

Steuben County Commissioner Meeting
December 18, 2023 Minutes

The Steuben County Commissioners met at 9:00 a.m. on Monday, December 18, 2023, in the Commissioner's Room of the Steuben County Community Center. Present on this day were Commissioners Wil Howard, Ken Shelton, and Andy Laughlin. Also present were County Attorney Don Stuckey, Auditor Kelli Johnson, Chief Deputy Auditor Ann Brant, Brenda Adams, Commissioners Assistant, Abby Teller, Councilwoman Ruth Beer, and HR Administrator Erin Schiffler.

Commissioner Ken Shelton offered a prayer and Commissioner Andy Laughlin led the Pledge of Allegiance.

Commissioner Wil Howard called the meeting to order.

Jeff Bassett, Business Impressions submitted to the Board of Commissioners the 2024 Steuben County Xerox estimated operating costs and they are as follows: Total maintenance \$33,326.02, total leases \$41,667.12, buyout for the Health Department machine \$1,201.00 and workflow central software \$234.00. This is a 3.8% increase over 2023. The total estimated cost is \$76,428.14. The Health Department's old copy machine will go to the EMA Department. The workflow central software will help redact documents, take a PDF file and turn it into a Word or Excel document, with a total of seven different functions. The plan included replacing Xerox machines in the Assessor, Auditor and the Health Department. Commissioner Ken Shelton made a motion to approve and sign the order confirmation contract with Business Impression for \$76,428.14 for the 2024 Steuben County Xerox estimated operating costs as presented. Commissioner Andy Laughlin seconded the motion and the motion carried with three (3) ayes.

Sheriff Robinson submitted to the Board of Commissioners a Use and Dissemination Agreement Between Bloomington Police Department Partners in Relation to the Bloomington Police Department Motorola Flex Insight System. Sheriff Robinson explained any entity that has the Spillman System (Law Enforcement Data System) has a single connecting site so any department can query other sites for information. Lake County used to be the single source site, but now the Bloomington Police Department will and that is what this agreement acknowledges. Commissioner Andy Laughlin made a motion to accept and sign the agreement titled: Use and Dissemination Agreement Between Bloomington Police Department Partners in Relation to the Bloomington Police Department Motorola Flex Insight System. Commissioner Ken Shelton seconded the motion and the motion carried with three (3) ayes.

Commissioner Ken Shelton made a motion to approve the December 18, 2023 claims for \$1,299,686.51. Commissioner Andy Laughlin seconded the motion and the motion carried with three (3) ayes.

Commissioner Ken Shelton made a motion to approve the December 15, 2023 payroll for \$498,247.54. Commissioner Andy Laughlin seconded the motion and the motion carried with three (3) ayes.

Commissioner Andy Laughlin made a motion to approve the Commissioner's meeting minutes for November 20, 2023 and December 4, 2023. Commissioner Ken Shelton seconded the motion and the motion carried with three (3) ayes. The minutes will be signed at the next meeting.

Commissioner Wil Howard submitted to the Board of Commissioners the contract from Martin Riley for consulting services on the County Jail for their signature. The contract was approved at the November 20, 2023 meeting. The Board of Commissioners signed the contract.

Commissioner Ken Shelton made a motion to approve invoice #479004-10 from the Moake Park Group for the Sheets Family Park for \$11,505.47. Auditor Kelli Johnson stated there is \$7,965.00 remaining. Commissioner Ken Shelton made a motion to approve invoice #479004-10 for \$11,505.47 from Moake Park Group. Commissioner Andy Laughlin seconded the motion and the motion carried with three (3) ayes.

Commissioner Ken Shelton made a motion to appoint Commissioner Andy Laughlin to the Region 3-A Board of Directors for 2024. Region 3-A is a voluntary, cooperative, regional quasi-governmental entity providing regional coordination and technical assistance for Huntington, LaGrange, Noble, Steuben, Whitley and Wabash Counties. Commissioner Wil Howard seconded the motion and the motion carried with three (3) ayes. Commissioner Andy Laughlin accepted the appointment.

Commissioner Ken Shelton made a motion to approve the continued endowment for Trine University for \$12,500.00 to be paid in February 2024. Commissioner Andy Laughlin seconded the motion and the motion carried with three (3) ayes.

