The Steuben County Commissioners met at 1:00 p.m. on Tuesday, September 3, 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, Kim Anderson, Assessor, Donald Stuckey, County Attorney and Kim Meyers, Auditor.

Mike Sevits, Annex Maintenance, informed the Commissioners that the water heater at the Annex leaked over the weekend and needs replaced. Mr. Sevits submitted a quote from Delta T in the amount of $1,180.00. Lynne Liechty made a motion to approve the quote from Delta T. James Crowl seconded that motion and the motion carried with three (3) ayes. Due to the water heater serving the entire Annex, the repair was deemed an emergency situation and the Commissioners did not require another quote for the repair.

Tami Sumney, IT Director, submitted a quote from Triangle Digital Printing for a software upgrade to the GIS printer in the amount of $1,295.00. James Crowl made a motion to approve the quote and to pay for it from the remaining bond funds. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sumney said that since Steuben County is without a GIS Coordinator, she spoke with Commissioner Liechty to see if the Commissioners had thought about outsourcing GIS since it seems to be difficult to find someone that has experience, which is what Steuben County needs. Ms. Sumney thought that outsourcing GIS to Schneider would be an option.

Andrew Harrison, Schneider Geospatial, stated that they have been involved with Steuben County GIS since the inception of GIS. He said at this particular time it has been hard to keep someone in that position to grow and move the project forward. Mr. Harrison said a number of communities have seen GIS employees leaving so some of the tasks have been spread out into other offices making the day to day operations of the GIS Coordinator different than they originally were. Mr. Harrison said Schneider started offering Staff Augmentation Services where they would become that GIS Coordinator in the County and they provide services from their office. He said with that option, things tend to get done a lot quicker and more efficiently.

Andrew Harrison said they just started a project in Dearborn County where they had a staff member that kept changing and they were looking for a way to get some stability into that position with direct reporting and communication to the offices.

Mr. Harrison said Schneider would have a number of dedicated days on site and then a number of days that are dedicated back at the Schneider offices. Lynne Liechty asked when there are new addresses, mapping, overlays, etc. are staff members able to implement that quickly. Andrew Harrison said Schneider is a company of about forty (40) people and they have everyone from data conversion staff members to project managers to the support team and developers with a mix of GIS expertise all the way through. Mr. Harrison said the County would be getting a forty (40) person firm as the resource instead of one (1) person.

Mr. Harrison said Schneider would bring their own technology and everything that is needed. He said they currently have an agreement with Steuben County for support which has been in place for years so this would just be another layer on top of the existing Agreement.

Ronald Smith said they have not yet heard any bad news as to why they should not move forward with this. James Crowl said so far, the GIS Coordinator Job Posting has been up for several weeks and only two (2) applications have been received.

Kim Meyers, Auditor, asked what the cost of this program is and when it would be implemented. Andrew Harrison said because it is an as needed service, they came up with a couple different scenarios but the cost would be $50,000.00 and up to make sure there is enough resource time here in Steuben County. Mr. Harrison said it depends on the types of resources, days and time that would be spent whether or not that cost is on top of the current Contract, but typically the staff recommends that $50,000.00 would be on top of the existing services.
Lynne Liechty made a motion to pursue the GIS outsourcing through Schneider Geospatial. James Crowl seconded that motion and the motion carried with three (3) ayes. Ronald Smith said they would be working through the details and asked Mr. Harrison to come back with numbers.

James Crowl made a motion to approve the claims submitted for payment this day totaling $1,226,619.60. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kim Meyers, Auditor and Melissa Bixler, Treasurer, submitted the Monthly Comparison Report and Monthly Financial Statement for review and approval. Lynne Liechty made a motion to approve the reports. James Crowl seconded that motion and the motion carried with three (3) ayes.

Brett Hays, NICC, submitted a quote to build a wall and install a door in the LaGrange County Office in the amount of $1,791.43. Mr. Hays said that this contractor is someone the landlord is comfortable with. James Crowl made a motion to accept the quote from Lakeside Lawn Care and Property Management. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Hays also submitted a quote from Lakeland Security and Electronics for a backup domain controller in the amount of $2,574.30. Lynne Liechty made a motion to approve the quote from Lakeland Security and Electronics. James Crowl seconded that motion and the motion carried with three (3) ayes.

Melissa Bixler, Treasurer, submitted a Contract with American Financial Credit Services. Ms. Bixler stated this is for delinquent personal property taxes. She informed the Commissioners that there are $54,000.00 in delinquent taxes this year alone. To enter into this contract would not cost the County anything as the fees are passed on to the taxpayer. James Crowl made motion to approve the Contract with American Financial Credit Services. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

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

The Commissioners signed the minutes from the August 5, 2019 Commissioners’ Meetings and the August 5, 2019 Joint Commissioner and Council Meeting for the Index Book, which were approved at the prior meeting.

