STEUBEN COUNTY BOARD OF COMMISSIONERS MEETING

April 15, 2019

The Steuben County Commissioners met at 8:30 a.m. on Monday, April 15, 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, Ken Shelton, Steuben County Councilman and Kim Meyers, Steuben County Auditor.

Randy Strebig, BoAC, submitted the 1st Quarter financial information to the Commissioners.

Mr. Strebig also asked the Commissioners if there had any further discussion regarding the FAA Land Release Study. Randy Strebig said the quote was from Delta Aviation Consultants. He said that when the land was acquired, it was acquired with federal funds for the purpose of a runway. Now they have excess land that is being used for farming and unless they go through this study, they cannot develop, sell or do anything with the land because it was acquired with federal funds. He said that once they go through the study, the FAA will rule on the release of it and the land could be used for other County purposes. Ronald Smith asked if the property would revert back to the County and be under the control of the Commission Board. Donald Stuckey stated he assumed that it would, but he’s not sure how it is titled. Randy Strebig said the property is titled to the Board of Aviation. Mr. Stuckey said that is the Commissioners because it is a Board, not an Aviation Authority and it would require the Commissioners’ and Council’s approval.

James Crowl asked if there were other firms that do this kind of work. Mr. Strebig said that all of the Aviation Consulting Firms do it, but they are under contract with Delta Aviation for three (3) years.

Lynne Liechty said that she would like to free up that land for the future, but the funds are not in the 2019 budget so it would have to be entered into the budget for 2020. Randy Strebig said he just wanted to keep the conversation alive. Ronald Smith asked what message do the Commissioners want to send back to the Aviation Board. Lynne Liechty said that she is positive in doing this within the year. James Crowl said that he is not interested in selling the land, but he would like to open it up for options in the future. Ronald Smith said that the message they send back to the BoAC is that it has been presented and the Commissioners seemed favorable with going ahead with the process. The Commissioners would like for Mr. Strebig to move forward on his part and the Commissioners will do whatever is needed to start putting it in motion. James Crowl said as long as it is put in the budget for 2020.

Bill Schmidt asked if the process is started in June or July, is it possible that billing would be done in 2020. The Commissioners said that was the thought, but what if the Council says no. James Crowl said that they can ask Council, but it won’t be until August or September when they find out for sure. Kim Meyers said that the CEDIT budget would be the only place that they could ask for an additional for 2019. Ronald Smith said that by next meeting they will have some kind of idea. Randy Strebig said that he would ask Delta if he signed the Contract today, what their timeline would look like and when they would expect invoicing, etc.

James Crowl made a motion to approve the claims submitted for payment this day totaling $335,446.35. 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 April 1, 2019. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the March 18, 2019, meeting that was approved at the last Commissioners’ Meeting.

Rae Delaney, Payroll, submitted the April 12, 2019 payroll in the amount of $386,197.93 for approval. Lynne Liechty made a motion to approve the April 12, 2019 payroll. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the First Quarter Miscellaneous Claims in the amount of $414,963.99. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.
Jody Kinsey, USI, presented the 1st Quarter Claims Experience for the Self-Funded Medical Plan to the Commissioners. Ms. Kinsey said they are averaging $11,498.00 per employee per year which is up about four percent (4%) from last year. She said that they are right at budget and where they would expect to be. She said that March was higher than expected being at 155% of expected claims costs.

Jody Kinsey reported that there are four (4) individuals that have exceeded $30,000.00 which is when they start tracking their activity. The total paid claims for those individuals represent $189,115.00 and one individual is at the stop loss level which is $65,000.00. Ms. Kinsey said that last year there were seven (7) individuals exceeding stop loss for a total of $434,263.00. She said that the large claimants are representing 28% of the total claims which means the remaining claims is 72% on other claimants which is a good position to be at as well.

Ronald Smith asked if some of this is due to the escalating cost of medical care. Jody Kinsey said that is absolutely right. She said what they are seeing for the first time is the impact of having to remove the $1 Million lifetime limit that used to be on contracts. She said that the ACA mandated that a plan can no longer limit an individual’s claims at $1 Million. Although the County’s plan hasn’t had someone see that activity, reinsurance carriers are starting to see an influx of claims reaching that level and they can no longer cap them. She said the improvement in technology is not slowing down and is having a significant impact as well. Ms. Kinsey said that prescription costs continue to escalate at an alarming rate.

Jody Kinsey said that the Cadillac Tax has been kicked down the road to 2022 and speculation at this point is that it may get completely thrown out. She said if anything changes, she will let the Commissioners know. Ms. Kinsey said she will come back after the 2nd Quarter and is willing to come back more frequently if needed.

Frank Charlton, County Park Superintendent, informed the Commissioners what kind of retaining wall he would like to have installed at the Clear Lake Beach.