Clint Knauer, Director of Building/Planning submitted to the Board of Commissioners a Certification of Zone Change by the Steuben County Plan Commissions Z-23-05 Danford/3rd Basin LLC. Tim Danford/3rd Basin LLC petitions for a zone change of one tract of land measuring in total roughly twenty-two and sixty-one-hundredths (22.61) acres. The proposed zone change is from Environmental Control to Lake Residence. The property is located at W 250 N Section 07 of Pleasant Township. Map#76-06-07-000-002.020-011. On December 6, 2023, the Steuben County Plan Commission passed forward to the Board of Commissioners with a positive recommendation. Commissioner Ken Shelton made a motion to approve Zoning Ordinance Z-23-05 Danford/3rd Basin LLC. Commissioner Andy Laughlin seconded the motion and the motion carried with three (3) ayes.

Thereupon, County Commissioner, Andy Laughlin, moved that all rules of procedure of the County Commissioners which might prevent, unless suspended, that first, second and third readings of Steuben County Zoning Ordinance No. Z-23-05, for final passage and adoption of said Zoning Ordinance at this meeting without reading the said Zoning Ordinance in full but reading the title only. This motion was seconded by Commissioner Ken Shelton and was on the call of the roll adopted by the following vote:

Ayes
3

Nays
0

Under the suspension of the regular rules, County Commissioner, Andy Laughlin, then moved that the Zoning 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 Zoning Ordinance was seconded by Commissioner Ken Shelton 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 Zoning Ordinance for the first, second and third readings. Thereupon, County Commissioner, Andy Laughlin, moved for final passage and adoption of the Zoning Ordinance in full applicable regulations to establish such Zoning Ordinance. This motion for final passage and adoption was seconded by Commissioner Ken Shelton and on the call of the roll adopted by the following vote:

Ayes
3

Nays
0

The President of the Steuben County Commissioners, Wil Howard, declared publicly Zoning Ordinance No. Z-23-05, to have been duly passed and adopted. Thereupon, said Zoning Ordinance was signed by all members of the Steuben County Commissioners.

Upon approval, Zoning Ordinance No. Z-23-05 was signed by all members of the County Commissioners present and attested by the County Auditor. Zoning Ordinance No. Z-23-05 was adopted and reads as follows:

Certification of Zone Change
By the
Steuben County Plan Commission
Z-23-05 Danford/3rd Basin LLC

WHEREAS, on September 19, 2023, the Steuben County Plan Commission received a request to change zoning; said request was designated Petition for Zone Change Z-23-05 Danford/3rd Basin LLC

WHEREAS, the required notices of public hearing on said Petition for Zone Change were published as required by law,

WHEREAS, the required notices of public hearing on said Petition for Zone Change were sent by certified mail to all interested parties as required by law, and

WHEREAS, the Steuben County Plan Commission conducted a public hearing on said Petition for Zone Change on date December 6, 2023,

NOW THEREFORE, BE IT RESOLVED the Steuben County Plan Commission DOES RECOMMEND, by a six (6) to zero (0) vote, certification of the following petition for changing the zoning from General Business to Manufactured Home:

(Z-23-05) Tom Danford/3rd Basin LLC petitions for a zone change of one tract of land measuring in total roughly twenty-two and sixty-one-hundredths (22.61) acres. Proposed zone change is from Environmental Control to Lake Residence. Property is located at W 250 N Section 07 of Pleasant Township. Map#76-06-07-000-002.020-011

BE IT FURTHER RESOLVED, the Plan Director is hereby directed to present a copy of this Certification to the Board of Commissioners of the County of Steuben, Indiana.

This is to certify that the above is a true and exact copy of the Petition approved at the meeting of the Steuben County Plan Commission held on date December 6, 2023

Certified and signed this _____ day of _____ 2023.

