

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING
May 5, 2014

The Steuben County Commissioners met at 1:00 p.m. on Monday, May 5, 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, Steuben County Auditor, Donald J. Stuckey, County Attorney and Ruth Beer, County Councilwoman.

Donald Stuckey, County Attorney, brought the 2014 Tax Sale Contract with SRI Incorporated to the Commissioners. Loretta Smart moved to approve the contract. James Crowl seconded that motion and the motion carried with three (3) ayes. Each Commissioner and Kim Koomler, Steuben County Auditor, signed the contract.

James Crowl made a motion to approve the claims submitted for payment this day totaling \$205,385.20. Loretta Smart seconded and the motion carried with three (3) ayes.

Loretta Smart moved to approve the meeting minutes as submitted for 4/21/14. James Crowl seconded the motion and the motion carried with three (3) ayes.

The Treasurer's Monthly Financial report was submitted for review. Loretta Smart moved to approve the report. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners had a short 2015 budget discussion, they will begin to make own private notes and will compare them at another time.

The Commissioners reviewed the applications received for the IT Director Position. James Crowl made the motion to hire Tami Sumney. Loretta Smart seconded that motion and the motion carried with three (3) ayes. Letters shall be sent to the other applicants informing them of the Commissioners' decision.

Julian Earthwork submitted a claim for work done at the Steuben County Campground, in the amount of \$65,300.04, to be paid from the Major Moves fund 1172-101-3000.02. Loretta Smart moved to approve the claim. James Crowl seconded that motion and the motion carried with three (3) ayes.

Tami Sumney, submitted a claim from ENS Group for HP Carepack Support in the amount of \$4,743.26 to be paid out of Cum Cap 1138-000-4000.10. James Crowl moved to approve the claim. Loretta Smart seconded that motion and the motion carried with three (3) ayes.

Tami Sumney also came to the Commissioners to request permission to purchase fifteen (15) new computers from the 2010 bond. She had two (2) quotes: CivitasIT in the amount of \$22,652.00 and Dell in the amount of \$25,134.29. Loretta Smart moved to accept the low quote from CivitasIT. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Board of Aviation submitted a 2014 Financial Report through April 7, 2014 for the Tri-State Steuben County Municipal Airport. James Crowl moved to accept the Financial Report. Loretta Smart seconded that motion and the motion carried with three (3) ayes.

The Steuben County Commissioners have been invited to attend the dedication and grand opening of the Trine State Recreation Area taking place at 145 W. Feather Valley Rd., Fremont, Indiana 46737 on May 15, 2014, at 2:00 p.m. Public Notice will be posted that the Commissioners will be attending.

An email was received from Tim Wall from Herceg regarding the green roof at the new Community Building. Commissioner Smith has talked to Mr. Wall since the email was received and Commissioner Smith told Mr. Wall that the green roof is not required, but Mr. Wall would like to pursue it and take a look at that option. The downside of the green roof would be the extra weight reinforcement that would be needed, but Mr. Wall wanted to

do more work on that. The green roof option was brought up by soil and water people and there are benefits from it, but if it costs a great extra deal of extra money to support having a green roof, the Commissioners will probably pass. The green roof will be discussed at a later date and at the next park meeting

For the FEMA grant Herceg has grant writer that has worked with FEMA grants. Her normal fee is \$3,500.00 and she said she would do a review of the grant and work with our grant writer for \$1,500.00. Loretta Smart makes the motion to have Herceg's grant writer to review the grant and work with our grant writer for the amount of \$1,500.00. James Crowl seconds that motion and the motion carried with three (3) ayes.

The Commissioners had a discussion on the county departments to be housed at the new Community Building. The possible departments to be located out at the Community Building would be: County Parks Department, possibly Communications/911, Kristy Clawson EMA director, 4H, and Purdue Extension Office. No decision has been made on this and consideration shall be given to this matter at the next park meeting.

For the group working on the pavilion building we are getting quotes and prices. Frank Charlton is spearheading that and working with us where the arena is concerned. Tim Wall said whenever he has more material he would be ready for another meeting. No meeting scheduled at this time but will hopefully be scheduled later this month.

