

**MINUTES OF A REGULAR SESSION OF THE
BOARD OF COMMISSIONERS HELD October 25, 2021**

Comes now the hour of 8:30am. on the 25th day of October, 2021 in the Commissioners Room in the Noble County Courthouse, Albion, Indiana, being the time, date and place set for a regular session of the Board of Commissioners of Noble County, Indiana.

Present were:

Gary Leatherman, President
Anita Hess, Vice President
Dave Dolezal, Member

Also present were:

Jacqueline L Knafel, County Coordinator
Dennis Graft, Noble County Attorney
Steve Garbacz, KPC Media

Gary Leatherman, Commissioner President, called the meeting to order at approximately 8:30am.

CORRESPONDENCE

- IDEM = Forest River – Air Quality permit
- IDEM - Colwell – Modification of permit
- IDEM – Parker Hannifin – Air Quality permit
- AECOM- streamlined renewal – Parker Hannifin
- IDEM – Irving Gravel – Air Quality permit

MINUTES

- Regular session- Minutes of the October 12, 2021 meeting were read and approved as written with a motion from Dave Dolezal and a second from Anita Hess. Motion carried 3-0.
- Executive Session – Minutes of the executive session held September 13, 2021 were also approved as written. Anita Hess moved to approve. Dave Dolezal seconded and the motion carried 3-0.

CLAIMS

Claims dated 10/25/21 were reviewed. The 13-page report totaled \$857,655.40 and was approved with a motion from Dave Dolezal. Anita Hess seconded. Motion carries 3-0.

PAYROLL

The commissioners review payroll dated 10/21/2021 totaling \$427,432.96. The report contained 4-pages. Dave Dolezal moved to approve with Anita Hess seconding the motion. Motion carried 3-0.

OLD BUSINESS

Gary Leatherman reviewed the landfill semi-annual report with the other two members and indicated that he would speak with Mike Haines concerning some repair work at the site.

SURPLUS

Stephanie Leonhardt, tax sale deputy, had provided a listing of tax sale surplus that needed to be transferred to the general fund. This was unclaimed funds going back to 2018. Motion to transfer \$23,686.84 from the tax sale surplus fund to general fund came from Dave Dolezal and was seconded by Anita Hess. Motion carried 3-0.

ICE MILLER

A “letter of engagement has been received from Ice Miller, Indianapolis Attorneys, for aiding in the ARP funding. Motion to sign the letter came from Dave Dolezal and was seconded by Anita Hess. Motion carried 3-0.

SHERIFF

Max Weber, Noble County Sheriff, was present to get the status of the grinder system for sewage at the Noble County Jail. Lori Rogers, State Board of Accounts, had given an opinion about the usage of ARP funds for this use. After discussion Dave Dolezal moved to approve the purchase

of the Grinder from Three Rivers Water Solutions out of Fort Wayne in the amount of \$124,784.00. Anita Hess seconded the motion. Motion carried 3-0.

HIGHWAY

Richard Rogers, Highway Superintendent, had the following information for the commissioners:

- Utility permit – Precision Utilities Group – duly entered
- Utility permit – QC Communications for MediaCom – duly entered
- Right of Way permit for Ball Road soil borings.
- Driveway permit – Richard has a request for a variance for a driveway on 600 W. He is reporting that the sight distance is okay but it lies too close to another drive. This being the best location for the driveway, the variance is needed. Dave Dolezal moved to approve the variance. Anita Hess seconded the motion. Motion carried 3-0.
- The department continues brush cutting, ditching and berming while the weather holds.
- Rain over the week-end has caused some issues on area roads.

Zack Smith, Highway Engineer, has the following engineering update for the commissioners:

- The department is in need of tires for the two trucks that they are refurbishing. The amount of the tires for 2 trucks was \$14,222.50. Motion to approve the purchase came from Anita Hess and was seconded by Dave Dolezal. Motion carried 3-0
- Zack discusses his shortfall in his department for the gas tax revenue in 2020 due to COVID. Jackie indicated that her understanding of the shortfall calculation would be countywide and not departmental. This could hurt the highway in recouping this revenue from ARP funding.
- Zack has a draft copy of the highway annual bids for commissioner review. Dave Dolezal moved to proceed with advertisement for these bids. Anita Hess seconded. Motion carried 3-0. Jackie will advertise in the Albion New Era and Kendallville News Sun on Wednesday November 3 and November 10 for bids to be opened December 13, 2021.
- HMA -01 – the CC project was completed on Friday by Pulver's. HMA -02 request has been submitted but still no word on the award.
- Bridge repair – Bridge 60 is on schedule for repair work yet this year.
- 400 N – Zack is reporting that 13 of the 17 parcels for this project have been secured. All but one of the parcels are being negotiated. The one parcel that is a problem there have been numerous letters and certified letters sent with no response. Dennis has drawn up paperwork to proceed with eminent domain to finalize this project. Gary reported that he had seen activity at that location just last week so Dennis Graft recommended maybe a sheriff service attempt. The commissioners did decide to proceed with the eminent domain paperwork with a motion from Dave Dolezal and a second from Anita Hess. Motion carried 3-0.
- Bridge 136 - Zack has an LPA voucher for Bridge 136 preliminary engineering in the amount of \$100.00. Motion to approve the LPA voucher came from Dave Dolezal. Anita Hess seconded and motion carried 3-0.
- Baseline Road – this project is proceeding very well and given some good weather, should be able to reopen in about 3 weeks. Zack has 2 LPA vouchers for this project, one for Preliminary Engineering in the amount of \$644.33 and another for \$17,837.02 for Construction Engineering. Motion to approve both the vouchers came from Dave Dolezal with Anita Hess seconding the motion. Motion carries 3-0.
- Ball Road Plans were submitted last Friday
- The preliminary field check from Bridge 44 happened on 10/21/21.
- The historical field check on Bridge 134 was held on 10/18/21 on this project. Zack indicated a lot of interest in this historical bridge to relocate to trails or something like that. Zack reported a cost to relocation along with storage issues.
- Bridge 69 – Zack has an LPA voucher for this project in the amount of \$1795.10. Motion to approve the voucher came from Dave Dolezal. Anita Hess seconded and the motion carried 3-0.
- Old State Road 3 – FMIS has been submitted
- Baseline Road from 600 E to Old State Road 3 – Assessment report is done for seeking Federal Aid. Estimated cost of this project would be 7.4 million dollars.
- Little Long/Round Lake Culvert project- this project is on track for an early 2022 build.