STEUBEN COUNTY PLAN COMMISSION

Richard Shipe, President

Attest: _____
Clinton W. Knauer, Plan Director

Ordinance No. Z-23-05

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 Environmental Control shall hereinafter be zoned as Lake Residence:

A PART OF THE SOUTH ONE HUNDRED ACRES OF THAT PART OF THE NORTH HALF OF SECTION 7, TOWNSHIP 37 NORTH, RANGE 13 EAST, PLEASANT TOWNSHIP, STEUBEN COUNTY, INDIANA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT A SPIKE NAIL LOCATED AT THE SOUTHWEST CORNER OF THE NORTH HALF OF SECTION 7, TOWNSHIP 37 NORTH, RANGE 13 EAST; THENCE SOUTH 89 DEGREES 44 MINUTES 54 SECONDS EAST, ON THE SOUTH LINE OF SAID NORTH HALF. A DISTANCE OF 1775.21 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE NORTH 00 DEGREES 15 MINUTES 06 SECONDS EAST, PARALLEL WITH THE WEST LINE OF THE SECONDARY PLAT FOR THE VILLAS OF CROOKED LAKE BEING RECORDED AS INSTRUMENT NO. 0304-1798, A DISTANCE OF 1301.99 FEET TO A 5/8-INCH REBAR CAPED CASTERLINE; THENCE NORTH 89 DEGREES 44 MINUTES 42 SECONDS EAST, PARALLEL WITH THE NORTH LINE OF SAID NORTH HALF OF SAID SECTION 7, A DISTANCE OF 800.00 FEET TO A 5/8-INCH REBAR CAPPED "CASTERLINE" ON A MENDER LINE; THENCE SOUTH 11 DEGREES 08 MINUTES 08 SECONDS EAST, ON A MENDER LINE, A DISTANCE OF 886.51 FEET TO A 5/8-INCH REBAR CAPPED "RUSSELL" ON THE NORTH LINE OF SAID SECONDARY PLAT FOR THE VILLAS OF CROOKED LAKE; THENCE NORTH 89 DEGREES 44 MINUTES 54 SECONDS WEST, ON SAID NORTH LINE, A DISTANCE OF 750.00 FEET TO A 5/8-INCH REBAR CAPPED "CASTERLINE" AT THE NORTHWEST OF SAID SECONDARY PLAT FOR THE VILLAS OF CROOKED LAKE; THENCE SOUTH 00 DEGREES 15 MINUTES 06 SECONDS WEST, ON THE WEST LINE OF SAID SECONDARY PLAT FOR THE VILLAS OF CROOKED LAKE. A DISTANCE OF 440.00 FEET TO A 1-INCH PIPE AT THE SOUTHWEST CORNER OF SAID SECONDARY PLAT AND ALSO BEING ON THE SOUTHLINE OF THE AFORESAID NORTH HALF OF SECTION 7; THENCE NORTH 89 DEGREES 15 MINUTES 54 SECONDS WEST. ON SAID SOUTHLINE, A DISTANCE OF 225.00 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION, INCLUDING THAT REAL ESTATE LYING BETWEEN THE ABOVE DESCRIBED MEANDER LINE AND THE SHORELINE OF CROOKED LAKE, CONTAINING 22.61 ACRES, MORE OF LESS AND BEING SUBJECT TO AND/OR TOGETHER WITH EASEMENTS AND RIGHTS OF WAY OF RECORD.
TOGETHER WITH A 50 FOOT EASEMENT FOR INGRESS AND EGRESS NORTH OF AND ADJACENT TO THE FOLLOWING DESCRIBED LINE:
BEGINNING AT THE SOUTHWEST CORNER OF THE NORTH HALF OF SECTION 7, TOWNSHIP 37 NORTH, RANGE 13 EAST, STEUBEN COUNTY, INDIANA; THENCE SOUTH 89 DEG. 44 MIN. 54 SEC. EAST ON THE SOUTH LINE OF THE NORTH HALF OF SAID SECTION 7. A DISTANCE OF 1775.21 FEET TO THE TERMINUS OF THE LINE HEREIN DESCRIBED.

DATED: December 18, 2023

STEUBEN COUNTY BOARD OF COMMISSIONERS

Wil Howard, President/Southern District

First Reading

Andy Laughlin, Northern District

Second Reading

Kenneth L. Shelton, Central District

Third Reading

ATTEST: _____
Kelli Johnson, Steuben County Auditor

Chip Porter, Highway Engineer submitted to the Board of Commissioners INDOT LPA Vouchers: Claim #1 for Preliminary Engineering on Bridge #37 to Lochmueller Group for \$2,637.50. Claim #8 for Construction Engineering on CR 200 N to American Structure Point for \$534.85. Claim #8 for Preliminary Engineering on the Countywide Bridge Inspection Program to BLN for \$23,479.96. Commissioner Andy Laughlin made a motion to approve INDOT LPA claims: Claim #1 for Preliminary Engineering on Bridge #37 to Lochmueller Group for \$2,637.50. Claim #8 for Construction Engineering on CR 200 N to American Structure Point for \$534.85. Claim #8 for Preliminary Engineering on the Countywide Bridge Inspection Program to BLN for \$23,479.96. Commissioner Ken Shelton seconded the motion and the motion was carried with three (3) ayes.

