

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING
February 1, 2021

The Steuben County Commissioners met at 1:00 p.m. on Monday, February 1, 2021, in the Commissioners' Room of the Steuben County Community Center. Present this day were Commissioners Wil Howard, Lynne Liechty and Ken Shelton. Also present were Donald Stuckey, County Attorney, Ruth Beer, Steuben County Councilwoman, Jim Getz, Steuben County Councilman, Tony Isa, Steuben County Councilman, Kim Meyers, Steuben County Auditor, Kelli Johnson, Steuben County Chief Deputy Auditor and Erin Schiffli, Commissioners' Assistant. Participating telephonically was Kim Anderson, Assessor.

Lynne Liechty made a motion to approve the claims submitted for payment this day totaling \$682,996.27. Ken Shelton seconded that motion and the motion carried with three (3) ayes.

Ken Shelton made a motion to approve the January Monthly Comparison Report and the January Monthly Financial. 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' Meetings held on January 4, 2021 and on January 19, 2021. Ken Shelton seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to officially approve the repairs to the Event Center Sprinkler System. Ken Shelton seconded that motion and the motion carried with three (3) ayes.

The Commissioners reviewed the 2021 Holiday Schedule due to New Year's Day 2022 being on a Saturday. Lynne Liechty made a motion to amend the 2021 Holiday Schedule to observe New Year's Day on Friday, December 31, 2021 and to close County Buildings at noon on Thursday, December 30, 2021 to close out the books. Ken Shelton seconded that motion and the motion carried with three (3) ayes.

Ken Shelton made a motion to approve the cell phone booster for the Highway Department in the amount of \$549.99. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Wil Howard made a motion to approve repairs to an overhead door at the Annex in the amount of \$850.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ken Shelton informed the Commission Board that his wife, Karen Shelton, is the President of the Board of Council on Aging and he does not see a conflict of interest or a reason to recuse himself on matters involving Council on Aging.

Lynne Liechty made a motion to approve the Council on Aging CARES/5311 Operating Grant document in the amount of \$95,808.00. Ken Shelton seconded that motion and the motion carried with three (3) ayes.

The Commissioners discussed two (2) Dodge Chargers that were being decommissioned by the Sheriff's Department. Lynne Liechty made a motion to auction the 2014 Dodge Charger due to high mileage and to send a memo to Departments regarding the 2013 Dodge Charger to see if anyone is interested in for their Department. Ken Shelton seconded that motion and the motion carried with three (3) ayes.

Zack Kessie, Alex Downard and Jill Kinder from Michael Kinder and Sons came to the Commissioners to discuss the Construction Management at Risk Method for the Courthouse Project. He said if the Commissioners were to go down this path, the Commissioners would work hand in hand with the Project Architect and Legal Counsel to put an RFP process together. Companies would then submit a proposal for a Selection Committee to score and then the company chosen would start working on the pre-construction budgets, schedule, phasing, project scope, quality control, etc. Mr. Kessie said they typically see this type of delivery method deployed on larger or complex projects.

Colleen and Ralph Holman and Angie Walker, Steuben County Farmer's Market, requested permission to use the Community Center Parking Lot again this year from May 1, 2021 through October 30, 2021. They also requested to use the entire Community Center Parking Lot and to utilize other County Parking Lots for customer,

handicap and vendor parking. Ken Shelton made a motion to allow the Steuben County Farmer's Market to use the entire Community Center Parking Lot and to utilize other County Parking Lots except for the one (1) on the south of the building in which the Health Department currently uses for their trailers. Commissioner Shelton also stated that a fire lane must be left open in the Community Center Parking Lot. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. The Commissioners further advised the Holman's and Ms. Walker that they will need to speak with MSD regarding the parking lots under their jurisdiction.

Donald Stuckey, County Attorney, recommended that the Auditor's Office keep a copy of the Farmer's Market's Certificate of Insurance on file.

Pam Feller, Probation, requested permission to purchase a refurbished laptop in the amount of \$608.92. Lynne Liechty made a motion to approve the laptop purchase. Wil Howard seconded that motion and the motion carried with three (3) ayes.

Kim Anderson, Assessor, requested that Tina King and Ben Castle be reappointed and Judy Rowe be appointed to the Property Tax Board of Appeals (PTABOA). Ken Shelton made a motion to approve the reappointments of Tina King and Ben Castle and the appointment of Judy Rowe to the PTABOA. Wil Howard seconded that motion and the motion carried with three (3) ayes.

