STEUBEN COUNTY BOARD OF COMMISSIONERS MEETING
October 21, 2019

The Steuben County Commissioners met at 8:30 a.m. on Monday, October 21, 2019, in the Commissioners’ Room of the Steuben County Community Center. Present this day were Commissioners Ronald Smith, James Crowl and Lynne Liechty. Also present were Ruth Beer, Steuben County Councilwoman, Jim Getz, Steuben County Councilman, Donald Stuckey, County Attorney and Kim Meyers, Steuben County Auditor.

Randy Strebig, BoAC, submitted the 3rd quarter financials and information concerning the fuel and rent sales account. Mr. Strebig also submitted a $10,000.00 check to the Commissioners from their fuel sales.

Mr. Strebig said he and two (2) other board members attended the AAI Conference last week.

He said the water table has been very high this year and that has delayed the septic installation. Mr. Strebig said that he is inclined to wait until 2020 and hope for less rain. He reported that they got the Quonset Hut roof completed.

Mr. Strebig said the drainage tile issue is continuing to accelerate and get worse. They are getting sink holes that are big enough to fit a 55-gallon barrel. He said he’s hoping they are able to get the repairs folded into an FAA grant due to it directly effecting the safety of the field. James Crowl said that tile is quite large and the water running through there creates a vacuum which keeps sucking dirt into the tile. Commissioner Crowl said he's not sure how to fix it unless it is all dug up and replaced.

Randy Strebig stated the farm lease expired and they asked the farmer to propose how he would like to move forward. Mr. Strebig said the proposal was not accepted by the BoAC so they have set out to do more research on farm leases and they plan on rebidding the farm lease before the end of the year. Ronald Smith said the FSA has the records of the yields on that land and that would be an indicator as the value of the rent.

Mr. Strebig said in the past the Airport Manager had a pickup truck with a plow that they used to plow the runway, but that is not the case now. He said they have found a truck that would work for $6,500.00. He said they have moved money around in their 2000 category to pay for it. Randy Strebig said the BoAC has authorized the acquisition of the truck, but he is asking the Commissioners for permission as well. Kim Meyers, Auditor, said it will have to be run through Council as well because the money has to be moved from the 2000 category to 4000 because a capital outlay has to be purchased from the 4000 category. Ms. Meyers said the money can be moved from 2000 to 4000, but it has to go to County Council for approval.

Lynne Liechty made a motion to approve the purchase of the vehicle once County Council approves the transfer of funds. James Crowl seconded that motion and the motion carried with three (3) ayes.

Alicia van Ee, Health Department, submitted fee changes for the services that are offered at the Health Department. Donald Stuckey said he reviewed it and deems the Ordinance appropriate. James Crowl made a motion to approve Ordinance No. 929. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

First, Second and Third Readings
Steuben County, Indiana
Ordinance No. 929

Thereupon, County Commissioner, Lynne Liechty, moved that all rules of procedure of the County Commissioners which might prevent, unless suspended, that first, second and third readings of Steuben County Ordinance No. 929, for final passage and adoption of said Ordinance at this meeting without reading the said Ordinance in full but reading the title only. This motion was seconded by James Crowl and was on the call of the roll adopted by the following vote:

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<th>Ayes</th>
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Under the suspension of the regular rules, County Commissioner, James Crowl, then moved that the Ordinance be read for the first, second and third readings by title only and thereby be ready for passage and final adoption in this meeting. This motion for the first, second and third readings for final passage and adoption of said Ordinance was seconded by Lynne Liechty and on the call of the roll was adopted by the following vote:

Ayes: 3  
Nays: 0  

The County Auditor then read aloud the title of said Ordinance for the first, second and third readings. Thereupon, County Commissioner, James Crowl, moved for final passage and adoption of the Ordinance in full applicable regulations to establish such Ordinance. This motion for final passage and adoption was seconded by Lynne Liechty and on the call of the roll adopted by the following vote:

Ayes: 3  
Nays: 0  

The President of the Steuben County Commissioners, Ronald L. Smith, declared publicly Ordinance No. 929, to have been duly passed and adopted. Thereupon, said Ordinance was signed by all members of the County Commissioners present and attested by the County Auditor. Ordinance 929 was adopted and reads as follows:

STEUBEN COUNTY ORDINANCE NO. 929
ORDINANCE TO ESTABLISH FEE SCHEDULE FOR SERVICES PERFORMED BY THE STEUBEN COUNTY HEALTH DEPARTMENT AND ESTABLISHING A STEUBEN COUNTY HEALTH DEPARTMENT FUND

WHEREAS, the Steuben County Health Department has requested the Steuben County Commissioners to approve a fee schedule for certain services performed by the Steuben County Health Department for the furnishing of food establishment licenses, vital record services, soil investigations, letter of non-objection, septic system permits and well permits, plan reviews; and

WHEREAS, the Steuben County Commissioners have made study for the costs for the services made by the Steuben County Health Department; and

WHEREAS, said fees received by the Steuben County Health Department pursuant to this ordinance shall be deposited in the Steuben County Health Department Fund;

NOW, THEREFORE, be it ordained that commencing November 5, 2019 the Steuben County Health Department shall charge as follows:

I. LICENSE FEES FOR FOOD ESTABLISHMENTS

An annual license fee shall be levied upon each food establishment for the purpose of enforcing and paying the expense of the inspection program.

SCHEDULE OF FEES – license fees shall be paid annually, or for such lesser period as hereafter specified in accordance with the following classifications:

A. LIMITED FOOD ESTABLISHMENT – includes those Establishments serving ONLY popcorn, fountain pop, and other non-potentially hazardous pre-packaged foods:
$40.00 PER YEAR

B. FOOD ESTABLISHMENT – includes all other Establishments not falling under the “limited food establishment” definition:

$100.00 PER YEAR

C. BED & BREAKFAST ESTABLISHMENT – includes any Operator occupied residence that:
(1) Provides sleeping accommodations to the public for a fee;
(2) Has no more than fourteen (14) guest rooms;
(3) Provides breakfast to its guests as part of the fee; and
(4) Provides sleeping accommodations for no more than thirty (30) consecutive days to a particular guest:

$50.00 PER YEAR

D. ANNUAL MOBILE UNIT (FOOD SERVICE OR RETAIL) – includes food service Establishments operating from a vehicle or watercraft in which all operations are carried out within the unit and which have access to a licensed commissary as specified in the “Operational Criteria for Mobile Food Establishments” in Steuben County:

$50.00 PER YEAR

E. TEMPORARY FOOD ESTABLISHMENT – includes food Establishments that operate at a fixed location for a period of time not to exceed fourteen (14) consecutive days in conjunction with a single event or celebration, and with the approval of the organizers of the event or celebration, as specified in the “Operational Criteria for Mobile Food Establishments” for Steuben County:

$20.00 PER DAY
(NOT TO EXCEED $80.00 FOR ANY ONE CONTINUOUS EVENT)

F. VENDING OPERATIONS – includes any self-service device which, upon insertion of coin, coins or tokens, or by other similar means, dispenses unit servings of food, either in bulk or in packages, without the necessity of replenishing the device between each vending operation:

$5.00 PER MACHINE

G. LATE FEES – all annual license or permit fees are due upon application for renewal received and/or postmarked no later than the 31st day of December of the year of expiration of the current license or permit. Payments and/or applications postmarked after that date are subject to the following late fees:

$20.00 PER DAY
(Beginning from the 1st of January of the year after expiration of the license) NOT TO EXCEED 30 DAYS, after which the establishment permit shall be suspended and operations ceased pending a hearing as described in Steuben County Ordinance # 743)

License fees and late fees are not refundable and permits are not transferable. The Steuben County Health Department must be contacted if any remodeling, changes of ownership, or changes in menu or equipment occur.