Mr. Charlton stated that Josh Durbin, REMC, would like to use the Event Center on Monday, May 20, 2019, at minimal cost. He said that they are putting on a seminar regarding High Voltage Safety for Highway, Sheriff, Fire and City Police. James Crowl and Lynne Liechty said that it is a good value. Ronald Smith asked if the Auditorium was not satisfactory. James Crowl said that if REMC is responsible for cleanup, he has no problem with them using the Event Center. Lynne Liechty made a motion to waive the fee for REMC to host the seminar; however, they are responsible for the cleanup fee. Ronald Smith asked what door they are opening. James Crowl said that they are opening a door that says Public Safety. Ronald Smith said that the next one will be just as important. James Crowl seconded Commissioner Liechty’s motion and the motion carried with two (2) ayes and one (1) abstention.

Frank Charlton reported that work at the Fairgrounds is progressing.

Kylee Harris, Event Center Coordinator, reported that they received a letter from Home City Ice regarding an increase in the bagged ice rates. Ms. Harris said that the charge will now be $4.80 per bag. She said she thought $4.80 a bag is excessive so she researched purchasing ice machines. She also reported that they have to pay $500.00 a year for the ice box rental as well. Ms. Harris said that she would like to look at putting the purchase of an ice machine into the 2020 budget. Frank Charlton said that in two (2) years they could pay for an ice machine for what they are paying for the Home City Ice. Mr. Charlton said that their ice box runs 24/7 and with an ice machine, it would not be running all the time.

The Steuben County Campground and Boat Slip lottery was held.

Pat Kirkpatrick, EMS Director, submitted March Writeoffs in the amount of $322,779.08 and March Closeouts in the amount of $2,994.58 for approval. James Crowl made a motion to approve the March Writeoffs and Closeouts. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the Addendum to the SRI Master Services Agreement. James Crowl seconded that motion and the motion carried with three (3) ayes.
Kim Meyers, Auditor, submitted Resolution 03-2019-01 A Resolution Establishing the Intent to Conduct a Commissioners’ Sale to Sell Tax Sale Certificates for Properties that are Severely Delinquent in Payment of Property Taxes for approval. James Crowl made a motion to approve Resolution 03-2019-01. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. Resolution 03-2019-01 reads as follows:

RESOLUTION 03-2019-01

A RESOLUTION ESTABLISHING THE INTENT TO CONDUCT A COMMISSIONERS’ SALE TO SELL TAX SALE CERTIFICATES FOR PROPERTIES THAT ARE SEVERELY DELINQUENT IN PAYMENT OF PROPERTY TAXES.

WHEREAS, there are several properties in Steuben County that are severely delinquent in the payment of property taxes, having been offered for tax sales and which received no bids equal to or in excess of minimum sale price. The parcel numbers of those properties being attached to this resolution as “Exhibit A”, and

WHEREAS, there is an assessed value associated with these properties for taxation purposes, but no taxes are being collected, therefore causing a lower than expected tax distribution to those taxing units and taxing districts within which the properties are located, and

WHEREAS, the Steuben County Commissioners desire to have these properties back on the tax rolls with taxes being collected, and

WHEREAS, IC 6-1.1-24-6, et seq. allows for the Steuben County Commissioners to acquire a lien on those delinquent properties and receive issuance of the tax sale certificates for those properties, without taking title to the properties, therefore limiting the liability and cost normally associated with taking title,

NOW, THEREFORE, BE IT RESOLVED by the Steuben County Board of Commissioners that the County Executive shall acquire liens and receive tax sale certificates of the properties listed on Exhibit A that are severely delinquent and sell said certificates at a properly advertised Commissioner Tax Certificate sale.

PASSED AND ADOPTED by the Steuben County Board of Commissioners this 15th day of April, 2019.

Ronald L. Smith
President, Board of Commissioners

James A. Crowl
Commissioner

Lynne A. Liechty
Commissioner

ATTEST: Kim Meyers
Steuben County Auditor

Erin Schiffli, Commissioners Secretary, informed the Commissioners that she has done research on one time use and rechargeable fire extinguishers. Ms. Schiffli said that the cost associated with the rechargeable fire extinguishers is quite substantial compared to the one time use extinguishers and it was not budgeted for in 2019. Lynne Liechty made a motion to purchase the one time use extinguishers for the County vehicles. James Crowl seconded that motion and the motion carried with three (3) ayes.
Ms. Schiffli also informed the Commissioners that she was checking on a fleet car wash program because it was mentioned in the County Vehicle Policy and departments were inquiring about it. James Crowl made a motion to have the Departments continue what they have been doing regarding car washes and have the car wash language removed from the County Vehicle Policy. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to officially approve repairs to the Annex Bay #5 fire alarm in the amount of $669.95. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the plat for Bob Dailey Acres.

