

STEUBEN COUNTY BOARD OF COMMISSIONERS MEETING  
Monday, March 3, 2014

The Steuben County Commissioners met at 1:00 p.m. on Monday, March 3, 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 County Auditor Kim Koomler, County Attorney Donald J. Stuckey, and County Council member Ruth Beer.

Dr. R. Wyatt Weaver, President of the Board of Aviation, came before the Commissioners to review activities at the airport and to request an additional appropriation of \$20,000 for utility bills. Dr. Weaver was accompanied by John Kline, FBO at the airport, Elten Powers, Mike Van Weston and Walt Drewes, all three members of the Board of Aviation. Dr. Weaver gave the Commissioners a copy of the 2013 Financial Report for the Airport. The letter given to the Commissioners stated that in 2013 there were 14 jet operations and 34 turboprop operations. Six jets and four turboprops were housed overnight in the new hangar. Dr. Weaver said they are hoping to make the Balloons Aloft event even bigger in 2014.

John Kline told the Commissioners that a FAA Inspector was at the Airport last week for his application for 141 Certification for flight instruction.

After discussion, Commissioner Smith stated that the Auditor will check to see what line item is available for transfer to pay the utility bills at the Airport and Ms. Koomler will also check to see where money is available for the \$20,000 appropriation that Dr. Weaver requested. Commissioner Smith also asked to have a quarterly financial report sent to the Commissioners from the airport.

Kristy Clawson, Emergency Management Director, submitted the Public Safety Committee By-laws to the Commissioners for approval. Ms. Clawson discussed with the Commissioners the workman's comp forms and training for Department Heads. The Commissioners told Ms. Clawson that Nicci Upp, Payroll Deputy in the Auditor's office, takes care of workman's comp claims. Loretta Smart made a motion to approve the training for workman's comp forms and procedures for Department Heads. James Crowl seconded and the motion carried with three (3) ayes.

James Crowl made a motion to approve the new By-laws for the Steuben County Public Safety Committee. Loretta Smart seconded and the motion carried with three (3) ayes.

Charles Malinowski, from Malcon Consulting, submitted his proposal to the Commissioners for the preparation of the 2013 Medicaid Ambulance Cost Report. The agreement between the county and Malinowski Consulting, Inc. provides for the preparation of the Medicaid Ambulance Report for the year ending December 31, 2013. The agreement states that both parties agree to share equally in the recoveries up to \$19,000.00 with the professional service fee capped at \$9,500.00. Any recoveries above \$19,000.00 shall be 100% the County's share. Loretta Smart made a motion to approve the agreement with Malinowski Consulting, Inc. for 2013 Medicaid Ambulance Cost Report. James Crowl seconded and the motion carried with three (3) ayes.

Jennifer Sharkey, County Engineer, submitted utility permits for NIPSCO #2677, #2678, #2679, #2680, #2681, #2682, #2683, #2684 and #2685 to the Commissioners for approval. James Crowl made a motion to approve the utility permits submitted by Ms. Sharkey. Loretta Smart seconded and the motion carried with three (3) ayes.

Ms. Sharkey submitted a claim for Invoice #2010-103-34 from Donohue/Herceg & Associates in the amount of \$3,242.00 to the Commissioners for approval for engineering services for CR 200 N/200 W intersection. Loretta Smart made a motion to approve the claim for payment to Donohue/Herceg & Associates for \$3,242.00. James Crowl seconded and the motion carried with three (3) ayes.

Ms. Sharkey gave the Commissioners a copy of the Bridge Inspection contract with American Structurepoint for two years ending estimated to be finished in 2017. Contract total amount is \$75,950 with Phase I costs of \$42,385 and Phase II costs of \$33,565.

Ms. Sharkey said the condemnation hearings will be the third week of March, she is not sure of the exact date.

Ken Penick, Highway Superintendent, came before the Commissioners to discuss various projects. Mr. Penick inquired about the contract for uniforms. There is a new company that would like to quote. The Commissioners' secretary said the current contract expires in August of this year. Mr. Penick discussed a drainage problem that the Commissioners were made aware of in the Drainage Board meeting.

Tami Sumney submitted a request for approval to purchase phones for the 911 Dispatch area. Cost of the phones is \$15,951.53. James Crowl made a motion to approve the 911 Phones from the 2010 Short Term Bond for \$15,951.53, 4601-000-4000.07. Loretta Smart seconded and the motion carried with three (3) ayes.