Katie Knisely, Steuben County Public Health Nurse has asked the Commissioners if they wish to be part of the county team for the Diabetes Walk on May 31, 2014, at Buck Lake Ranch. Commissioner Smart stated that does plan on attending and Commissioner Smith will attend if his schedule allows it. Public Notice will be posted.

Steve Grill, with the IMPACT Institute that promotes and offers high school equivalency diplomas, came in front of the Commissioners requesting permission to place a banner, advertising free classes offered by the IMPACT Institute, in the Community Center yard for a couple months. James Crowl made the motion to empower IMPACT Institute to use the premises of the Community Center with joint collaboration from Gary Fair in displaying the banner.

The Commissioners received information from Rodney Renkenberger, Executive Director of the Maumee River Basin Commission, on a High Water Mark Training & Flood Inundation Mapping Training. Commissioners requested that this information be sent to Engineer, Plan Commission and GIS to see if they wish to attend.

The Commissioners received an invitation and have been duly advised about Jean Kinsey's Retirement Party in the room next to the Probation Department at the Steuben County Annex, on May 21, 2014, from 1-3:00 p.m.

The Commissioners received an Owner Agreement from Advanced Systems Group, for the Steuben County Annex Fire Alarm Inspections, in the amount of \$710.00. Commissioner Smith and Commissioner Smart verbally approved the Owner Agreement on April 23, 2014. James Crowl moved to officially approve the Advanced Systems Group Owner Agreement in the amount of \$710.00. Loretta Smart seconded that motion and the motion carried with three (3) ayes.

It was noted that quotes need to be obtained for service contracts on the Fire Alarms for the Annex, Community Center, Courthouse and Community Corrections. The following shall be notified to obtain those quotes: Jason Ireland - Jail and Annex, Gary Fair of Community Center, Al Knisely of Courthouse and Brett Hayes of Community Corrections.

Mike Hall, Steuben County Community Corrections, came to the Commissioners regarding repairs that are needed to the sewer outside the NEICC. Mr. Hall submitted a quote from Manahan Construction for the repairs to the sewer in the amount of \$4,670.00 to be paid from Cum Cap 1138-000-4000.15. Loretta Smart moved to approve the quote. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners spoke with Jen Sharkey, County Engineer, about the Agreement between City of Angola and the Steuben County Commissioners for the right-of-way. Jen said there has been a wording modification to the agreement because they wanted to clarify it was within the project limits only. This is dealt as individual entity, just this intersection project is contained in the agreement.. James Crowl moved to approve and sign the agreement. Loretta Smart seconded that motion and the motion carried with three (3) ayes.

Jen Sharkey submitted two utility permits for approval. Frontier permit #2693 and Earthcom permit #2694 Loretta Smart moves to approve the utility permits. James Crowl seconds the motion and the motion carried with three (3) ayes.

Ms. Sharkey submitted two (2) invoices from Herceg for the CR 200N/200W project. Invoice 2012-101-38 is for as needed engineering in the amount of \$990.00 . Invoice 2010-103-35 is for the sanitary sewer utility relocation in the amount of \$220.00. James Crowl moved to approve the invoices. Loretta Smart seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey submitted the first invoice for the bridge inspection from American Structurepoint, Inc. in the amount of \$10,596.25 to be paid. Ms. Sharkey has already processed that but has the federal aid claim to send into INDOT to get 80% reimbursed. Loretta Smart moved to sign the invoice. James Crowl seconded that motion and the motion carried with three (3) ayes.

INDOT call for projects is due May 12, 2014, the County is partnering with the City of Angola for the CR 200 N project which will tie onto the city's Wendell Jacob Avenue project and continue east 500 feet east of SR 827. The Interlocal Agreement was reviewed previously and is between the County and the City outlining the agreement terms. The County is the lead agency and the City is a financial supporter. The County would be responsible for paying invoices upfront to the consultant, the County would do the federal aid vouchers to INDOT for the 80% reimbursement and then the County would get 10% from the City of Angola. The County and the City end up both being responsible for 10% of the total cost. James Crowl moves to approve and sign the agreement. Loretta Smart seconds that motion and the motion carries with three (3) ayes.

