

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING
August 4, 2014

The Steuben County Commissioners met at 1:00 p.m. on Monday, August 4, 2014 in the Commissioners Room of the Steuben Community Center. Present this day were Commissioners Ronald L. Smith, James Crowl and Loretta S. Smart. Also present were Donald Stuckey, County Attorney, Kim Koomler, Steuben County Auditor and Ruth Beer, County Councilwoman.

James Crowl made a motion to approve the claims submitted for payment this day totaling \$394,289.29, except for the two (2) charges to the Commissioners Credit in the amounts of \$61.60 and \$20.00. Loretta Smart seconded and the motion carried with three (3) ayes.

Loretta Smart made the motion to approve the Commissioners Meeting minutes from July 21, 2014. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from July 7, 2014, which were approved at the previous meeting, for the Index Book.

Additional requests by a covered person, regarding removing personal information from the website, were received. Donald Stuckey, County Attorney, stated that he has prepared an ordinance and he has emailed it to Chad Hoover, GIS. Mr. Stuckey stated that the statute permits a fee for removing the information and he left that blank in the ordinance that he prepared. Donald Stuckey stated that Chad Hoover suggested a \$75.00 fee. Mr. Stuckey stated that the Commissioners need to determine how much to charge and they may want to talk to Chad Hoover to see how much time and effort is included in removing someone's information. Ronald Smith stated that the Commissioners will speak to Chad Hoover before anything is finalized. The Commissioners put this issue on hold until another meeting in the future.

Kim Koomler, Auditor, submitted the Declaration of County Tax Rates for signatures. James Crowl made a motion to approve the tax rates. Loretta Smart seconded that motion and the motion carried with three (3) ayes. Donald Stuckey, County Attorney, signed the Declaration of County Tax Rates.

The Commissioners reviewed the Cumulative Capital Fund and the CAGIT fund. Kim Koomler, Auditor, informed the Commissioners that after all the commitments, CAGIT is down to \$29,878.00 and Cumulative Capital is down to \$12,073.00. Ms. Koomler stated that the Commissioners may want to consider a request for additional funding to get them through the end of the year due to other building repairs that will be needed. Loretta Smart made the motion to make the request to Council for an additional \$70,000.00 for the Cumulative Capital fund. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners had a discussion on irrigation sprinklers and the problems that they are posing on some county roads. James Crowl stated that the issue needs to be addressed and it is a law enforcement issue not a highway department issue. Ronald Smith stated that there are three (3) known persons that are still spraying water across the roads and something needs to be done. Donald Stuckey stated that the Sheriff's Department has adequate tools to see that it is taken care of and a request needs to be sent to the Sheriff's Department to enforce the issue. James Crowl called the Sheriff's Department about an irrigation sprinkler issue and he was told that he should go elsewhere to seek help and was told to call Communications. He called Communications and they then called the Sheriff's Department. Communications said that they had already had a request and an officer was on his way. Ronald Smith asked Donald Stuckey what else they could do to enforce the problem. Donald Stuckey said it is a violation of state statute and could be enforced. The alternative is to have a County Ordinance and then have the county attorney enforce the ordinance. The Commissioners decided to wait and see if the Sheriff's Department addressed the issue.

Tami Mosier, Purdue Extension, submitted a request to the Commissioners to use a county vehicle to travel to the State Fair with 4-Hers on August 9 and August 18. Loretta Smart made the motion to grant that request. James Crowl seconded that motion and the motion carried with three (3) ayes.

Pam Feller, Steuben County Probation, came to the Commissioners for approval of a contract with the Bowen Center. Ms. Feller stated that Steuben County Probation is receiving \$150,000.00 from the State in grant money and the Probation Department would like to contract with the Bowen Center. The grant would pay for mental health counseling for offenders that are on Probation and Community Corrections who cannot afford counseling. She also stated that the offenders will be able to meet with a psychiatrist to review medication. Pam Feller said that the county will get \$150,000.00 for 18 months, the contract with Bowen Center includes a not to exceed amount. James Crowl made a motion to sign and approve the contract with the Bowen Center. Loretta Smart seconded that motion and the motion carried with three (3) ayes.

Al Knisely, Courthouse Maintenance, came to the Commissioners with a request to have Sevits Tree Service cut down two (2) trees in the amount of \$1,550.00. Mr. Knisely stated that the judges agree that the trees are going to be a liability soon and they need to be cut down. Al Knisely also said that a couple trees need to be trimmed as well and that \$300.00 bill will be taken from his budget. Loretta Smart made the motion to approve having Sevits Tree Service cut down the two (2) trees in the amount of \$1,550.00, to be paid from CAGIT 1110-000-3000.39. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl stated to Al Knisely that the road will be closed for sewer repair and it would be convenient to do the tree removal at the same time as the sewer repair.