Gary Fair, Community Center Building Manager, introduced Terry from Maumee Valley Vending. Mr. Fair said that samples were brought to the Commissioners so they could see the kind of things that would be offered at the Marketplace.

Terry Miller from Maumee Valley Vending submitted a proposed layout of the new breakroom downstairs at the current vending site. He said that there would be a beverage machine, cold food machine, racks for snacks and the kiosk where people would check out. Mr. Miller said that if they get a Market Card, they can scan that card at the kiosk, their name will pop up and the value of the card will be shown. He said that they can add money with cash, debit or credit. Mr. Miller said that employees can use either the Market Card or a debit or credit card. If the Market Card is used, they will receive a 5% discount.

Mr. Miller said that the machines will be personalized to County Government. He also said that there are other options that can be chosen down the road such as coffee.

Mr. Miller said that an internet connection would be needed and the cameras are connected to a DVR that is located inside of the kiosk. He said that if there is an issue with theft, they would put the video on a flash drive and give it to management to handle the issue. Lynne Liechty asked if someone took product without paying for it, who’s responsibility is it. Mr. Miller said that it would be Maumee Valley Vending’s responsibility.

Terry Miller also specified that the kiosk only takes cash to put funds on a Market Card, you cannot purchase items with cash because there is no place for change to be refunded. Mr. Miller said that extra cards will be hanging up on the kiosk, anyone can sign up for a card at the kiosk and it is very user friendly.

Mr. Miller said that 9 amps would be used for the machines.

Terry Miller said that anyone that wants to sign up for a Market Card would receive a $10.00 credit coupon so they can use it at the Market and it would get them started so they can see how easy it is to use. Mr. Miller said that if the Market Cards are used, there are promotional programs that go on for three (3) months at a time. He also said that they would also provide microwaves, salt, pepper, ketchup, mustard, silverware and paper plates free of charge.

Gary Fair said that the wiring for the internet is already here in the building and the IT Department is willing to run the wire so it would not cost the County anything. Mr. Fair said that if they move forward with microwaves, they will have to install additional outlets and he estimates that costing no more than $200.00.

Terry Miller said that they do not require a Contract to be on the program. They fix any issues that arise and they have a twelve (12) month guarantee on prices as well. Gary Fair said that if the Market Place doesn’t work, Maumee Valley Vending does offer a vending service that they monitor and service if needed. Mr. Fair said that this seems to be the healthier choice for employees that are in the building and don’t get the opportunity to leave for lunch.

Lynne Liechty asked if the inventory is checked and if a sandwich doesn’t sell, is it replaced with something else. Mr. Miller said that all sandwiches have a price and a pull date. He said that they can put up to 6 days on there, but most sandwiches have 5 days and salads typically have 4 days to ensure it stays fresh. Mr. Miller
said another reason that the salads are put in a clear container is so people can see that it is fresh before they purchase. He also said that they come in at least two to three times a week to check the inventory.

Gary Fair said that he highly recommends this option and if it ends up not working out, in 6 months or a year down the road, it can be changed.

James Crowl said that he doesn’t think the current vending area is the proper place for the Market Place. He said that he believes it should be on the 2nd Floor in the open area before you enter the Lakes Council area. Gary Fair said the wall in that area is a plaster wall and electricity and internet would have to be surface mounted. Mr. Fair said that there is no natural lighting in there either. Commissioner Crowl said that he doesn’t want to make a decision on the location, he said they need to come up with a consensus of the employees and what they want.

Ronald Smith said that he believes the program is worth a try and the logistics of it is immaterial as long as it works best for our people. Terry Miller said what he gave to the Commissioners was just a suggestion and they can change things if they prefer something else. Lynne Liechty said she would like a larger area for more seating. Gary Fair said that he thinks it is a good plan and if they decide to put it on 2nd Floor, there is going to be more work involved in getting it set up, but it can be done. He said that he suggested the vending area for the natural lighting and the fact that it is a larger space already. He said that if a coffee machine is added down the road, water is readily available as well. He said that it is the Commissioners decision and he will work with whatever they decide.

Lynne Liechty made a motion to move forward with installing the Marketplace in the Community Center. James Crowl said that the best place needs to be determined. James Crowl seconded Lynne Liechty’s motion. Commissioner Crowl said that he gave his point of view regarding location, but in his opinion, it is up to the employees to make the decision on what they would like to see because they are the ones that will be using it. The motion carried with three (3) ayes.

James Crowl made a motion to replace the backflow preventer in the Community Center in the amount of $1,713.13 and to pay for the installation in the amount of $291.70. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jace Crozier, Courthouse Maintenance, requested permission to remove a tree from the Courthouse landscaping. Lynne Liechty made a motion to approve the removal of the tree. James Crowl seconded that motion and the motion carried with three (3) ayes. It was mentioned whether or not the City should be contacted. Mike Marturello said that the trees in the landscaping have been taken out and replaced three (3) or four (4) times previously.