Ms. Sumney also submitted quotes for the Courthouse recording system. ESCO Communications quoted \$6,203.25; computers towers for the three positions Dell quoted \$1,226.00 each for a total of \$3,678.00 with software and accessories at \$215.97 for a total cost of \$10,097.22. Word Systems quoted \$9,620.94; Civitas quoted \$3,471.90 for three (3) positions, plus HP Care Pack support at \$957.60 for all three computers and licenses for \$1,142.88 for a total cost of \$15,193.32. Ms. Sumney recommended accepting the bid from ESCO and Dell. Loretta Smart made a motion to accept the quotes from ESCO and Dell for a total project cost of \$10,097.22. James Crowl seconded and the motion carried with three (3) ayes. Cost will be paid for from the Computer line item in the 2010 Short Term Bond, 4601-000-4000.06.

Ms. Sumney submitted quotes for desktop computers for the Plan Commission and Auditor's office. Dell quoted \$1,644.62 each for a total cost of \$3,289.24.00 and Civitas quoted \$1,458.00 each for a total cost of \$2,916.00. Ms. Sumney recommended accepting the bid from Civitas. James Crowl made a motion to accept the quote from Civitas for two desktops at a cost of \$2,916.00 to be paid for from the 2010 Short Term Bond. Loretta Smart seconded and the motion carried with three (3) ayes.

Cindy Snyder, Communications Director, requested console equipment for three positions in Dispatch and new chairs. Ms. Snyder estimated the cost of the three consoles to be \$60,000. Ms. Snyder also asked that the Dispatch area have an actual computer interface with the Spillman which would tie everything together for E911 for protocols. Loretta Smart made a motion to approve the request for console equipment for three positions and new chairs to be taken from the 2010 Short Term Bond first and any excess can be taken from the 2013 Short Term Bond. James Crowl seconded and the motion carried with three (3) ayes.

Chad Hoover, GIS Coordinator, has \$85,000 showing in the 2010 Short Term Bond. The Commissioners have contracted for \$50,000 of the \$85,000 for photos and \$1,100 for a software update. Mr. Hoover is purchasing a laptop for his office since the current one was bought in 2007. Mr. Hoover had quotes from HOP for \$3,745; Dell quotes \$3,500; and Toshiba quoted \$3,119. The cost of the laptop would also come from the 2010 Short Term Bond. Mr. Hoover said that he and Ms. Sumney would be looking at licensing also.

The Commissioners discussed wireless connections at the Community Center and other offices with Ms. Sumney. Ms. Sumney said that because of IDACS and the Courts she wouldn't recommend it for county employees. In the Community Center it would have to be floor by floor access. The Commissioners decided it was not feasible to have wireless for the County.

Eric Ditmars, County Park Superintendent, told the Commissioners that Bill Geiger is waiting for the Commissioners to give him the go ahead to provide fiber optics to the County Highway Barn. Commissioner Smith said he would like to know what the County has in their "bucket" at the Community Foundation to use those funds for this project. Mr. Ditmars will check with the Community Foundation to see if the County has funds available for this fiber optics project with iMAN.

Mr. Ditmars explained that NIPSCO has a standard agreement for providing electric facilities at the County Park campground. The Margin Cost is defined as the total amount of actual costs for the extension multiplied by 0.52. Gross Margin is defined as the result of subtracting cost of fuel and purchased power from revenue. Margin Credit is defined as six years of the estimated gross margin adjusted for net present value. The County would agree to pay a deposit of \$21,462.00 with a guarantee to pay a margin for six years of electric service to NIPSCO of \$3,577.00 for the County Park. Mr. Ditmars said as long as the County meets the margin each year or pays the remaining amount of the margin they will consider the contract fulfilled. If the County pays more than the margin each year, the amount will be applied to the next year's guaranteed margin. James Crowl made a motion to sign the agreement with NIPSCO for electric service to the County Park Campground with a deposit of \$21,462.00. Loretta Smart seconded and the motion carried with three (3) ayes.

Mr. Ditmars stated that Farm Credit has a matching grant of \$5,000 to raise money to help move the 4-H Barns at the County Park and they are just about half way to that goal.

Gary Fair submitted Delta T invoices that he requested the Commissioners pay out of their budget. The invoices were for boiler repairs totaling \$3,930.74. James Crowl made a motion to approve the invoices from Delta T and take the cost from the Commissioners line item in CAGIT, line item 1110-000-3000.39.