Rae Delaney, Payroll, submitted the August 23, 2019 payroll in the amount of $2,265.02 and the August 30, 2019 payroll in the amount of $383,969.99 for approval. James Crowl made a motion to approve the August 23, 2019 and August 30, 2019 payroll. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Denise Kreais, Council on Aging, submitted paperwork for the new vehicle that was purchased. Lynne Liechty made a motion to sign the paperwork. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to auction the decommissioned 2008 Ford Expedition from Community Corrections and the 2009 Chevy Impala from the Building/Plan Department on Govdeals.com. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Elten Powers thanked the Commissioners for allowing the Pleasant Lake Lion’s Club the continued use of the Auditorium. He said this year will be the 66th show and it is entitled “Our Town.” Mr. Powers said the Modern Woodmen of America have offered to match all ticket sales up to $2,500.00 with that money going to the Museum Project in Pleasant Lake so they are selling tickets to the show for $10.00 apiece.

Mr. Powers, Pleasant Lake Lion’s Club, requested to have the Auditorium rental fee waived for the Annual Minstrel Show taking place on Saturday, October 19, 2019. Lynne Liechty made a motion to waive the rental fee, but the custodial fee still applies. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ronald Smith stated that John Wilson, a person that has concession trailers at the 4-H Fair, approached him regarding a non-functioning electrical box. Mr. Wilson wondered if the County was going to be upgrading any electrical at the Park. Frank Charlton said that an upgrade could come from County Park Improvement. Erin
Schiffli said that some of the County Park Improvement Funds were going to be moved to Clear Lake Improvement to pay for those projects. Mr. Charlton said there was never a problem with the electric before, but the breaker kept blowing. He said that they could use more power out there, but hasn’t checked into the cost.

Frank Charlton reported that the backflow preventers at the Event Center have not been tested since 2017 because they were not on Koorsen’s Contract. Due to not being tested, the sprinkler system failed and he received a call from the monitoring company. Mr. Charlton said no damage was done, but if things didn’t go as they did, 11,000 gallons of water could have flooded the Event Center. Kylee Harris said that Pranger did the test, so an invoice will be coming. Ms. Harris also stated that she has asked for quotes from Pranger and Koorsen for that annual test.

Kylee Harris reported that the Event Center floor is starting to show wear and tear so she contacted Northern Industrial Flooring regarding polishing and/or refinishing.

Frank Charlton informed the Commissioners that he was contacted by a Conservation Officer and that several campers are being cited due to not having their boats registered in Indiana. Mr. Charlton said the Officer recommended adding it to the Camper Agreement. Donald Stuckey, County Attorney, said it is not the County’s responsibility to inform the Campers about the boating laws. Ronald Smith said the matter can be discussed in the next County Park Meeting.

Mr. Charlton stated another camper meeting is scheduled for September 14 and the dock situation will be discussed at that time. The DNR has stated that the docks cannot block the shoreline and the impact on the shoreline has to be decreased.

Kylee Harris stated two (2) buoys at Clear Lake were taken and one (1) of them was destroyed. Lynne Liechty made a motion to purchase one (1) replacement buoy from Amazon with the Commissioners’ Credit Card. James Crowl seconded that motion and the motion carried with three (3) ayes.

Frank Charlton reported that Commissioner Crowl and several Fair Board Members were at the County Park taking a look at the new concrete area and the issue with soil disruption. Mr. Charlton said they are going to level it out this Saturday and it was recommended that grass seed be planted in that area very soon. Dan Hammel was contacted and he could hydroseed the area, cover it with straw and put mats down to stop it from going down the bank. James Crowl said the Hog and Sheep Barn sheets water to where the concessions are located and is causing a problem for the handicap accessibility.

Commissioner Crowl said the Hog and Sheep Barn thought they had enough money to put a 6” gutter all the way along that side and they will have to connect into a tile that comes off the hill. James Crowl said an 8” tile with fittings will cost approximately $1,300.00 and a 6” tile will be about $1,000.00 which will take care of a tremendous amount of water. He said that cost is just for material and the 4-H Board is volunteering to do all of the work. Frank Charlton said it would cost approximately $2,500.00 to hydroseed, lay straw and the mats. James Crowl said two (2) more catch basins have to be installed which is another $300.00. Frank Charlton said with everything added in, the total cost is about $5,000.00. James Crowl said the 4-H Board is donating time to install, but they will also be paying for the 6” gutter system. Lynne Liechty made the motion to approve paying for the tile installation, catch basins and hydroseeding from County Park Improvement. James Crowl seconded that motion and the motion carried with three (3) ayes.