VITAL RECORDS SERVICES

A. Certified Birth Certificate: $10.00 for each copy.
B. Certified Death Certificate: $10.00 each.
C. Genealogical Search: $10.00 per three (3) names; $5.00 each name thereafter without a copy.
D. Affidavit of Paternity: $20.00 each.
October 21, 2019 Commissioners’ Meeting Continued

E. Affidavit requesting Amendment to Birth Certificate: $20.00 each (includes one (1) Certified copy of Birth Certificate)
F. Report of Legal Change of Name: $10.00 each (includes one (1) Certified copy of Certificate)
G. Copy of Affidavit of Paternity – Uncertified Copy: $1.00
H. Home Birth Registration: $25.00

LETTER OF NON-OBJECT

A. $20.00 per letter written, letter is valid for one (1) year from issue date.

SEPTIC SYSTEM

A. $60.00 per permit, valid for one (1) year from issue date.

WELLS

A. $40.00 per permit, valid for one (1) year from issue date.

PLAN REVIEWS

A. All plan reviews as required by Steuben County Ordinance # 743 for the extensive remodeling of an existing food establishment, or the construction of a new establishment:

$50.00 PER PLAN REVIEW

LICENSE FEES FOR TATTOO AND PIERCING ESTABLISHMENTS

An annual license fee shall be levied upon each Tattoo Establishment, and upon each artist employed by the establishment, for the purpose of enforcing and paying the expense of the inspection program.

A. TATTOO AND/OR PIERCING ESTABLISHMENT – includes any establishment, facility or property at which is offered services of:
   1. Any indelible design, letter, scroll, figure, symbol, or other mark placed with the aid of needles or other instruments; or
   2. Any indelible design, letter, scroll, figure, symbol, or other mark done by scarring upon or under the skin; or
   3. Any piercing of the mucous membranes or the skin through which needles or other items are inserted for temporary or permanent placement upon a person.

$250.00 PER YEAR

B. ARTIST -- includes any person conducting or performing the services as defined in Section VIII (A) of this ordinance:

$100.00 PER YEAR

C. GUEST ARTIST -- Includes any person conducting or performing the services as defined in division (A)(1) of this section who is not a permanent employee of a licensed establishment. (Permit void after 30 days and new application must be filed in advance with the Health Department for each 30 day period.)

$25.00 PER EACH THIRTY (30) DAYS

C. LATE FEES -- All annual license or permit fees are due upon application for renewal received and/or postmarked no later than the 31st day of December of the year of expiration of the current license or permit. Payments and/or applications postmarked after that date are subject to the following late fees:
$20.00 PER DAY
(Beginning from the 1st of January of the year after expiration of the license) NOT TO EXCEED 30 DAYS, after which the establishment permit shall be suspended and operations ceased pending a hearing as described in Steuben County Ordinance # 742)

X. REFUNDABLE/TRANSFERABLE

A. All fees are not refundable.
B. All permits and/or fees are not transferable.

The License fees and other fees shall be effective November 5, 2019 and all ordinances and parts of ordinances in conflict with this ordinance are hereby repealed effective November 5, 2019.

NOW, THEREFORE, be it further ordained that the fees collected pursuant to this ordinance be transferred and deposited into the Steuben County Health Department Fund, to be used for purposes of administration of the ordinance and other operations of the Steuben County Health Department upon the proper appropriation action being taken and approved by the Steuben County Council. All ordinances and parts of ordinances in conflict with this provision are hereby repealed effective November 5, 2019.

Passed and adopted by the Commissioners of Steuben County, State of Indiana, on this 21st day of October, 2019.

First reading: 10/21/19
Second reading: 10/21/19
Third reading: 10/21/19

BOARD OF COMMISSIONERS
STEUBEN COUNTY

Ronald L. Smith, President
James A. Crowl, Vice President
Lynne A. Liechty, Member

ATTEST:

Kim Meyers, Auditor

Donald Stuckey, County Attorney, opened the Annual County Parking Lot Snow Removal and Salting Quote. Only one quote was received from Julian Earthwork in the amount of $90.00 per hour for plowing and $90.00 per hour for salt application (using salt supplied by the County). Lynne Liechty made a motion to approve the quote received from Julian Earthwork for the 2019-2020 winter season. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mara Emerick, Event Center Coordinator, reported that they had a wedding and work event at the County Park and everything went smoothly. Ms. Emerick also said the new electric meters were delivered.

Ms. Emerick asked about the flowers and plants around the building and what the Commissioners would like done with them. Commissioner Liechty said she would go out to the Event Center and help with the plants.

Ronald Smith said that when he drives through Communities he sees Airport signs. He asked that it be discussed at the next BoAC Meeting.