Chip Porter, Highway Engineer informed the Board of Commissioner that the Community Crossing grant for 2024 will be a maximum of \$1.5 million.

Chip Porter, Highway Engineer gave the Board of Commissioners updates for the Highway Department and they are as follows: Bridge #51- the road is closed and work has begun. CR 200 N- Frontier is the last utility to relocate, working with them now. 100/N 200 W Roundabout- Started ROW acquisition work. CIP plan- still need to schedule stakeholder meetings. Front bathroom- work starts in December. Fiber project- still waiting on a part. Fuel Center Project- Geotechnical work has been completed, now onto foundation design and State Building Permits. Indiana Earn Grant- position for summer position has been offered to a Junior at Trine.

Chip Porter, Highway Engineer submitted to the Board of Commissioners for approval for a pre-owned 2008 Low Bow Trailer for \$32,000.00 to STS Truck & Equipment Sales to be paid in the 2024 budget. Commissioner Ken Shelton made a motion to approve and sign the quote for a 2008 Low Bow Trailer for \$32,000.00 to STS Truck & Equipment Sales. Commissioner Andy Laughlin seconded the motion and the motion carried with three (3) ayes.

Chip Porter, Highway Engineer submitted to the Board of Commissioners a quote for a 2023 skid-loader trailer from Midway Trailer Sales LLC for \$23,065.00. Commissioner Ken Shelton made a motion to approve and sign the quote for a 2023 skid-loader trailer from Midway Trailer Sales LLC for \$23,065.00. Commissioner Andy Laughlin seconded the motion and the motion carried with three (3) ayes.

Chip Porter, Highway Engineer submitted to the Board of Commissioners for approval of quote # tkreider-0001 for a mini excavator for \$126,228.01 from Brandeis Machinery & Supply Company. Mr. Porter said we would sell the current mini excavator at the auction. Commissioner Andy Laughlin made a motion to approve and sign the quote for a mini excavator from Brandeis Machinery & Supply Company for \$126,228.01. Commissioner Ken Shelton seconded the motion and the motion carried with three (3) ayes.

Chip Porter, Highway Engineer said the updated truck bids are in. Mr. Porter said the new tandem truck they would like to buy, the build, and the chassis are both sourceable contracts. The chassis would come from Stoops Western Star of Ohio for \$152,750.00. The build would be Kalida Truck and Equipment for \$143,000.00. For a total cost of one new truck \$295,750.00. Commissioner Ken Shelton made a motion to approve the quote of the chassis from Stoops Western Star of Ohio for \$152,750.00 and Kalida Truck and Equipment for the build for \$143,000.00. Commissioner Andy Laughlin seconded the motion and the motion carried with three (3) ayes.

Commissioner Ken Shelton made a motion to approve and sign the Engineer Agreement with Charles Porter for \$105,825.29 payable on a basis of 26 pay periods for the year 2024. Commissioner Andy Laughlin seconded the motion and the motion carried with three (3) ayes.

The Board of Commissioners was presented with a Memorandum of Understanding with HWC Engineering and six community partners: Steuben County Community Foundation, Steuben County Tourism Bureau, Steuben County Government, City of Angola, Cameron Memorial Community Hospital, and Trine University. HWC will facilitate a process to help identify a range of alternatives for adaptive reuse of the current courthouse and the adjacent park space. Steuben County will commit to paying \$15,000.00 for this project. Commissioner Ken Shelton made a motion to approve the \$15,000.00 commitment and sign the agreement with HWC Engineering for the reuse project of the current courthouse. Commissioner Andy Laughlin seconded the motion and the motion carried with three (3) ayes.