Ms. Anderson also requested approval to enter into an Agreement with Midwest Presort for them to design and mail postcards for Business Personal Property Taxes. Lynne Liechty made a motion to approve the Agreement with Midwest Presort in the amount of \$1,449.26. Ken Shelton seconded that motion and the motion carried with three (3) ayes.

Kim Anderson requested to move the Pictometry Contract from her Reassessment Budget to the Commissioners Budget. Ms. Anderson stated that she did not receive any funds from the bond, GIS or E911 for this Contract. She said while she does have the funds in her budget, it was recommended to request the Commissioners take it over. She said currently they are in year three (3) of six (6) and the amount is 27,321.68 per year.

Wil Howard said if Kim Anderson has the funds for this, they should probably keep it in her budget for now. Commissioner Howard said if something else comes up where Ms. Anderson needs the funding, they could take a look at a different request. Ken Shelton asked if something changed because it was planned to come out of her Reassessment Fund. Kim Anderson said it was budgeted from Reassessment and this will be the third year she will be funding it. She said during the last budget hearings, she brought it to the Council's attention that the Reassessment Fund was declining rapidly and at that point it was mentioned that the Contract should be paid by the Commissioners. Wil Howard recommended bringing her request back to the Commissioners during 2022 Budget discussions.

John Hutchins, Courthouse Maintenance, requested permission to install panic buttons for the three (3) Circuit Court Offices in the amount of \$770.66. He said the current panic button will have to be relocated and two (2) other panic buttons will be installed at the desks. Lynne Liechty made a motion to approve the quote from Williams Electronics. Wil Howard seconded that motion and the motion carried with two (2) ayes and one (1) nay.

Mr. Hutchins reported that the light in the belfry is not working and wanted to know if the Commissioners wanted it fixed. The Commissioners advised that the repair could be considered in the future.

John Hutchins also stated that the bottom of the belfry needs painting. The Commissioners requested him to obtain quotes for that.

Brett Hays, NICC, submitted deficiencies that were found during a Koorsen inspection. Mr. Hays said seven (7) items need to be repaired in the amount of \$1,776.23 and he is requesting the bill be split 50/50 between NICC and the Commissioners. Ken Shelton made a motion to approve the quote from Koorsen and to split the bill 50/50. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to reassign the 2014 Dodge Ram from the Building/Plan Department to NICC when the new vehicles for Building/Plan arrive. Ken Shelton seconded that motion and the motion carried

with three (3) ayes. The Commissioners also advised Erin Schiffler to sell the 2012 Tahoe from NICC on the next online auction.

Wil Howard made a motion to designate Mr. Hays as the voting member for the Indiana Association for Community Corrections Act Counties. Ken Shelton seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the NICC Advisory Board Appointments. Ken Shelton seconded that motion and the motion carried with three (3) ayes.

Mike Sevits, Annex Maintenance, submitted information for roof repair to the Annex. Mr. Sevits explained one (1) side of the Ambulance Bays has water pouring into the building. He said on the other side, the roof is higher and when the snow melts it comes down on the lower roof, builds an ice dam and then starts melting down the wall inside of the building. He said it can be repaired on the east side; however, on the west side where two (2) buildings meet, the only way to fix that is to put heat tape on the roof to melt the snow faster. Lynne Liechty made a motion to accept the quote from Fort Wayne Roofing, not to exceed \$1,500.00. Wil Howard seconded that motion and the motion carried with three (3) ayes.

The Commissioners requested Mr. Sevits to obtain quotes for the installation of the electrical tape.

Mr. Sevits also submitted a quote for thermostat guards from Tri Star Pipe & Supply in the amount of \$744.70. Lynne Liechty made a motion to approve the quote for the thermostat guards. Wil Howard seconded that motion and the motion carried with three (3) ayes.

Mike Sevits submitted quotes for bathroom tile replacement in the Annex. Mr. Sevits stated this was in his budget request and the funds are in Cumulative Capital for this project. Lynne Liechty made a motion to approve the low quote from Van's Home Center in the amount of \$34,685.59. Wil Howard seconded that motion and the motion carried with three (3) ayes.

Mr. Sevits also submitted a quote in the amount of \$37,947.00 from TCSI for installation of security cameras in the Annex. He was requested to obtain more quotes for this project and to submit this in his 2022 Budget Request.