Gary Fair, Community Center Maintenance Supervisor, came to the Commissioners regarding the parking lot quotes he has received. Gary Fair recommended discarding the highest quote in the amount of \$142,584.16, due to it being over budget. The other two quotes were in the amount of \$109,635.00 from Excell Paving Plus and \$100,805.25 (\$95,805.25 plus \$5,000.00 for additional asphalt) from C&M Asphalt. Gary Fair stated that he has talked to the companies about ADA compliance and neither company includes the signs or the posts in their quotes. Gary Fair recommended going with the low quote from C&M Asphalt so there is money left over for ADA Compliance and for the extra lot that is needed.

Kim Koomler, Auditor stated that the money to be used for the lots is not yet in place; however, it is going in front of council on Tuesday, August 12, 2014.

James Crowl made a motion to accept the low quote from C&M Asphalt with the same depth of asphalt from company number one, to be paid from Cumulative Capital 1138-000-4000.15, once the funds are approved by Council. Loretta Smart seconded that motion and the motion carried with three (3) ayes.

James Crowl informed Mr. Fair that South Wayne Street is going to be closed due to sewer repairs and it may be convenient to do the parking lot at the same time.

Gary Fair also spoke about the repairs that are needed to the MSD Tower stairs. He obtained two (2) quotes and Mr. Fair recommended accepting the low quote, not to exceed \$3,000.00 which includes a three (3) year warranty. Loretta Smart made a motion to accept the low quote, to be paid from CAGIT 1110-000-3000.39. James Crowl seconded that motion and the motion carried with three (3) ayes.

Gary Fair also submitted two (2) quotes for repair of eleven (11) Community Center window areas. Mr. Fair stated that some of the windows are causing a huge problem with the Purdue Extension Office ceiling. Company number one submitted a quote in the amount of \$2,177.00 and company number two submitted a quote in the amount of \$3,510.00. Gary Fair recommended going with company number one due to them previously working on the building and them having the low quote. Ronald Smith asked if the weep holes would be protected and Gary Fair said that they would be. Mr. Fair stated that there were a couple different errors by this company previously, but they have realized their errors and are willing to fix their mistakes for a low price. James Crowl made a motion to accept the low quote of \$2,177.00 from Ziolkowski Construction, Inc. to be paid from CAGIT 1110-000-3000.39. Loretta Smart seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey, County Engineer, introduced Tamra Reece, a representative from Arris, Environmental Consulting, LLC. Ms. Reece stated that she's a new and emerging DBE business for the State of Indiana. She stated that she's certified in INDOT transportation and she's looking to expand her area of work. Ms. Reece stated that construction inspection for intersection improvement is what she's been working on for the last ten (10) years.

Jennifer Sharkey stated that the proposals for the CR 200 N/CR 200 W intersection project are due August 18, and she will gather those for the selection process. Ms. Sharkey also stated that the last parcel needs to be secured by the end of this month to remain on schedule. Donald Stuckey has been trying to contact the property owner. Ms. Sharkey said that she has been keeping INDOT up to date on the status of that as well.

Jennifer Sharkey also updated the Commissioners on the Bike Trail. Ms. Sharkey stated that she had the fourth meeting with the Contractor, Consultant, Utility Company and INDOT. Currently Frontier is scheduled to begin the relocation work the first week of October and it should be completed by October 17. Ms. Sharkey confirmed that next year is when asphalt work will be done on the Bike Trail. She also stated that the Contractor can come back in a week, prior to Frontier completing their work, to do some of the cut wall areas. Since the Contractor has moved off the job site, there will be an additional charge for them to move back in due to mobilization, rental equipment, labor costs, etc. Ms. Sharkey said that she believes the County would be responsible for those charges. Ms. Sharkey submitted a letter to the Commissioners from Fox, a subcontractor of E&B Paving, outlining the loss of efficiency costs that they are incurring due to this delay. James Crowl asked if Ms. Sharkey would recommend leaving things alone after Frontier does the relocation work. Ms. Sharkey said that INDOT would then get involved because if there is work to be done and the contractor does not do it, then it is violating the contract with INDOT. James Crowl asked if the engineering firm that was hired to do this project could be responsible for the charges. Ms. Sharkey stated that she believes there was miscommunication on both the design engineer and the utility coordination. Ronald Smith stated that a meeting needs to be scheduled to figure this matter out to find out who is responsible for the charges.