As part of this project, to apply for federal funds a financial commitment letter is required from the local agency so that it is known that the County fully intends if we get awarded this project that we have our local match for the project. We got the amount from consultant that was helping us budget for project, right now it looks like \$3.5 million for roadway project local match is 20% which is around \$700,000.00 which the County and the City would each pay \$350,000.00. The County would have to budget for the whole \$3.5 million because we would have to pay upfront then get reimbursed by State and the City. The County gets 90% of the money reimbursed. There would be periodic invoices for the project. The funds would be borrowed from Major Moves funds and then put back. James Crowl made a motion to approve the financial commitment letter. Loretta Smart seconded the motion and the motion carried with three (3) ayes.

Jen Sharkey updated the Commissioners on the Maple Street project. Ms. Sharkey, Ken Penick, the Economic Development Corporation, Senator Glick and Region IIIA met with INDOT on April 24, 2014. They are going to update the cost estimate which was last done in 2012, and separate out the estimate for the actual Maple Street versus the improvements that need to be made on SR 120 so we can see cost difference and move forward from there. Ms. Sharkey believes the town looking at possibly raising the funds to purchase the property on SR 120 because property owner is not willing to sell the right of way for the site distance for that intersection.

Ms. Sharkey also reported that the Lake Gage shoreline has been stabilized.

Ms. Sharkey has a draft of the RFP for the assistance with Tiger Grant it needs to be decided how that is to be funded if consultant is selected to assist with that. The Tiger Grant is issued by the United States Department of Transportation and Steuben County would be the lead agency. The Commissioners believe that the State should be responsible since it is a state road and the Commissioners would be willing to partner with the State on the Tiger Grant.

Ms. Sharkey also updated the Commissioners on their request of information on the parking lot. For the new parking lot that is in corner on Wall Street and Martha Street. Ms. Sharkey talked to Gary Fair but she wants to get the Commissioners opinions on the ultimate goal for that area. Commissioner Smith said there would be approximately 12-15 vehicles to be parked in the new lot. Commissioner Smith also said there would be an improvement to lot towards the Sheriff's Department. Ms. Sharkey talked to the City about their requirements and when they did improvements on Wall Street there is an ingress and a 6 inch PVC pipe that stubs out for future parking lot drainage. Ms. Sharkey said that if pervious material was used we would not have to hook into drainage. Ms. Sharkey cautions on pervious material parking lots because it requires maintenance to keep it clean so it does not get clogged. Ms Sharkey agreed to continue pursuing this issue and report back to the Commissioners.

Ken Penick, Highway Superintendant submitted plans for this year's hot mix and chip seal. Chip seal has \$350,000.00 to spend but needs to come up with \$427,500.00, needs to do some cutting. Mr. Penick has a little extra hot mix money but will have to do some wedging on the chip seal roads. This is based on the next council meeting on May 12, 2014, if they approve the money Mr. Penick has asked for.

Mr. Penick originally figured sand sealing on Ray Clark Road and he needs the oil more in other places this year. Mr. Penick will stripe that road and put the center lane stripe back at road this year and will try to sand seal next year. Mr. Penick stated that they will start work probably late July first part of August, there's a lot of prep work to do prior to that.

John Callaway, Aviation Board, reviewed Airport Financial Statement. Mr. Callaway said that the Farm Rent was all put in the first quarter. Commissioner Smith noted that since that was already received, the next quarter reports will be a lot less. Mr. Callaway said that a while back, Commissioner Smith asked the Board of Aviation to take bids for the FBO. Mr. Callaway asks that the Commissioners demand that the Aviation Board take bids for the FBO. It was stated that the Aviation Board is required to consider alternative proposals but they can accept whichever one they want. Mr. Callaway feels that the airport can do a lot more for Steuben County than it is currently doing and feels that there is no growth and no drive. It was discussed that the Commissioners appoint the board members and the board then runs the airport. Donald Stuckey, County Attorney said that appointing and removal of board members is all the Commissioners have the power to do. Mr. Callaway recommended that the Commissioners have a serious talk with Aviation Board. Mr. Callaway is going to County Council to talk to them about money at the next meeting on May 12, 2014.