Frank Charlton, County Park Superintendent, reported they had a sprinkler situation at the Event Center where the Fire Department had to assist. He said the valve was plugged and Pranger will be doing the repairs. Mr. Charlton said he knows it will be over \$500.00; however, he's not sure of the exact cost yet.

Mr. Charlton also reported that the cutter bars are bad on the County Park truck plow and will cost \$450.00 plus installation to repair. Wil Howard requested Mr. Charlton to obtain a written estimate on the installation cost and submit that to the Commissioners before it is repaired.

Lynne Liechty made a motion to approve Frontier Utility Permits #2914 and #2915, Qualstar Utility Permit #2916 and NIPSCO Utility Permit #2917. Ken Shelton seconded that motion and the motion carried with three (3) ayes.

Ken Shelton made a motion to approve the Reimbursement Voucher for the CR 200 N Phase II Project. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the low bid from Primco in the amount of \$562,970.54 for the Bridge #17 Project. Ken Shelton seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the Small Structure Inspection Agreement with SJCA in the amount of \$26,410.00. Wil Howard seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey also requested permission from the Commission Board to request an additional appropriation of \$900,000.00 from MVH at next week's Council Meeting. She said during the 2021 Budget Hearings, they did

point out there may be an opportunity for an additional appropriation based on the Motor Vehicle Highway Fund's (MVH) actual revenues and disbursements. She said when they went through the budget process, there was a lot of uncertainty with COVID impacts to the gas tax revenue. Now they have all of the data and feel they are in a good financial position to move forward with this request. Wil Howard made a motion to allow Jennifer Sharkey to approach County Council to request the \$900,000.00 additional appropriation. Ken Shelton seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey said she was not able to get the videos regarding the 600 E Jake brake issue to the Commissioners, but they were provided to her by the resident. Lynne Liechty said she did not want to address the issue because it is more of an argument between neighbors, but she will contact Jeremy Musser regarding the matter.

Jennifer Sharkey submitted the Annual Operations Report to the Commissioners. The Commissioners took the Report under review for approval at the next meeting.

Ms. Sharkey said the Highway Superintendent's Truck needs to be replaced. She said even though it is a 2014 Dodge RAM, it has a short bed with over 150,000.00 miles on it and they are projected to spend more on maintenance and repairs than the truck is worth. Ms. Sharkey said they are looking for a more versatile truck that would be capable of plowing. Derek Iddings said if his truck had a plow, he could be out cleaning up intersections, cul-de-sacs and taking care of emergency calls if needed. Jennifer Sharkey said their goal is to utilize the funds they already have budgeted. The Commissioners asked Ms. Sharkey and Mr. Iddings to do research, obtain quotes and submit them at a future meeting.

Lynne Liechty made a motion to approve the Charlie Spider Fighters Annual Contract for the Jail in the amount of \$1,358.50. Wil Howard seconded that motion and the motion carried with three (3) ayes.

Wil Howard made a motion to approve the Koorsen Annual Testing Invoice for the Jail in the amount of \$1,084.46. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the invoice from the City of Angola in the amount of \$2,500.00 for Cellebrite Phone Forensics for the Sheriff's Department. Wil Howard seconded that motion and the motion carried with three (3) ayes.

Rodney Robinson, Sheriff, submitted an invoice from Delta T for preventative maintenance on the Jail's HVAC system. Sheriff Robinson was informed that Gary Fair is in the process of obtaining quotes from other companies for preventative maintenance on HVAC systems in all County Buildings.

Sheriff Robinson also submitted quotes for boiler and roof replacement at the Jail for the Commissioners' to review.

Rodney Robinson also stated that currently there are snow piles pushed up against the Jail. The Commissioners said they would look into having the piles removed.

Ken Shelton made a motion to approve the quote from All Green in the amount of \$1,030.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. Gary Fair specified that there is a discount given for pre-payment. Donald Stuckey stated that per State Board of Accounts pre-payment is not permitted.

Gary Fair said the Schindler Annual Elevator Inspections Contract starting in 2022 provides savings, but with Kone ending their services the end of April and Schindler picking up the beginning of May, some of the Annual Inspections should fall under the current Kone Contract. Mr. Fair said Kone owes Steuben County the Annual Inspections for permitting as the bill will be paid up through April, 2021. Donald Stuckey said he will have to take a look at that and possibly call Kone for clarification. Mr. Fair said we also need to find out how much is owed to Kone if the Contract is done at the end of April. Mr. Stuckey said his letter requested that they adjust their billing accordingly and he has not received any response to that. He also stated he requested three (3) changes in the Schindler Contract and he has not heard back from them either.