Commissioner Smith also discussed having signs installed for alternate routes for I-69.

James Crowl made a motion to approve the claims submitted for payment this day totaling $1,189,193.75. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.
October 21, 2019 Commissioners’ Meeting Continued

Lynne Liechty made a motion to approve the minutes from the Commissioners’ Meeting on October 7, 2019. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the September 16, 2019, meeting that was approved at the last Commissioners’ Meeting.

Rae Delaney, Payroll, submitted the October 11, 2019 payroll in the amount of $396,652.89 for approval. Lynne Liechty made a motion to approve the October 11, 2019 payroll. James Crowl seconded that motion and the motion carried with three (3) ayes.


James Crowl made a motion to approve the amended 2020 Commissioners’ Meeting Schedule. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Tami Sumney, IT Director, submitted Steuben County Fiber Network Digital Service Agreement for approval. Lynne Liechty made a motion to approve the Service Agreement. James Crowl seconded that motion and the motion carried with three (3) ayes.

Rodney Robinson, Sheriff, reported to the Commissioners that he was informed he must order 2020 Dodge Chargers before the end of the year. Sheriff Robinson stated that he plans on purchasing two (2) 2020 Dodge Chargers for a total expenditure of $26,603.25. James Crowl made a motion to allow Sheriff Robinson to order two (2) 2020 Dodge Chargers before the end of the year. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Sheriff Robinson also informed the Commissioners that in 2020 he plans on replacing the Transit Van due to it currently having over 200,000 miles on it and he hopes to also purchase a 2020 Dodge Durango due to cost savings.

Gary Fair submitted an invoice from Delta T Mechanical in the amount of $2,240.00 for the repairs made to the rotted pipes on the first and second floor. Mr. Fair also submitted an invoice from Stanley Steemer in the amount of $99.00 for carpet cleaning after the water leak. Lynne Liechty made a motion to approve payment of the invoices. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Fair informed the Commissioners that Rachel Ayres is interested in renting a classroom located in the old WorkOne area to host a sewing class for homeschool children from Monday, October 28 through Monday, December 16. Lynne Liechty made a motion to charge $50.00 for the rental of the classroom. James Crowl seconded that motion and the motion carried with three (3) ayes.

Gary Fair submitted quotes for removal of the pine tree in the front of the Community Center. James Crowl made a motion to approve the low quote from M&M Tree Service & Stump Removal in the amount of $450.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. Mr. Fair also informed the Commissioners that he plans on replacing that tree with three (3) Blue Spruces on the property.

Mr. Fair submitted tire quotes for the Commissioners’ Dodge Charger. Lynne Liechty made a motion to approve the low quote from Best One in the amount of $729.00. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Fair stated that he obtained quotes for the Multi-Purpose Room Light Retrofitting. James Crowl made a motion to accept the low quote in the amount of $3,150.00 from Ross Electric and the invoice shall come from the 2020 Budget. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.
Jody Kinsey, USI, submitted information regarding voluntary life insurance coverage. Ms. Kinsey said that in order for this to work, twenty five percent (25%) participation is required. Lynne Liechty made a motion to approve moving forward with offering voluntary life insurance coverage to County Employees. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey, Highway Engineer, submitted NIPSCO Utility Permit #2857 for approval. James Crowl made a motion to approve the utility permit. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey reported that Bridge Inspections began on October 7, 2019.

Jennifer Sharkey stated the ribbon cutting for the Bike Trail Phase II is scheduled for today at 11:00 a.m. Ms. Sharkey asked the Commissioners to discuss maintenance of Phase II in the future and how they would like to proceed. She said currently the County has a Contract with the City of Angola for snow removal and mowing services to the 300 N Trailhead. Ms. Sharkey said she has not approached them yet regarding their interest or ability to extend further down the trail. She said the State Park will provide mowing services within the Park property. Ms. Sharkey wasn’t sure if the Commissioners wanted the trail to be seasonal where there is no snow removal. Lynne Liechty said a lot of people staying at the hotel across from the Ramada use the trail to walk to work because there are no sidewalks and she would hate to close the trail during the winter. James Crowl said it is important to find out the cost. Jennifer Sharkey said she would investigate costs for a couple different options. James Crowl asked if the State Park would consider entering into a Contract.