Scott Masseur, Steuben County Resident has rented a camp spot for 9 years. He voiced his and other campers' concerns to the Board of Commissioners regarding issues at the Steuben County Campground. His concerns are as follows: Since there will be a fee for boat docking, he is wondering who will be responsible for liability for theft, docks being destroyed, and people getting hurt. He said some of the campers are disabled and asked about accessibility for them at the docks. Mr. Masseur said there are speed bumps throughout the campground and the people using wheelchairs are having problems getting over the speed bumps. Mr. Masseur said the campground is currently not handicap accessible and the bathroom has one handicap stall but you cannot get a wheelchair in the stall. Mr. Masseur said since we are a public campground, the public runs through the campground and people come through the campground at 3 am. Some have been at the beach and are drinking and smoking, then using the facilities that are supposed to be for the campers. These people trash the bathrooms and Mr. Masseur believes the bathrooms are no longer an amenity for the campers. Also, they drive their side by side, golf karts, and mopeds in the campground and the campers are not allowed to have these. Mr. Masseur said the rent is going up and the rates were compared to private campgrounds with more amenities which are private to the campers. Mr. Masseur would like to see some improvements to the campground if rates are increasing. Scott Schwartz, Park Superintendent addressed some of the concerns saying the new dock which is being installed in 2024 will have a separate 5 ft. wide dock. Commissioner Andy Laughlin asked to have a sidewalk going to the dock. Mr. Swartz suggested an electronic gate. It was discussed whether to have one or two electronic gates so the public would not be able to come into the campground if you have not rented a space. Commissioner Andy Laughlin said to cut the speed bumps down so the wheelchairs can get over them. Commissioner Wil Howard suggested putting some type of material on the side of the speed bump and putting a sign at the docks for tenants only. County Attorney Don Stuckey said the County is not

responsible for the theft of property at the docks, only if someone would fall on the docks. Commissioner Andy Laughlin said the bathrooms would be grandfathered for ADA requirements and suggested a handicapped port-a-john. Commissioner Ken Shelton thanked Mr. Masseau for his concerns and said we will continue to improve. Commissioner Andy Laughlin made a motion to accept the 2024 rates as presented. Commissioner Ken Shelton seconded the motion and the motion carried with three (3) ayes. The new rates are as follows: 2024 lot rent \$3,245.00, 2024 off-season storage \$250.00 flat fee, personal dock \$400.00, County dock \$500.00 and non-camper \$1,500.00. If the person is a current Steuben County Resident with a Steuben County Driver's License, they may qualify for a 10% discount on lot and dock rentals. Commissioner Wil Howard will put together some financial data for the operations of the Park in 2024 so we can see what direction the park will go.

Erin Schiffli, HR Administrator submitted to the Board of Commissioners an updated Title V Implementation Plan. The plan needs to be updated every year to be eligible for Federal Funding from INDOT. Ms. Schiffli said the updates are the liaison list, accomplishments, and a work plan. Commissioner Ken Shelton made a motion to approve and sign the updated Title V Implementation Plan. Commissioner Andy Laughlin seconded the motion and the motion carried with three (3) ayes.

Erin Schiffli, HR Administrator submitted to the Board of Commissioners the title for a 2015 Braun Handicap Van to be signed by the Commissioners and transferred to the Council on Aging. Ms. Schiffli said the County is the pass-through for the grant and it is time for the title to be released to them. Commissioner Andy Laughlin made a motion to sign the title for a 2015 Braun Handicap Van and transfer it to the Council on Aging. Commissioner Ken Shelton seconded the motion and the motion was carried with three (3) ayes.

Kelli Johnson, Auditor submitted to the Board of Commissioners A Resolution Assigning a Tax Sale Certificate to the City of Angola, Indiana. Ms. Johnson explained that the City of Angola was interested in obtaining the Certificate for 108 S. Wayne St., Angola, IN 46703. The property has been through multiple tax sales with no purchasers, so the County can transfer a certificate to the City of Angola with no money exchanged. Delinquent taxes of \$23,004.20 will be written off. Commissioner Ken Shelton made a motion to approve Resolution 12-2023-08. Commissioner Andy Laughlin seconded the motion and the motion carried with three (3) ayes.