Mr. Crozier also requested permission to remove the shrubs on the back side of the Courthouse due to safety concerns. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Crozier informed the Commissioners that he would like to order No Smoking Beyond This Point signs from Amazon with the Commissioners Credit Card. Lynne Liechty made a motion to approve that purchase with the Commissioners Credit Card. James Crowl seconded that motion and the motion carried with three (3) ayes.

Donald Stuckey opened the Highway Bids for the Ball Lake Project and the Crooked Lake Project. Bid Tabs are as follows:

**Ball Lake Paving Project – Lane 201 Ball Lake**
- E&B Paving $109,650.00
- Brooks $111,106.00
- API $120,040.00

**Crooked Lake Project – Sycamore Beach Road**
- E&B Paving $120,855.00
- Brooks $135,580.50
- API $141,615.00
Crooked Lake Project – West Shady Side Road
E&B Paving $86,025.00
Brooks $97,012.50
API $98,625.00

All bids were given to the Highway Department for consideration and recommendation.

Jennifer Sharkey reported that the 200 N/SR 827 Project is planned to recommence towards the end of April. Ms. Sharkey submitted a reimbursement voucher for the inspection services. James Crowl made a motion to approve that reimbursement voucher. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey stated that the RFP’s for the 100 N./200 W Roundabout Project were advertised on March 22 and the Letters of Intent are due to the Commissioners’ Secretary by 4:00 p.m. on April 26, 2019.

She stated that she received confirmation from INDOT on April 10th that the Unofficial Detour Reimbursement Contract will be mailed for review and approval.

Ms. Sharkey informed the Commissioners that the Community Crossings Projects are scheduled to be advertised and will be opened at the May 6.

Jennifer Sharkey stated that she received a couple options for the small structure on Parkside, Crooked Lake. Ms. Sharkey said that the estimates were around $650,000.00-$675,000.00 to replace that structure. She said at this time, it doesn’t need replaced, it was more of getting the dredging machinery from one side to the other and there were also considerations that the bridge structure is smaller than the channel width. James Crowl said that the only purpose of replacing it would be to help with the dredging and it would be tough to fit that project in this summer.

Emmett Heller, Highway Superintendent, reported that they have continued to work on 600 W, 700 S and 200 N to prep for the FDR. Mr. Heller updated the Commissioners on other projects that the Highway Department has been working on.

Mr. Heller reported that the #6 Loader, which is the older loader, has some major repairs that are needed. Mr. Heller said that he will see how timing works out to see if they need to rent a loader while #6 is gone.

Melissa Bixler, Treasurer, requested permission to purchase a tax payment pedestal drop box in the amount of $957.00 with the Commissioners Credit Card. She said that she has the funds in her budget for the purchase. The Commissioners had concerns regarding the placement of the box and asked her to work with Gary Fair to find the best location. Lynne Liechty made a motion to approve the purchase of the pedestal drop box. James Crowl seconded that motion and the motion carried with three (3) ayes.

Alicia vanEe, Health Department, submitted a request to permit a Summer Intern from Trine University to travel in a County owned vehicle. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. vanEe stated that April 21, 2019 will mark the end of the window of surveillance for the Measles.

Ronald Smith thanked Mike Marturello for going to Indianapolis for the presentation of the Outstanding Local Government Award presented to Steuben County by Greenways Foundation of Indiana.

Brett Hays, NICC, requested permission to remodel the office that he and Stacey Meek share. Mr. Hays said that the renovation will cost $3,600.00 and he has the funds in his budget. James Crowl made a motion to approve the repairs. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.
Erin Schiffli, Commissioners’ Secretary, submitted an invoice from Handy Excavating for the completed demolition work to date that has been done at the Old County Home. Ms. Schiffli said that they are asking for partial payment due to the high overhead costs and the delays that they have incurred. Lynne Liechty made a motion to approve the invoice in the amount of $36,219.00. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to officially approve the abatement of hazardous materials at the Old County Home not to exceed $2,500.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to officially approve hazardous material testing at the Old County Home in the amount of $2,800.00. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners received the following correspondence: Ken Wilson, JICI re: Inaugural Team JICI’s Meet the Fleet; Janel Meyer, SCSWCD re: Board Meeting Minutes; Toni Mayo, INDOT re: 2019 Next Level Roads Winter Damage Repair Plan; Laura Campbell, Mgr, Ag Ecology Department – Michigan Farm Bureau re: Michindoh Aquifer; Robin Kemp – Williams County Commissioners re: Michindoh Aquifer; BoAC re: Memorandum 03-19; Janel Meyer SCSWCD re: Board Meeting Agenda; Stephanie Yager re: Call to Action SB 193.