The Steuben County Commissioners met at 8:30 a.m. on Monday, March 18, 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 Donald Stuckey, County Attorney, Ruth Beer, Steuben County Councilwoman, Ken Shelton, Steuben County Councilman, Jim Getz, Steuben County Councilman, RJ Robinson, Sheriff and Kim Meyers, Steuben County Auditor.

James Crowl made a motion to approve the claims submitted for payment this day totaling $288,427.33. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the minutes from the Commissioners’ Meeting on February 19, 2019. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the minutes from the Commissioners’ Meeting on March 4, 2019. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Rae Delaney, Payroll, submitted the March 15, 2019 payroll in the amount of $386,381.39 for approval. Lynne Liechty made a motion to approve the March 15, 2019 payroll. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the Executive Session Statement for the Executive Session held on February 19, 2019. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to officially approve the Annex Pop Machine Repair in the amount of $960.00. James Crowl seconded that motion and the motion carried with three (3) ayes.

Pam Feller, Chief Probation Officer, submitted a request to allow South Bend Police to ride in a County Vehicle for a conference in Iowa from May 12 – 19, 2019. Ms. Feller also submitted a blanket request to allow LaGrange County Probation Officers to ride in County Vehicles to observe the Steuben County Probation Department’s Field Supervision Team conduct home visits and field supervision contacts. Lynne Liechty made a motion to approve both requests from Pam Feller. James Crowl seconded that motion and the motion carried with three (3) ayes.

Patrick Kirkpatrick, EMS Director, submitted the I am Responding Program Contract for signature. The Contract was already approved at the January 7, 2019, Commissioners’ Meeting; however, Mr. Kirkpatrick didn’t have the Contract at that time. The Commissioners signed the Contract for the I am Responding Program.

Lynne Liechty stated that the Commissioners need to continue thinking about the FAA Land Study that was proposed for the Airport in the amount of $35,000.00.

Lynne Liechty made a motion to place ‘Service Animals Only’ signs at the entrances of all County Buildings. Ronald Smith seconded that motion and the motion carried with two (2) ayes and one (1) nay.

Erin Schiffli, Commissioners’ Assistant, stated that she is ready to purchase the First Aid Kits for the County Vehicles. Ms. Schiffli stated that it will be approximately $1,328.05 to purchase all of them that are needed. She said she needs approval to move forward and to use the Commissioners’ Credit Card. Lynne Liechty made a motion to approve the purchase of the First Aid Kits with the Commissioners’ Credit Card. James Crowl seconded that motion and the motion carried with three (3) ayes.

Clint Knauer, Plan Commission, stated that the Plan Commission considered the rezoning of a piece of property at the March 6, 2019, Plan Commission Meeting. Mr. Knauer said that the property is located off of US Hwy 20, more specifically Silver Lake and there was a church there at one time. He said that the rezone received a 5-0 positive recommendation to rezone it from Local Business to Lake Residence. James Crowl made a motion to
March 18, 2019 Commissioners’ Meeting Continued

approve the zone change under Ordinance No. Z-19-01. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. Ordinance No. Z-19-01 reads as follows:

Ordinance No. Z-19-01

It is hereby ordained by the County Commissioners of Steuben County, Indiana, that the following described real estate in Steuben County, Indiana, which is currently zoned Local Business shall hereinafter be zoned as Lake Residence:

A part of the Fractional West half of Section 29, Township 37 North, Range 13 East, Steuben County, Indiana, and being the Westerly portion of lands previously conveyed by Document #08030327, said portion described as follows: COMMENCING at the Northeast corner of the Southwest Quarter of said Section 29, marked with a steel rod in concrete; thence South 89 degrees 12 minutes 41 seconds West, along the North line of said Fractional Southwest quarter, a distance of 1316.25 feet to a masonry nail; thence North 00 degrees 24 minutes 45 seconds West 2.08 feet; thence South 79 degrees 27 minutes 32 seconds West, along the centerline of Old U.S. Highway Number 20, a distance of 461.66 feet to a #5 rebar stake marking the point of curvature of a curve to the right having a radius of 638.21 feet; thence Westerly, along said curve and former centerline of said Highway, an arc distance of 153.48 feet, said curve having a chord bearing South 86 degrees 43 minutes 26 seconds West 153.11 feet to a masonry nail marking the point of beginning; thence South 00 degrees 00 minutes 00 seconds West, through the lands previously described by Document #08030327, a distance of 144.38 feet to a #5 rebar stake marking the intersection of this line with a Lake Traverse Line previously described as the shoreline in said Document #08030327; thence North 83 degrees 31 minutes 15 seconds West, along said Lake Traverse Line, 143.63 feet to a #5 rebar stake; thence North 63 degrees 10 minutes 35 seconds West, continuing along said Lake Traverse Line, 258.50 feet to a point on the West line of said Document #08030327; thence North 00 degrees 30 minutes 45 seconds West, along said West line, 163.66 feet to a masonry nail marking the Northwest corner of said Document #08030327, said point being on the former centerline of Old U.S. Highway Number 20; thence South 49 degrees 55 minutes 40 seconds East, along said centerline, 3.37 feet to a masonry nail marking a point of curvature to the left having a radius of 638.21 feet; thence along said curve and former centerline of said Highway, an arc distance of 408.28 feet; said curve having a chord bearing South 68 degrees 03 minutes 35 seconds East 401.35 feet to the point of beginning. TOGETHER WITH the strip of land lying between the shoreline of Silver Lake and the above described Lake Traverse Line, bounded by the Southerly prolongation of the East and West sidelines of the above described tract. Containing 1.35 acres, more or less; SUBJECT TO Old U.S. Highway Number 20 right-of-way and easements of record.,

Map #76-06-29-000-015.030-011

DATED: March 18, 2019

STEUBEN COUNTY BOARD OF COMMISSIONERS

Ronald L. Smith, Chairman, South District
Lynne A. Liechty, North District
James A. Crowl, Middle District

ATTEST:
Kim Meyers, Steuben County Auditor

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law Vina L. Conti

The Commissioners signed a plat for Four Corners and an Amended Plat for Eagle Island.

Zachary Mahan, GIS Coordinator, requested permission to purchase an SQL Server License in the amount of $1,447.40. Mr. Mahan said that the purchase will be paid from 1138-000-4000.24. Lynne Liechty made a
motion to approve the purchase of the SQL Server License. James Crowl seconded that motion and the motion carried with three (3) ayes.

Tami Sumney, IT Director, requested permission to purchase seventeen (17) new computers from PCM-G in the amount of $29,818.17. Ms. Sumney stated that the funds would come from her budget. James Crowl made a motion to approve the request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sumney also requested permission to purchase thirteen (13) WinPro 10 Upgrade Software for the Sheriff’s Department in the amount of $1,844.57. Ms. Sumney stated that this would also come from her budget. Lynne Liechty made a motion to approve the request. James Crowl seconded that motion and the motion carried with three (3) ayes.

Donald Stuckey said that the Court of Appeals just rendered a decision about the closing of easements, notice requirements and who must consent. He said that he needs to review the case further.

Alicia van Ee, Health Department, stated that they are looking for a new computer program for the Health Department. She said that the current program has not been completed and is now going offline. Ms. van Ee said that the program is not working so they started to do some research on new programs. She said that SmartGov seems to be the best alternative and allows the Health Department to integrate with the Building Department and the Steuben Lakes Regional Waste District.

Alicia van Ee said that this was not planned and they don’t have enough funds to cover the cost of the new program. She said that SmartGov sits in the middle where cost is concerned and costs about $3,000.00 for the initial set up and then about $4,500.00 a year.

Ms. van Ee said that they will be able to take complaints online and they will be able to continue with food, well and septic permits but there will be more transparency between the Building Department and the Health Department which allows a better integration.

Tami Sumney said that she and Ms. van Ee spoke about this extensively and she thinks that this is a great option for them and will smooth out the permitting process.

Alicia van Ee said that the Health Department potentially has $500.00 to put toward the program and they could possibly pull funding from some other line items to potentially come up with $2,000.00. Ms. van Ee said that in addition for permission to purchase the software, she is also asking to request an additional appropriation from County Council. Lynne Liechty made a motion to allow Ms. van Ee to request an additional appropriation in the amount of $7,793.00 to purchase the new computer software. James Crowl seconded that motion and the motion carried with three (3) ayes.

