV (Durango); \$19,503 (Avenger) Investigator's Car; \$22,791 for transport van

February 3, 2014 Steuben County Commissioners meeting continued

Button Motors bid:

\$24,146 for Patrol Cars; no bid on Truck; \$31,502 SUV (Durango); \$18,891(Avenger) Investigator's Car; \$22,141 Transport Van

Bloomington Ford

\$23,469\* Patrol Cars; \$26,473 Truck; \$31,214 SUV (Expedition); \$21,445(Taurus) Investigator's Car; \$21,839 Transport Van

\*Only bid steel rims with bolt on wheel covers, not street appearance package

Fletcher

\$23,185\* Patrol Cars; \$23,577\* Truck; no bid on SUV; \$22,187 (V6 Charger) Investigator's Car; \$21,816 Transport Van

\*Only bid steel rims with bolt on wheel covers, not street appearance package

Ben Davis Chevrolet/Ford

\$26,940 Patrol Cars; no bid on Truck; \$30,187 SUV (Expedition) \$32,655 (Tahoe); \$20,959 (Taurus) Investigator's Car; \$22,086 Transport Van

Harold Chevrolet

\$26,885 Patrol Cars; \$31,765 Truck; no bid on SUV; \$20,298 (Impala) Investigator's Car; \$23,586 Transport Van

Sheriff Troyer asked the Commissioners for permission to repair the padded cell in the jail. The quote for the work is \$4,125 and he has the funds available in the Maintenance line item in the Jail Budget. James Crowl made a motion to approve the request. Loretta Smart seconded and the motion carried with three (3) ayes.

Sheriff Troyer told the Commissioners that he thought the Snow Emergency Ordinance #775 should be updated and coordinated with the current Indiana Code Snow Emergency Ordinance. Mr. Stuckey will review and bring the Ordinance up to date bring it before the Commissioners for passage.

Loretta Smart made motion to approve the release of the Bond for Ma/COM for the Public Safety Radio Project (already approved at 1/21/2014). James Crowl seconded and the motion carried with three (3) ayes.

The Commissioners discussed adding a fifth member to the Board of Aviation. James Crowl made a motion to notify the Board of Aviation that they will be appointing a fifth member to the Board once the County Council has passed the Resolution to add the fifth member. Loretta Smart seconded and the motion carried with three (3) ayes. The Commissioners asked their secretary to notify Dr. Weaver of their intention.

The Commissioners discussed posting the Veteran's Officer Position. Larry Harasim, the current Veteran's Officer is retiring. Mr. Stuckey said the Commissioners provide office space but the Veteran's Administration will appoint someone to take his place.

Brett Hays, Community Corrections Director, submitted an amendment to the Community Corrections grant to make it a Regional Community Corrections Department. Loretta Smart made a motion to approve Amendment #1 to the Grant Agreement EDS #D25-14-053a to include LaGrange

February 3, 2014 Steuben County Commissioners meeting continued

County, forming Northeast Indiana Community Corrections which will serve both LaGrange and Steuben Counties. James Crowl seconded and the motion carried with three (3) ayes.

Mr. Hays told the Commissioners he was applying for a variance to get the State permit at a cost of \$1,976.00 for a sprinkler system for the Work Release area of the historic jail and he would like to pay Manahan Construction for the supplies he has ordered for the renovation work. The cost of the supplies is \$15,000. Loretta Smart made a motion to approve the application for the variance and allow payment to Manahan Construction for the renovation supplies. James Crowl seconded and the motion carried with three (3) ayes.

James Crowl made a motion to appoint Marsha Drewes as a member of the Steuben County Innkeepers Tax Commission Board for a term of two years. Loretta Smart seconded and the motion carried with three (3) ayes.

The Commissioners received a bill from Swick Holdings for maintenance on two lots the County owns at Intertech Park. Commissioner took title to the two lots in December of 2012 (D/R 1206/0639). The Commissioners tabled the decision to make payment until after the Drainage Board meeting.

Vina Conti, Assistant Plan Director, submitted a Plat for J & A for the Commissioners signatures. The Plat was approved by the Plat Committee on January 30, 2014.

The Commissioners discussed the EDC Contract for 2014. Discussion on the EDC holding closed door meetings rather than partial meetings that would be open to the public. Commissioner Smith said he attended a meeting with the EDC. Commissioner Smith said he was asked if the Board did not open the meetings to the public would the Commissioners drop funding from the County. Commissioner Smith told them he did not think they would approve funding if the meetings are not open to the public. The Commissioners decided to wait until the next meeting to make a decision on funding.

George Pifer asked for a copy of the annual financial report from the Board of Aviation.

James Crowl made a motion to approve the transfer of funds from in the Commissioners budget, line item 1000-068-1000.22 to legal fees 1000-068-3000.06 for payment of a claim. Loretta Smart seconded and the motion carried with three (3) ayes.

The Commissioners received the following correspondence: IEDC re: newsletter; NIPSCO re: newsletter; NIRP re: newsletter; IACC re: legislative information; DLGF re: Notice of Budgets for 2014; MRBC re: Agenda & minutes; St. Co. Community Corrections re: Meeting Schedule; City of Angola re: Public Hearing/Plan Com. ; EMC re: Notice of Claim; Ind. Homeland Security re: grants; St. Joe River Basin re: newsletter; Mediacom re: rate change; Liberty Mutual re: bond cancellation for P. Coleman; Elect Rx re: Activity Report; J. Ayres re: Thank you; NACo re newsletter; EMS re: Year-end Report; Coroner's Office re: Year-end Report.

STEUBEN COUNTY BOARD OF COMMISSIONERS  
Ronald L. Smith, President, South District  
James A. Crowl, Vice President, Middle District  
Loretta S. Smart, North District

Attest: Kim Koomler, Steuben County Auditor  
cag