Gary Fair discussed the pre-work requirements required by Schindler for the modernization of the elevator. Mr. Fair said he is having a meeting with Strebig Construction and Danford Electric because they are the only contractors that have responded to his phone calls.

Mr. Fair explained there are other items that are required by the Fire Code and will need to be reviewed by Simplex and Koorsen.

Gary Fair informed the Commissioners that he would contact Julian Earthwork for estimates regarding the removal of the snow piles from the County Parking Lots and would let the Commissioners know the potential cost.

Frank Charlton, County Park Superintendent, came back to the Commissioners with a written quote for the parts and labor to fix the plow on the County Park truck. Mr. Charlton said the labor would be \$180.00, plus parts in the amount of \$454.62 for a total amount of \$634.62 which would be paid from the County Park Budget. Lynne Liechty made a motion to approve the quote in the amount of \$634.62 from KFG. Ken Shelton seconded that motion and the motion carried with three (3) ayes.

Wil Howard made a motion to allow the Literacy Coalition to use the Auditorium, in accordance with CDC Guidelines, the weeks of June 7-11 and June 14-18 from 12:30-4:30 p.m. and to also waive the rental fee for the Drama Camp. Ken Shelton seconded that motion and the motion carried with three (3) ayes.

The Commissioners received correspondence regarding the Hamilton Lake Conservancy District's Annexation of the Stouder Property. Donald Stuckey said it affects the Stouder's as they have access to the services and they will have to pay a fee for it. Mr. Stuckey said it isn't anything the County Commissioners have anything to do with so no response is needed.

The Commissioners discussed the continuation of telephonic conferencing, due to COVID-19, during the Commissioners' Meetings and decided that a conference shall be open for anyone that chooses to call in. The Commissioners further requested that the information be placed on the Meeting Agenda.

Lynne Liechty made a motion to approve Resolution 02-2021-01 naming Angela Campbell, HR Administrator, the new ADA Coordinator. Ken Shelton seconded that motion and the motion carried with three (3) ayes. Resolution 02-2021-01 reads as follows:

RESOLUTION 02-2021-01

Amendment to Resolution 11-2012-02 & 05-2015-01 & 06-2016-01 & 10-2018-01

A Resolution of the Steuben County Board of Commissioners
of the County of Steuben, Indiana
Adopting the Americans with Disabilities Act (ADA)
ADA Coordinator and Procedures

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

WHEREAS, in compliance with Title II of the ADA the County of Steuben shall name an ADA Coordinator; and

WHEREAS, in compliance with Title II of the ADA the County of Steuben shall adopt a grievance procedure for resolving complaints alleging violation of Title II of the ADA; and

WHEREAS, in compliance with Title II of the ADA the County of Steuben shall publish notice to the public regarding the ADA;

WHEREAS, in compliance with Title II of the ADA the County of Steuben shall post the ADA coordinator's name, office address, and telephone number along with the ADA Notice and ADA grievance process on its website.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the County of Steuben, Indiana:

The Steuben County Human Resources Administrator, Angela Campbell, is designated as the ADA Coordinator for the County.

The Notice under the Americans with Disabilities Act, a copy of which is posted to the County's website, is adopted as the County of Steuben Notice under the Americans with Disabilities Act.

The County of Steuben ADA Grievance Procedure under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the grievance procedure for addressing complaints alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by the County of Steuben.

In compliance with Federal and State laws as set forth above, the Steuben County Board of Commissioners resolves to post the required information regarding the ADA coordinator, notice under the Americans with Disabilities Act, and County of Steuben Grievance Procedure under the Americans with Disabilities Act on its website and at such other locations as may be determined from time to time.

PASSED, APPROVED AND ADOPTED this 1st day of February, 2021

Steuben County Commissioners
Wil Howard, President
Lynne Liechty, Vice President
Ken Shelton, Member

ATTEST: Kim Meyers, Auditor

Ken Shelton made a motion to approve the Health Insurance Stop Loss Endorsement. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ken Shelton made a motion to approve the Auditor's Office purchase of new chairs, not to exceed \$4,300.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners requested that a memo be sent to Jack Daniel, Martin Riley, requesting a more detailed invoice.

STEUBEN COUNTY BOARD OF COMMISSIONERS

Wil Howard, South District

Ken Shelton, Middle District

Lynne Liechty, North District

Attest: _____
Kim Meyers, Steuben County Auditor
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