Gary Fair, Community Center Maintenance, submitted a Delta T Mechanical bill for HVAC repair, in the amount of \$992.04 to be paid from CAGIT fund 1110-000-3000.39. James Crowl made the motion to pay the invoice. Loretta Smart seconded that motion and the motion carried with three (3) ayes.

Mr. Fair also submitted three quotes for removing urinals: Industrial Contracting & Engineering in the amount of \$1,420.00, JO Mory in the amount of \$1,695.00 and Lake Shore Design Center in the amount of \$3,496.33. Commissioners accepted the low quote from Industrial Contracting & Engineering in the amount of \$1,420.00 to be paid out of the Maintenance Budget. Loretta Smart moves to accept the low quote to be paid out of the Maintenance Budget. James Crowl seconded the motion and the motion carried with three (3) ayes.

Mr. Fair also submitted three quotes for the women's restroom: Lake Shore Design Center in the amount of \$13,445.00, JO Mory in the amount of \$11,800.00 and Industrial Contracting & Engineering in the amount of \$31,845.00. The Commissioners agreed that the women's restroom would not be considered at this time and it shall be dealt with at budget time.

Gary Fair submitted two quotes to remove the Southeast stairs by Water Street, taper the top soil and put barriers around the flag pole and sign: Diggin' & Dozin' in the amount of \$1,900.00, 101 Lakes Landscaping in the amount of \$5,380.00 (\$4,660.00 for demolition of steps and pad and new retaining wall, \$720.00 for barriers around flag pole and sign). Loretta Smart made the motion to accept the quote from Diggin' & Dozin' in the amount of

\$1,900.00 to be paid out of Cum Cap 1138-000-4000-15. James Crowl seconded the motion and the motion carried with three (3) ayes.

Gary Fair also brought to the Commissioners attention the deteriorating condition of the stairs to the MSD tower. Due to the trip hazard that the deterioration poses Mr. Fair felt that the stairs should only be used for a fire exit. James Crowl made a motion to block off the stairs and to use as a fire exit only. Loretta Smart seconded the motion and the motion carried with three (3) ayes.

Vicky Meek, Steuben County EMS, stated since December 1, 2013, she had a Paramedic position open and it remains open. She would like to request permission to hire an Advanced EMT instead of a Paramedic if no qualified Paramedic applications are received. She stated that the starting wage for a Paramedic is \$13.67 and a part-time Advanced EMT starts at \$14.10 and if she did hire an Advanced EMT, she would like to start the starting wage at \$14.25. James Crowl made the motion to allow her to hire an Advanced EMT if no qualified Paramedic applications are received and permission to go in front of County Council to ask for the higher wage. Loretta Smart seconded that motion and the motion carried with three (3) ayes.

Steuben County Economic Development submitted an invoice for shovel ready sites in the amount of \$19,172.08 to be paid from the shovel ready line item in CEDIT 1112-000-3000.41. Loretta Smart moved to approve the claim. James Crowl seconded and the motion carried with three (3) ayes.

The Commissioners were invited to the IACC North District Golf Outing taking place on Wednesday, June 11, 2014 at the Plymouth Country Club. Commissioner Smith plans on attending that event.

The Commissioners reviewed the applications received for the available Annex Custodian Position. James Crowl made the motion to hire Rick Meyers for the position. Loretta Smart seconded that motion and the motion carried with three (3) ayes.

Commissioner Smith plans to support Ken Penick, Highway, at the council meeting on Monday, May 12, 2014, at 9:00 a.m. when he requests to add \$125,000.00 of Major Moves funds to his line item 1172-000-3000-01 from the Highway Holdover line item 1172-533-4000.01.