Jennifer Sharkey updated the Commissioners on the bridge inspection. She submitted the front page of the report for signatures once the review is received from INDOT. Ms. Sharkey stated that she has a summary of the sufficiency ratings for the bridges showing how they change from year to year. She stated that Steuben County is well above the threshold for receiving federal funds. Ms. Sharkey also stated that she will bring a summary of the bridges that have been worked on and improved to the next meeting. Loretta Smart made a motion to approve and sign the bridge inspection report. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey updated the Commissioners on the Maple Street Project. Ms. Sharkey stated that she heard back from INDOT at the end of last week and they are waiting for their final internal approval of the draft contract before providing it to the county for review. Ms. Sharkey stated that she plans on going to Council next week on the Maple Street Project and she will explain the need for cooperation. James Crowl stated that he believes the Town of Orland needs to step up as well.

Ms. Sharkey also stated that she has an early coordination meeting with INDOT on the 200 N and SR 827 project Tuesday, August 5, 2014, at 11:00 a.m. She said that after that meeting she will be able to get the RFP out and the selection process can be started.

Ms. Sharkey said that she estimated the cost of 1400 feet of chip and seal on 275 E and it would cost approximately \$4,000.00. If the chip and seal was replaced with asphalt, she said that it would cost about \$18,000.00 for that stretch of road. James Crowl stated that he thinks its best if they wait until the work at the hospital is finished so the road is not torn up again. Donald Stuckey stated that there is no recourse if someone drives on the county roads and destroys it, unless an ordinance is in place.

Jennifer Sharkey stated that the Highway Department has auctioned off some old equipment and they would like to use the money that was received on a flat bed truck and a pickup truck. Ms. Sharkey said that request has already been submitted for Council's review at the August 12, 2014 meeting.

Ms. Sharkey stated that she and Emmett Heller, Highway Superintendent, reviewed all of the Uniform Bids and they recommend staying with Arrow Uniforms. She stated that service with them has been great and Arrow's prices are competitive. James Crowl made the motion to accept the bid from Arrow Uniforms. Loretta Smart seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey stated that she and Emmett Heller, Highway Superintendent, recommend accepting the low bid from Detroit Salt Company in the amount of \$78.21 per ton, delivered. Loretta Smart made a motion to accept

the low bid from Detroit Salt Company in the amount of \$78.21 per ton, delivered. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey informed the Commissioners that she contacted Morton Salt and they informed her that they did not submit a bid due to the uncertainty of their supply.

Ronald Smith stated that he believed it would be beneficial to the county if gas bids were sent out sooner rather than later. Donald Stuckey stated that the gas bids could be sent out separate instead of waiting to send them out with the other annual bids. Jennifer Sharkey said she would get the gas bid information around.

Emmett Heller, Highway Superintendant, informed the Commissioners that they finished the hot mix overlays on July 24, 2014, and they started the chip and seal today. Mr. Heller also stated that the sand seal will begin right after the chip and seal. He informed the Commissioners that the bucket truck has arrived and tree trimming will begin after the sand sealing.

Gary LeTourneau, Communications Director, informed the Commissioners that he is currently in the process of reviewing applications that he has received. He hopes to be in contact with the candidates sometime next week to have them come in for interviews and testing. Mr. LeTourneau stated that he would like permission from the Commissioners to purchase the PowerPhone EMD Software from the 2013 Bond in the amount of \$56,320.30. The PowerPhone EMD Software satisfies the state requirements for any entity that dispatches EMS. The software also provides pre-arrival instructions and includes both Fire and Police applications. Loretta Smart made a motion to approve the purchase of the PowerPhone EMD Software from the 2013 Bond. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. LeTourneau also requested permission to purchase the Exacom warranty and software maintenance in the amount of \$12,990.16. He further specified that \$7,000.00 is to be paid from the School Radio Fund and the remaining \$5,990.16 shall be paid from the 911 telephone account. Mr. LeTourneau stated that the warranty expired in February, 2014 and this new warranty is good through December 31, 2015. James Crowl made the motion to approve the purchase of the Exacom warranty and software maintenance. Loretta Smart seconded that motion and the motion carried with three (3) ayes.

Mr. LeTourneau also brought a new Management Control Agreement with the IDACS Board to the Commissioners. Since Mr. LeTourneau is the new Steuben County Communications Director he is requesting authority to proceed in this process to best represent the interests of Steuben County. The Commissioners agreed that he shall have authority to do so.

Ronald Smith, on behalf of the Steuben County Board of Commissioners, complimented and thanked Mr. LeTourneau for his work, showing them who he has met with and what he has done since he's been a Steuben County Employee. Mr. LeTourneau stated that the weekly work log will continue so everyone is on the same page and the Commissioners can keep track of what is going on in the Communications Department. The Commissioners also thanked Kenneth Lowden, Interim Communications Director, for his help.