Clint Knauer, Plan Commission, informed the Commissioners that at the March 6 Plan Commission Meeting they heard a Petition to Vacate a Planned Unit Development filed by PEK Holdings for Harbor Cove. Mr. Knauer said that a Planned Unit Development is an overlay to a zoning district which has a certain set of rules and is typically mixed usages such as single-family duplexes, condos, etc. He said that there are sunset clauses in the ordinance; however, bankers and lenders sometimes won’t accept those and it is better housekeeping to get it vacated. Clint Knauer said that for the Plan Commission, they treat it as a rezone because the Planned Unit Development goes away and the Environmental Control Zoning takes over. Mr. Knauer said that it was a 5-0 positive recommendation from the Plan Commission to the Commissioners to vacate the Planned Unit Development. Donald Stuckey said that if any documents need to be prepared, he will take care of those.

James Crowl made a motion to vacate the Planned Unit Development. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty thanked Rodney Robinson, Sheriff, for the tour of the Jail last week.

Frank Charlton, County Park Superintendent, said that things have been quiet at the County Park. Mr. Charlton said that he has information for the drop box at the Event Center, but will submit it at a later date.
Kylee Harris, Event Center Coordinator, reported that the Cameron Ball will be held at the Event Center this year.

Ms. Harris said that they have also gotten a quote for the cameras at the beach and it will be submitted at a later date. She also said that the brochures and the signage need to be updated because currently the wrong prices are listed.

Frank Charlton reported that the Postmaster will be at the County Park tomorrow to discuss the new mailbox.

James Crowl stated that someone drove through the mud pit by the beach. Frank Charlton said that more fill is needed and the Highway Department plans on dumping dirt when they start berming. Mr. Charlton said once the berming is done, they will need a bulldozer to come and flatten the ground out. James Crowl asked if Mr. Charlton wanted to turn that area into parking and Mr. Charlton said that they have considered that.

Jennifer Sharkey, Highway Engineer, stated that an early coordination meeting for the 100 N/200 W Roundabout was held with INDOT last Friday. She said that they will continue working on the Request for Proposals and have that advertised through the INDOT website. She also stated that she is working with the Auditor’s Office to get the line items set up for that Grant Fund.

Ms. Sharkey said that she was notified last week that the US 20 Reimbursement Request Letter was mailed to the County for the detour route and following that will be the reimbursement request. She said that hopefully by the next meeting she will have more information on that.

Jennifer Sharkey reported that with the high winds that occurred the tether on the 200 N/200 W traffic signal on the north bound side snapped and also frayed on the south bound side. She said that a contractor was hired to repair that and in doing so, that depleted the signal maintenance budget. Ms. Sharkey said when they have the inspection and certification later in the year, an additional request will have to be submitted.

Ms. Sharkey stated that the Highway Department will be participating in the Traffic Incident Maintenance Training and the Foremen will be going to the PASER Training next week.

Jennifer Sharkey reported on Purdue Road School and the sessions that she attended.

Emmett Heller, Highway Superintendent, stated that he has had conversations with other Highway Superintendents in the state because of the cost of salt. Mr. Heller said that a decision needed to be made regarding the 2019-2020 salt season and they decided that it might be advantageous to be included with state bids this year. He said that they have asked for 2,000 tons and 80% - 120% of that can be taken. Mr. Heller said that Steuben County will be included in the State Bid so we will be included in a large group. He said that history puts cost between $60.00-$70.00 a ton for untreated salt. Mr. Heller said that the $99.00 per ton that was paid this year is too much. He said that Steuben County used to get four (4) salt bids and the number of the companies bidding keeps going down.

Mr. Heller requested to switch to ten (10) hours on May 13, 2019. The Commissioners were in agreement that he may do so.

Mr. Heller said that they continue working on 600 W and getting it ready for full depth reclamation. He said that FDR is planned to begin July 1.

Emmett Heller said that he spoke to Powerscreen last week about getting the crusher and screen plant so they can start making gravel.