Resolution No. 12-2023-08 passed and was adopted by the Board of Commissioners of Steuben County and reads as follows:

Resolution No. 12-2023-08

Steuben County, Indiana Board of Commissioners
A RESOLUTION ASSIGNING TAX SALE CERTIFICATE
TO THE CITY OF ANGOLA, INDIANA

WHEREAS, Steuben County, Indiana, by and through its Board of Commissioners, is the holder of the tax sale certificate for the real property described in **Exhibit A** attached hereto;

WHEREAS, pursuant to I.C. 6-1.1-24-9, the Steuben County Board of Commissioners may assign tax sale certificates held in the name of the county executive to any political subdivision;

WHEREAS, the City of Angola, Indiana has expressed a desire to obtain the tax sale certificate for the property described in **Exhibit A** and has requested from the Steuben County Board of Commissioners an assignment of that certain tax sale certificate; and

WHEREAS, it is a benefit to both Steuben County and the City of Angola that the tax sale certificate for the property described in **Exhibit A** now be assigned to the City of Angola, Indiana.

NOW, THEREFORE, BE IT RESOLVED BY THE STEUBEN COUNTY, INDIANA BOARD OF COMMISSIONERS:

1. That Steuben County, Indiana by and through its Board of Commissioners hereby approves the assignment of the tax sale certificate held by the County to the City of Angola, Indiana for the real property described in **Exhibit A** attached hereto.
2. That all taxes, penalties and special assessments against the property described herein shall be removed upon the issuance of a tax deed to the City of Angola, pursuant to I.C. 6-1.1-25-4(e).
3. That the period of redemption of the real property described herein shall be for one hundred twenty (120) days from the date the certificate is assigned, pursuant to applicable law.

PASSED AND ADOPTED this 18th day of December, 2023.

STEUBEN COUNTY, INDIANA BOARD OF COMMISSIONERS

Wil Howard, President

Ken Shelton, Vice President

Andy Laughlin, Member

ATTEST:

Kelli Johnson, Auditor

Exhibit A

Address	Parcel No. / Certificate Number	Legal Description
108 S. Wayne St., Angola, IN 46703	76-06-26-311-220.000-012 762300298	OP MD PT 44'x50' EX 2nd STORY Lot 73

Kelli Johnson, Auditor submitted to the Board of Commissioners Resolution No. 12-2023-07 Commissioner Assignment of TS Certificate. Jessie Griggs came to the Board of Commissioners requesting the assignment of TS Certificate. Mr. Griggs has a non-profit organization on Silver Lake that would like to take over these lots which have been on the tax sales for a long time. He is boarded on Silver Lake on the north side and Holiday Woods on the south side. Mr. Griggs said his organization doesn't have the money to pay the tax burden but would like to clean the properties up and let the forest restore itself to create a buffer between the properties. His reservation is there is a private water system in Holiday Woods and his non-profit doesn't have the means to pay this bill. County Attorney Don Stuckey said there are covenants and restrictions on some of these properties and would need to be recorded to be binding. Mr. Griggs would need to research this at the title company. Mr. Griggs could petition the Plan Commission to remove the lots from Holiday Woods. Mr. Griggs decided to wait and do more research. Commissioner Wil Howard would like to see what the County owns in Holiday Woods and take it to the Plan Commission ourselves.

Erin Schiffli, HR Administrator told the Board of Commissioners we have a 5 million dollar umbrella for our insurance.

Brett Hayes, Director of Community Corrections submitted 2 quotes. The 1st was Priority 1 for \$1,078.00 for the fire alarm panel with an annual \$600.00 internet monitoring cost. Lakeland Electronics was \$1,456.60 with an annual \$175.00 cost. Mr. Hayes suggested we go with Priority 1 due to a problem he had with Lakeland Electronics. Commissioner Ken Shelton would like to get with Lakeland Electronics and iron the problem out. Mr. Hayes is asking the Commissioners to pay for ½ of the equipment and ½ of the annual fee. Commissioner Wil Howard suggested the Commissioners pay for the equipment and have Mr. Hayes take the annual fee from his budget. Commissioner Andy Laughlin said the Commissioners could pay for the equipment and annual fee for 2024 and Mr. Hayes could take over the annual fee from his budget in 2025. Discussion continued. Commissioner Ken Shelton made a motion to approve the contract with Lakeland Electronics for \$1,631.30 for the fire alarm panel and annual monitoring. Commissioner Ken Shelton made a motion to rescind his previous motion. Commissioner Wil Howard seconded the motion and the motion carried with three (3) ayes. The Commissioners will work on this and bring it back.

Brett Hayes, Director of Community Correction submitted a quote to purchase an end-of-lease Xerox Versalink B7035H for \$988.00. Mr. Hayes said he would use this machine here for one year, the it will be transferred to LaGrange. Commissioner Andy Laughlin made a motion to purchase the end-of-lease Xerox Versalink B7035H for \$988.00. Commissioner Ken Shelton seconded the motion and the motion carried with three (3) ayes.