Mr. Fair submitted quotes for work on the men's restroom to remove six urinals on the third floor. Mr. Fair said the removal of the urinals at a cost of \$1,420 (ICE low quote) would be paid back in two years with water costs, chemicals and maintenance costs. Mr. Fair did not see the need to have so many urinals on the third floor. Mr. Fair recommended that the six urinals be removed. Commissioner Crowl mentioned issues with the ladies restroom on the second floor that should take priority. Commissioner Smart said that perhaps this item could be put in the budget for next year. The Commissioners tabled the restroom renovations until the next meeting.

Brett Hays, Community Corrections Director, came before the Commissioners to discuss the quotes for damages to the historic jail because of a rain and a frozen water drain. Mr. Hays told the

Commissioners there was water in the electrical service, the area previously used by the Lakes Council, and on the second floor damaging the ceiling tiles on the first floor. Mr. Hays thanked the maintenance men – Jason, Al, and Jimmy – for coming over and helping them. Mr. Hays told the Commissioners that the fire panel will need to be replaced. The insurance adjuster has been there and is compiling his report. Mr. Hays summarized the flood damage: fire panel replacement; Williams to bypass fire panel for heat and to stop the false fire alarm from going to Communications; Manahan to fix and cap the pipes to avoid a repeat incident; Larry's Lock and Safe to move and rewire network rack and help get everything up and running; Manahan to run power to new network rack location; Serve Pro to air everything out and minimize/eliminate the damage to the building; carpet damaged in lower level; ceiling tiles replaced; kerosene heater rental/fuel; sandbags and plastic sheeting; and new sheet of plywood for the network rack to sit on. Mr. Hays asked for permission to proceed with the fire panel. Loretta Smart made a motion to proceed with replacing the fire panel with Larry's Lock & Safe. James Crowl seconded and the motion carried with three (3) ayes.

Mr. Hays told the Commissioners that the State permit has been put on hold because of some problems with the State and the plans drawn up by the architect.

Mr. Hays also requested approval to purchase shirts for his staff. Mr. Hays had three quotes – Steven R. Jenkins quoted a price for short sleeve polo shirts at a cost of \$29.99 and long sleeve polo shirts at a cost of \$34.99 total cost \$1,503.53; Cops Gear quoted \$34.99 for short sleeved and \$44.99 - \$54.99 for long sleeved. Mr. Hays recommended purchasing from Steven R. Jenkins and the purchase will come from grant funds. James Crowl made a motion to approve the Steven R. Jenkins Co. for the purchase of shirts for Community Corrections at a cost of \$1,503.53. Loretta Smart seconded and the motion carried with three (3) ayes.

Mr. Hays also requested approval to purchase two radios for the Lagrange staff. Mr. Hays had a quote from Motorola at a cost of \$1,250 each. Loretta Smart made a motion to approve the two radios at a cost of \$2,500.00 from Motorola. James Crowl seconded and the motion carried with three (3) ayes.

Mr. Hays requested MRT training for four (4) people on the Lagrange staff in Auburn May 12-15. Mr. Hays said the cost would be \$2,600. James Crowl made a motion to approve the training costs. Loretta Smart seconded and the motion carried with three (3) ayes.

Mr. Hays told the Commissioners he is waiting on bills from Delta T for repairs and wanted the Commissioners to be aware. The Commissioners had approved sharing the bills for repairs to the heating on December 30, 2013.

Vicky Meek, Director of EMS, came before the Commissioners to discuss a request from Mayo Sanders, County Council member, who was injured in an accident in New Orleans recently. Ms. Meek said she was asked to pick Mr. Sanders up at the Detroit airport with a County ambulance and transport him home to Fremont. Mr. Sanders will be coming home on March 7<sup>th</sup>. The County usually limits transports to 100 miles and the airport is 140 miles away. Ms. Meek said she would need to hire two part-time people to cover the ambulance. Mr. Stuckey asked if the Commissioners would approve waiving the distance factor for any County employee. Commissioner Crowl said they would make the same consideration for any employee. Ms. Meek said she would contact Mr. Sanders or his case worker from the hospital to find out more details and let the Commissioners know what is happening.

Ms. Meek also requested the Commissioners to make a decision on a letter she received on an account for ambulance service asking that the bill be reduced. Ms. Meek said that she told the individual that the County's rate is not highest for the area and neither is it the lowest. The bill is for \$822.00 to transport the patient from Lakeland Nursing Home to Cameron Hospital and the insurance company does not cover for non-emergency transfers. Ms. Meek said she would try to set up a payment schedule for the individual to make payments to the account.