Kylee Harris submitted a calendar of beach security days for 2020. She said after this weekend, they need more discussions on funding for next year. She said they want to keep those days, but they will have to look at the budget because the cost is different than they had originally thought.

Jennifer Sharkey, Highway Engineer, submitted NIPSCO Utility Permits 2851, 2852 and 2853 for approval. James Crowl made a motion to approve the Utility Permits. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.
Ms. Sharkey submitted a reimbursement voucher on the 200 N/827 Project for approval. Lynne Liechty made a motion to approve that reimbursement voucher. James Crowl seconded that motion and the motion carried with three (3) ayes.

She also submitted a reimbursement voucher on the 200 N Phase II for design. James Crowl made a motion to approve that reimbursement voucher. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey reported the Highway Department is back on the normal schedule Monday – Friday 7:00 a.m. – 3:30 p.m.

Ms. Sharkey informed the Commissioners they returned the FDR machine that was being rented from Southeastern. She said they still have the Smooth Barrel Roller that has a rent/purchase option. After looking at the price they would have to pay and other equipment needs, it was determined to not purchase the roller. Ms. Sharkey stated that the Broom also has a rent/purchase option and they are still renting at this time; however, there have been issues with that piece of equipment so they do not want to purchase that particular Broom at this time. She stated the Dozer also had a rent/purchase option. She said she is not sure what all documentation is needed because it appears that the Backhoe was traded in against the rental of the Dozer and there was also the rent/purchase option. James Crowl said the Backhoe was not being used. Ms. Sharkey said the Dozer is not powerful enough for future use and there were issues with that needed to be addressed, so it is not a piece of equipment they want to pursue at this time. She said since the Backhoe was traded, it needs to be removed from the asset list and the insurance.

Jennifer Sharkey reported the Patch Truck was delivered on August 26 so they are working on getting the components together. She submitted a more legible Purchase Agreement for re-signature, the title work and registration forms for signature.

Ms. Sharkey said the 2020 Budget Request has a few tweaks and she wanted to have the Commissioners approval before she meets with County Council. She said that the Broom was in the budget for next year and they are not going to pursue that anymore. Ms. Sharkey said another Tandem Chassis was also placed in the budget request and she does not think that is feasible for the 2020 year since there are some trucks in the backlog to complete. She said she would like to investigate purchasing a Full Width Chipper, which is being rented right now and to purchase two (2) enclosed mower tractors. The Commissioners gave her approval to approach the County Council regarding those pieces of equipment.

Ronald Smith discussed Alternate Route signs for I-69. Ms. Sharkey said that she spoke to INDOT and found out the protocol on that. She said if it was done on Old 27, it would take everything to the center of town unless traffic was diverted on another route. Commissioner Smith thought an Alternate Route for I-69 would be a beneficial thing.

Rodney Robinson, Sheriff, submitted quotes to purchase a new washing machine. Lynne Liechty made a motion to approve the low quote from CSC Service Works in the amount of $9,860.00. James Crowl seconded that motion and the motion carried with three (3) ayes.

Robert Scott, FSSA Contract Specialist, submitted an Incarcerated Offenders Provider Agreement for approval. James Crowl made a motion to approve the Agreement. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners discussed the matter of having two (2) additional meetings per month to handle administrative and emergency matters. Mike Marturello, Herald Republican, said if they don’t work from an agenda in those meetings, an agenda doesn’t have to be posted. James Crowl made a motion to meet on the second Monday at 8:30 a.m. and on the fourth Tuesday at 8:30 a.m. starting in October. Lynne Liechty seconded that motion and the motion carried with two (2) ayes and one (1) nay. Donald Stuckey stated that the minutes shall be done in the same manner as normal Commissioners’ Meetings. James Crowl said this is to cut down on the emergency verbal approval forms that are being done now.
Ronald Smith said the EDC Housing Strategy is the next item on the agenda for discussion. James Crowl said the decision was made at the last meeting. Lynne Liechty said she is not going to change her vote.

Erin Schiffli, Commissioners’ Secretary, submitted the 2019-2020 Snow Removal RFP for approval. James Crowl made a motion to approve the Snow Removal RFP. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners scheduled an Administrative Meeting on Friday, September 6, at 8:30 a.m. to review the Highway Superintendent Applications.

The Commissioners received the following correspondence: Steuben County Community Foundation re: SCCF 2019 Annual Public Meeting; EMC Insurance Companies re: 9 Ways Municipalities Can Prevent Fleet Losses; Michael Gaynor, Go Rail re: GoRail Infrastructure Update; Stephanie Yager IACC re: Market Research Survey; Kim Anderson, Assessor re: Abatement Class; Janel Meyer, SCSWCD re: Summer 2019 Newsletter.