Brett Hayes, Director of Community Corrections submitted a request to the Board of Commissioners to replace 2 windows for \$4,595.00 from Delta/T Mechanical. The windows are embedded in the brick. Commissioner Andy Laughlin would like to see a quote from a contractor or NEI Window Company which would fall under the Capital Improvements-Commissioners budget.

Brett Hayes, Director of Community Corrections submitted a request to the Board of Commissioners to install an exhaust fan/light for \$4,436.64 from Delta/T Mechanical. The Commissioners would like to get more information on these two projects before a decision is made.

Brett Hayes, Director of Community Corrections submitted a request to the Board of Commissioner for case manager training funds for \$3,958.40. This will be paid with 2023 money from fund #9158. Commissioner Ken Shelton made a motion to approve the requested training funds for \$3,958.40. Commissioner Andy Laughlin seconded the motion and the motion was carried with three (3) ayes.

Brett Hayes, Director of Community Corrections submitted to the Board of Commissioners a proposal from Relias which is a training platform. Mr. Hayes would like the County Attorney to take a look at the contract. If approved and signed in December 2023 the cost is \$4,444.20 for the first year. There is a \$2,000.00 implementation fee which makes

the total \$6,444.20. This is for staff training. This will be taken out of 2023 funds. Commissioner Ken Shelton made a motion to have County Attorney Don Stuckey look at the contract and give his blessing then we will move forward with the contract. Commissioner Andy Laughlin seconded the motion and the motion carried with three (3) ayes.

Greg Diehl, Board of Aviation Commission asked the Board of Commissioners to appoint Dennis DeForest as an Aviation Board Member. Commissioner Ken Shelton made a motion to approve Dennis DeForest as appointed by the Board of Commissioners from January 1, 2024 to December 31, 2027. Commissioner Andy Laughlin seconded the motion and the motion carried with three (3) ayes.

Greg Diehl, Board of Aviation Commission asked the Board of Commissioners to spend \$15,000.00 of available funds to upgrade the electrical at the new fuel farm. Commissioner Ken Shelton made a motion to approve the electrical upgrade of the fuel farm with the available \$15,000.00 funds.

Salem Fire Department has requested an additional \$10,000.00 match for APRA money. Kelli Johnson, Auditor said she is still waiting for documentation that the Township gave Salem Fire their \$10,000.00. The Commissioner said when Ms. Johnson receives the documentation, the County can pay the \$10,000.00 to Salem Fire Department. Commissioner Wil Howard said it does not appear the Salem Fire Department will have enough money to fix the fire truck and maybe they could come back with additional requests to get the project done.

The Board of Commissioners brought back the discussion of the easement on the Parsell property. The original easement was only 25 ft, we are moving the easement and the new easement will be 60 ft. The Parsells are asking \$500.00 to help with attorney fees. Commissioner Ken Shelton said the original easement to the south could be a problem, so moving it would be a benefit to the County to move it to the North. Mr. Parsell has been charged an additional \$500.00 in attorney fees to get this done and believes Mr. Parsell has been a good neighbor. Commissioner Andy Laughlin made a motion to approve the 60ft. easement and pay up to \$500.00 in attorney fees for the Parsell Easement. Commissioner Andy Laughlin seconded the motion and the motion carried with three (3) ayes.

Kelli Johnson, Auditor submitted to the Board of Commissioners the 1st draw to New Era Technology Midwest for \$45,000.00 for upgrades in the Courtroom. Commissioner Andy Laughlin made a motion to pay the 1st draw to New Era Technology Midwest for \$45,000.00. Commissioner Ken Shelton seconded the motion and the motion was carried with three (3) ayes.

Commissioner Ken Shelton thanked June Julian for all her help.

Commissioner Ken Shelton made a motion to appoint Commissioner Wil Howard to the EDC Board. Commissioner Andy Laughlin seconded the motion and the motion carried with three (3) ayes. Commissioner Wil Howard accepted the appointment.

STEUBEN COUNTY COMMISSIONERS

Wil Howard, South District

Ken Shelton, Middle District

Andy Laughlin, North District

Attest: _____
Kelli Johnson, Steuben County Auditor