Ms. Sharkey stated that American Structurepoint has been hired by Mr. Graham to do an abbreviated engineer’s assessment on bridge #80 on CR 400 W.

Jennifer Sharkey stated that they are not requesting a reserve on the Distributor that is being auctioned.

Ms. Sharkey said that Randy Brown, EMA, reached out to INDOT regarding the alternate I-69 route and that meeting is scheduled for today at 10:15 a.m.

Ms. Sharkey said that E&B Paving did the milling on Bayview Road last week and they are planning to pave this week.

Jennifer Sharkey said the meetings regarding trucks and equipment have gone very well. Ms. Sharkey said it has been worked out with the vendor and upon approval from the three (3) Commissioners, they will keep the two (2) chassis that are in the Highway’s possession and release the third chassis back to the vendor. James Crowl said there is no interest in the other truck and the other two (2) trucks that have issues are going to the dealership where they will address the issues and bring the trucks back. Commissioner Crowl said they suggested a dealer to put the trucks together, so they are going to check into that. Lynne Liechty made a motion to keep the two (2) chassis and release the third back to the dealership. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey said WA Jones will be visiting the Highway Department tomorrow about the truck builds and there is also a meeting scheduled with Kalida Truck Equipment for them to look at how the trucks are put together.

Micci Hoffer, Potawatomi Snowmobiler’s Club, Inc., submitted the Snowmobile Trail Agreement for approval. James Crowl made a motion to approve the Trail Agreement. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the estimate for the Annual Code Update with American Legal Publishing. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to keep the 2020 Community Center Tenant rental rates the same as in 2019. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.
Tami Mosier, Purdue Extension, submitted a request to use the County Van on November 7, 2019 to attend a Purdue Council for Agriculture Research, Extension and Teaching Conference. Lynne Liechty made a motion to approve that request. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the Administrative Meeting Memo from the Administrative Meeting held on October 15, 2019, at 8:30 a.m. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Crystal Dadura, HR Director, submitted a quote from Cameron Occupational Health for Audiograms, DOT Physicals and Hepatitis B shots. Ms. Dadura explained that they are giving a discount on the Audiograms. James Crowl made a motion to approve that quote. Lynne Liechty seconded the motion and the motion carried with three (3) ayes.

Ms. Dadura also informed the Commissioners that a job description in the Building Department needed to be reclassified from a COMOT B to a PAT B and that change causes an additional $384.16 for 2019. Lynne Liechty made a motion to approve that reclassification and to allow Ms. Dadura to approach County Council regarding the additional. James Crowl seconded that motion and the motion carried with three (3) ayes.

Donna Thrasher, MSD, submitted a request to use the Community Center Parking Lot on Saturday, May 2, 2020 for the Angola High School Prom. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Alicia van Ee, Health Department, submitted a Certificate of Reappointment for Jonathan Alley to the Health Department Board. James Crowl made a motion to approve the Reappointment. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Don Stuckey said that there is an attorney that does the collections for juvenile matters and there is a case where he wanted permission to allow the parties to split the judgment due to their divorce being finalized. Lynne Liechty made a motion to approve that request. James Crowl seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty asked Jennifer Sharkey about directional signs for the Airport. Ms. Sharkey said depending on where the signs are placed, INDOT may need to be involved.

The Commissioners received the following correspondence: Tricia Torres, Johnson Controls re: Meeting Request with Jennifer Payne; Janel Meyer, SCSWCD re: 2017 Clean Water Indiana Grant; Ashley Naylor, T-Mobile – re: Upcoming Conversation; Janel Meyer, SCSWCD re: Board Meeting Minutes; Joy Hudson, HPG Network re: Mayors & Commissioners Legislative Agenda Platform; Stephanie Yager, IACC re: Community Recycling Grant Program; INDOT re: Community Crossings Grant Recipients; INDOT re: Grant Recipients.

STEUBEN COUNTY BOARD OF COMMISSIONERS

_____________________________________________
Ronald L. Smith, President, South District

_____________________________________________
James A. Crowl, Vice President, Middle District

_____________________________________________
Lynne Liechty, North District

Attest: ____________________________________________
Kim Meyers, Steuben County Auditor