Mr. Heller reported that they put truck #41 on the road last week and that puts eight (8) Western Stars on the road. He also stated that they started the new floor at the Highway Department front offices today.
Mr. Heller said that he was contacted by Todd Gorman regarding using the crack sealer at the Airport. Emmett Heller said that he needs to know if some sort of agreement needs to be drafted and if it is even legal to allow the Airport to use it. James Crowl said that crack sealing takes place in a very small window in the spring of the year and if the Highway Department uses it at that time, the Airport is also going to want it at that time. James Crowl said that County Employees can’t be running the crack sealer at the Airport. Commissioner Crowl said that he is not completely in favor of sending the crack sealer to the Airport unless they are going to be completely responsible for it.

Lynne Liechty said that she was talking to other Commissioners and they do Interlocal Agreements with their Airports where the Airport would be entirely responsible for all repairs, maintenance and anything that goes wrong with that equipment. Commissioner Liechty said that Donald Stuckey would have to draft the Agreement.

James Crowl asked who was going to teach them how to run the crack sealer. Lynne Liechty said that Randy Strebig can run it.

Donald Stuckey asked if there was going to be a lease payment. James Crowl said that it needs to be checked if it is even legal. Kim Meyers said that needs to be checked on before an Agreement is drafted. Mr. Stuckey said that it could be leased and if there is payment to one entity at the actual cost, but he has no idea what the fair rental value is. James Crowl said that the Airport would have to pay the County to use it and if that is the case, someone else could be hired to do it. Emmett Heller said that when they leased the equipment, it was $4,500.00 a month.

Bill Schmidt said that when the Highway Department is on four (4) day weeks, there would be a time when the equipment would be available for the Airport to use.

Lynne Liechty offered to check with other Commissioners. James Crowl said that the State Board of Accounts will dictate whether or not equipment that was purchased with road funded monies can be leased to the Airport. Donald Stuckey said that he will do research into the issue.

Brett Hays, NICC, submitted the Annual Community Corrections Grant Application Paperwork for approval. Lynne Liechty made a motion to approve the Community Corrections Grant Application. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Hays also informed the Commissioners that repairs to the water heater were required last week. He said that once he receives the invoice, he will be requesting help from the Commissioners to pay for it.

Jennifer Sharkey, Highway Engineer, submitted the INDOT Letter of Understanding regarding the US 20 reimbursement for approval. Lynne Liechty made a motion to approve the Letter of Understanding. James Crowl seconded that motion and the motion carried with three (3) ayes.

Erin Schiffli, Commissioners’ Secretary, informed the Commissioners that she had been contacted by Todd Jennings, INDOT regarding the Council on Aging 5311 Grant. Mr. Jennings stated that he needs to know a new contact person for the grant since Kris Treadwell is no longer employed by the Council on Aging. Lynne Liechty said she would contact Karen Shelton for that information.

The Commissioners received the following correspondence: Joy Hudson, HPG Network re: Bosma Meeting; Robin Kemp, Williams County re: Aquifer Meeting; Kathy Armstrong, JDAI re: Restorative Justice/conflict resolution info; James Baurle re: Call to Action; Janel Meyer, SCSWCD re: Board Meeting Agenda; Charlene Slagle re: Demolition of Old County Home; Karen Lin re: Demolition of Old County Home (Asylum); Renee Riemke re: Don’t Tear Down Our History (Demolition of Old County Home); Kyle Miller re: Surveillance w/no NVR/DVR; Kathy Armstrong, JDAI re: Steering Committee Minutes; Carla Herwarth re: Watershed Academy Webcasts; Rodney Renkenberger, Maumee River Basin Commission re: St. Mary’s River Stream Assessment Study – Final Report; Robin Kemp, Williams County re: Aquifer.

STEUBEN COUNTY BOARD OF COMMISSIONERS
March 18, 2019 Commissioners’ Meeting Continued

_____________________________________________
Ronald L. Smith, President, South District

_____________________________________________
James A. Crowl, Vice President, Middle District

_____________________________________________
Lynne Liechty, North District

Attest:  __________________________________
Kim Meyers, Steuben County Auditor