Elten Powers came to the Commissioners with a request to allow the Angola High School Class of 1964 to tour the Community Center Building on Saturday, August 9, 2014, from 9:00 a.m. to 11:00 a.m. Ronald Smith stated that he would be willing to meet the Class of 1964 at the Community Center Building and take them through the building. James Crowl stated that he would be happy to help as well. Mr. Powers stated that he wasn't sure how many people to expect, but he was guessing 20-30 may want a tour. Ronald Smith asked Mr. Powers to inform the people that want a tour that they cannot park in the north lot on Saturday morning due to the Farmer's Market.

Kris Strawser, Council on Aging, came to the Commissioners about an INDOT Federal Grant. Ms. Strawser stated that INDOT has changed the requirements to request funding. She said that the general operating funds came from a Section 5311 Grant and the funding for the vans came from a Section 5310 Grant. INDOT has informed them that there are no funds in 5310 and vehicle funding has to be requested through the other grant. Ms. Strawser stated that the rules are different for applying for the capital portion of that grant and requires a public hearing for comment. Ms. Strawser stated that the first step is the notice of an opportunity to hold the public hearing. If anyone would like to comment at the public hearing they have to notify Council on Aging within ten

(10) days and if no one requests the public hearing, the grant process can continue. Kris Strawser stated that she listed Council on Aging's address as where the public can come and view the grant if there are any questions. Ms. Strawser stated that she would like to schedule the public hearing on August 18, 2014, before the Commissioners Meeting that day. Loretta Smart made the motion to sign the Notice of Opportunity to Hold a Public Hearing. Ronald Smith seconded that and the motion carried with two (2) ayes.

Frank Charlton, Plan Commission and Chad Hoover, GIS, came to the Commissioners about the Blackbear system that they are currently using and which has all of their information. Currently, there is no support for that program and Mr. Charlton stated that about ten (10) days ago they started having several issues with the system. Chad Hoover, GIS, stated that Blackbear crashed on July 25 and Tami is going to try to restart the system today. Mr. Hoover stated that he has been working on a new program and he hopes to have it done in the next month and a half.

Tami Sumney, IT Director, stated that the Blackbear program is no longer supported and the company that designed the program is no longer in existence. Ms. Sumney stated that she plans on shutting down the server tonight, restarting it, logging back on and see if that solves the issue. Ms. Sumney said that she will let the Commissioners know what happens.

Tami Sumney also informed the Commissioners that she made an offer to a gentleman on the available IT Position.

Chad Hoover, GIS, informed the Commissioners that it is anticipated that the state is going to do a photography program with three (3) tiers, east, west and central, starting in 2015, 2016 and 2017. Mr. Hoover stated he hasn't gotten the schedule whether Steuben County is first or last because they will be going either west to east or east to west.

Ugo Diru, Verizon Wireless, came to the Commissioners with information on what benefits and programs Verizon Wireless can offer the county and county employees. Mr. Diru stated that he currently is working with the Sheriff's Department, Health Department and Kim Koomler on various Verizon Wireless services. Ronald Smith asked that Mr. Diru speak to Tami Sumney, IT Director, regarding this information.

The Commissioners received the following correspondence: IDEM re: 17th annual pollution prevention conference and trade show; FEMA re: Indiana Mitigation Newsletter Announcement; Commissioner Vincent re: Taxpayer Notice Concerning Online Budget Advertising; EDC re: Manufacturing Expo 10/10/14; Purdue University re: LTAP Training & Conferences; Mediacom re: Gigabit; Fred Pryor Seminars re: How to Manage Conflict & Confrontation seminar; St. Joseph River Basin re: River Assessments; NACo re: Legislative Update; DLGF re: Email from Commissioner Vincent, July 28 email from Commissioner Vincent; Bradley Associates re: Indiana Governmental Ambulance Provider Cost Report; St. Joseph River Basin re: Sediment Transport Workshop, News release re: Revitalizing Urban Waters; API re: energy development; Steuben County Community Foundation re: July 2014 Newsletter; ENR Equipment; Tait Communications; IEDC re: newsletter; CFI Group re: FEMA survey; Simplex Grinnell re: updated website; NACo re: Webinar; London Witte Group re: newsletter; NACo re: newsletter; AIC re: class registration; NIPSCO re: ED impact; EMC re: loss control insights; NEIndiana re: FWA Air Service Luncheon

STEBEN COUNTY BOARD OF COMMISSIONERS

Ronald L. Smith, President, South District

James A. Crawl, Vice President, Middle District

Loretta S. Smart, North District

Attest: _____
Kim Koomler, Steuben County Auditor

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