The Commissioners were reminded of their meeting with Jen Sharkey on Friday, May 9, 2014, at 9:00 a.m. to review and accept bids submitted for the Bike Trail Project.

The Commissioners gave verbal approval on Friday, May 2, 2014, for the Angola High School to use the county parking lots on May 3, 2014, for their Prom. James Crowl made the motion to allow the Angola High School to use the county parking lot. Loretta Smart seconded that motion and the motion carried with three (3) ayes.

The Steuben County Sheriff's Department submitted a claim from Tri-State Line-X for a change over in the amount of \$3,187.00 to be paid from the 2013 Short Term Bond, 4605-000-3000.03. Loretta Smart moved to approve the claim. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners were invited to attend the AIC 6 Best Practices in Economic Development on May 13, 2014. No Commissioners will attend that conference.

Eric Ditmars, Steuben County Parks, recommended that bid received be turned down and the Steuben County Campground Internet Project be rebid due to only receiving one bid which was over budget. Loretta Smart made the motion to officially turn down the bid from iMAN. James Crowl seconded that motion and the motion carried with three (3) ayes.

Commissioner James Crowl wanted to schedule an open meeting on June 2, 2014, at 8:30 a.m. with Kristy Clawson, Emergency Management Director. Ms. Clawson is going to put together a safety committee for all emergency services, including representatives and volunteers from the Sheriff's Department, City Police, Volunteer

Fire Department, Angola, Fire Department, Commissioners, etc. It will be strictly an informational meeting, no decisions will be made on anything and no bylaws will be needed. Commissioner Crowl thinks that they will meet approximately every two months.

The Commissioners received the following correspondence: EMC Insurance Co re: Lana Fanning and Alexander Fanning v. Steuben County Sheriff's Department, Fremont Police Dept, Fremont Town Council, Jordan Trippe, and Adam Kitson; West Otter Lake Association Spring 2014 Newsletter; KPC News article An Unlevel Playing Field; Senior Sunshine News Letter from Steuben County Council on Aging; Email from Brook Steed re: Women's Business Forum; Email from Fred Van Dorp re: Circuit Breaker Adjusted Rates for Steuben County; F/T Employment Activity for Steuben County 2014; Newsletter from Steuben County Community Foundation; Email from St. Joe River Basin Commission re: webinar registration; Email from St. Joe River Basin Commission re: water sampling; Association of Indiana Counties re: Registration for Best Practices in Economic Development Course; Email from local government finance; Email from David Koenig re: invitation to Economic Development Best Practices; letter from Dan Bastin, Settlement Director re: highway engineer monies; Indiana Association of County Commissioners registration email; OSHA Compliance 2014 booklet; News Release from Department of Local Finance re: property bills on time in all 92 counties; Tort Claim Notice from Blackburn & Green re: dog bite from dog purchased from Steuben County Humane Shelter; Forward from Jen Sharkey from David Rogers, GEOTILL, Inc., Email from Ken Lowden re: visit to DeKalb County 911/EOC center; email from NACo re: Prescription Discount Program; Email from John Erickson, Indiana Dept of Homeland Security re: Governor Pence's FEMA Appeal Successful; Federal Assistant Granted for January Storms; Email from Tim Wall, Donohue/Herceg & Associates re: the meeting report from the last meeting; Email from NACo County News Alerts; Email from Rodney Renkenberger, Maumee River Basin Commission about High Water Mark Training & Flood Inundation Mapping Training; Email from the Indiana Economic Development Corporation's News Update; Email from Steve Mumby re: Steuben County Humane Society Census; Letter from Indiana Department of Environmental Management re: Construction Permit Application for Sanitary Sewer North Pointe Woods; email from Steve Mumby re: Casino Event for Humane Shelter; letter from EMC Insurance Companies re: followup on James W. Cody; letter from EMC Insurance Companies re: Notice of Claim; email from Sara Tubergen re: SCEDC open door policy and possible withdrawal of support from Commissioners.

STEBEN 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
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