Loretta Smart made a motion to approve the claims submitted for payment this day totaling \$364,942.92. James Crowl seconded and the motion carried with three (3) ayes.

James Crowl made a motion to approve the minutes as submitted for Commissioners' meetings on January 13, 21, 2014 and February 3, 2014. Loretta Smart seconded and the motion carried with three (3) ayes.

The Commissioners discussed the request from the EDC/State to help fund WorkOne sponsored training. Commissioner Crowl asked for clarification on what they are exactly asking for and how much money are they requesting. The EDC wants to get a trained workforce. The EDC wants to have the meeting on March 11<sup>th</sup> and the Commissioners will be at Road School on the 11<sup>th</sup>. Commissioner Smith called Mr. Koenig at the EDC during the meeting and told him that the Commissioners would be willing to speak with the EDC at a later date. Mr. Koenig said they are looking for funding for training people who are not employed at the present time and need to develop a skills/training program for these people. The Commissioners will wait to hear from Mr. Koenig.

Mr. Stuckey said he mailed the second draft to the Sheriff on Friday and he has not heard back from him.

Loretta Smart made a motion to approve the claim for Julian Earthwork for work done at the County Park campground in the amount of \$130,600.08. James Crowl seconded and the motion carried with three (3) ayes.

The Commissioners received an email from the EDC asking for permission to use the County's logo for their website. Ms. Koomler said she thought the logo had a copy write on it. The Commissioners put this on hold.

James Crowl made a motion to approve invoice #121598-03 from Donohue/Herceg in the amount of \$4,401.50 for engineering work done on the County Park Community Building. Loretta Smart seconded and the motion carried with three (3) ayes.

The Commissioners received contracts for their approval and signatures for the First Responders for 2014. James Crowl made a motion to approve the First Responder contracts for \$1,000 for 2014 with Angola Fire Department, Ashley Fire Department, Hudson Fire Department, Hamilton Fire Department, Steuben Township Fire Department, Fremont Fire Department, Orland Fire Department and Salem Township Fire Department. Loretta Smart seconded and the motion carried with three (3) ayes. Loretta Smart made a motion to allow their secretary to use the signature stamps for the contracts. James Crowl seconded and the motion carried with three (3) ayes.

The Commissioners discussed the funding for the IT Director salary. Ms. Koomler said she had spoken with Rick Shipe, Council President, and he said he would like to move forward to hire someone

for the position. Ms. Koomler said it would need to be funded before moving forward. Ms. Koomler said it could be a range of salary. It would be a transfer from the Group Insurance line item to a newly created line item in the 1000 expenses in the Commissioners budget in County General. Commissioner Smith said you would need to set up an office and get this person a computer. It was noted that this would not be the salary for the entire year. Loretta Smart made a motion to ask for a transfer of \$65,000 from the Group Insurance line item in the Commissioners Budget to a newly created line item for an IT Director's position. James Crowl seconded and the motion carried with three (3) ayes.

The Commissioners discussed the EDC contract for 2014. Commissioner Smith stated that he pointed out that when he was the Commissioner Representative to the EDC in the past, the meetings were open door meetings and now they are closed. Commissioner Smith said that he spoke with the EDC Board at their meeting about making the meetings open door and it is under consideration. Commissioner Smith said the EDC had changed the bylaws and they had to poll their membership. The Commissioners will make a decision after the next EDC meeting. The Commissioners will give the EDC six months prior notice if they decide to cancel or not renew the contract. Commissioner Crowl said that the public would like open meetings and so would the press.

The Commissioners received the following correspondence: Ed Nagle re: Update for Weights & Measures Activities; NIPSCO re: newsletter; DLGF re: tax information; St. Joe River Basin Commission re: agenda & minutes, Annual Mtg. Invitation; IDEM re: Metal Improvement Company; Notice of Tort Claim re: Frontier; copy of letter from David and Audrey Croal re: CAFO objection; AIC re: newsletter; Community Foundation re: newsletter; City of Angola re: Water Quality Report; Notice of Tort Claim re: Albadeh; IACC re: legislative information; NACo re: newsletter; EMC Insurance re: claims; NIRP re: caucus materials; Steuben Lakes Environmental Consortium re: Hog Farm Action Items; Notice of Tort Claim re: Wolf; Soil & Water Dist. re: agenda & minutes.

STEBEN 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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Loretta S. Smart, North District

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

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