- Zack had been contacted by Bill Ley, the Avilla Town Manager at the time for an ADA project for a portion of Albion Street that lies in the county jurisdiction. Zack explained that due to utility easements etc. this could be quite costly and he was wondering why or when this might be an annexation into the town of Avilla. – this was a section that was cut out when Cranberry Acres was annexed into the town. Dave Dolezal then moved to deny the request from the town of Avilla. Anita Hess seconded and motion carried 3-0
- Cobblestone residents had submitted a petition for no parking on the streets in the subdivision. After some discussion about visitors, graduation parties that the residents would be having etc. the commissioners would like to look at some alternatives to this request rather than eliminate all street parking. Zack is going to contact the homeowner's association and look in to targeted areas of concern and come up with other solutions.

ANNEX

Zack Smith, Project Manager, has the following update for the new annex:

- Zack and Nate Jones from the IT department were both present for this portion of the discussion. Nate indicated that the IT department would like to work with TechSolutions. They have worked with them in the past and we already have the servers, etc. that this company is familiar with. The cost of the expansion to the new building, card readers, interior cameras panic buttons and exterior cameras at a cost of \$90,595.82. Motion to approve the quote from Tech Solutions came from Dave Dolezal and was seconded by Anita Hess. Motion carried 3-0.
- Zack reported that the FFE was coming to completion, however colors and finishes still need to be decided. The company is struggling to get samples to make those decision.
- We are working with the artist who is doing the lobby display to make sure that the wall is equipped to handle the display.
- PR -10 – this is for door hardware updates in the amount of \$561.16. Motion to approve came from Dave Dolezal with Anita Hess seconding the motion. Motion carried 3-0.
- PCO – 30 – this is for site curb and pavement adds in the amount of \$13,069.63 and was approved by motion from Dave Dolezal. Anita Hess seconded and motion carries 3-0.
- PCO -31 – this is for adding “schuter trep SE to the main staircase. The amount is \$8,467.99. Motion to approve came from Dave Dolezal with a second coming from Anita Hess. Motion carried 3-0.
- PCO – 32 is form foam at the columns, jambs, and headers. This totaled \$23,903.04 and was approved with a motion from Dave Dolezal. Anita Hess seconded and the motion carried 3-0.
- PCO – 33 this is for plastic laminate at the transaction counters. Zack explained that this would be better than drywall if needed repair below the counters is needed. The amount totaled \$2,445.70 and was approved with a motion from Dave Dolezal. Anita Hess seconded and motion carries 3-0.
- PCO -34 – this is for utility relocation at a cost of \$2,231.89. Approval came from Dave Dolezal with a second coming from Anita Hess. Motion carried 3-0.
- Construction - crews continue to finish up the exterior work in hopes to be completed by winter.
- Courthouse renovation – Zack reported that American SStructurePoint will be coming on-site for a walk through to make sure they have a complete understanding of the changes to be made.

COUNCIL ON AGING

Cherish Smith, Council on Aging director, was present with the 3rd quarter report as well as the request for operating funds in the amount of \$133,318.00. Motion to approve the request came from Dave Dolezal. Anita Hess seconded the motion and motion carries 3-0.

REZONING

Teresa Tacket, Plan Director, was present to request that 2.001 acres in Noble township owned by Rosewood investments LLC be rezoned from A-1 to VM. This passed the plan commission board with a favorable recommendation. Motion to approve the rezoning came from Dave Dolezal and was seconded by Anita Hess. Motion carried 3-0.

HEALTH DEPARTMENT

The health department is wanting to increase vital records service fee for Affidavits for amendments and upon marriage and the copying cost. They have provided a draft ordinance for review. The commissioner's approved the draft for the advertisement of the public meeting for approval with a motion from Dave Dolezal and a second from Anita Hess. Motion carried 3-0. Another item from the Health department was the purchase of several item from the immunization grant for the clinic. It was sent up due to the entire cost of the claim was over the \$500.00 however there was not one particular item that exceeded the \$500.00. The commissioners decided to approve claims through the normal claims process for grants rather than have each claim preapproved. This will only pertain to grant purchases. Motion was made by Dave Dolezal and seconded by Anita Hess. Motion carried 3-0.

Also from the Health department was the notice that Tina Lough would be taking the Deputy Health Officer position upon the retirement of Linda Gray.

EARLY CHILDHOOD EDUCATION MANAGER

A letter was signed for Early Childhood Education stating that the county has no requirements for business license or permit requirements at the county level for this service with a motion from Anita Hess and a second from Dave Dolezal. Motion carried 3-0.

HANDBOOK ITEMS

Jackie informed the commissioners that there had been some questions come up about short term disability. The length of time and the amount paid. We do this in-house rather than through the insurance company. Dennis Graft suggested that we discuss this further and make the necessary changes to the handbook. Along this same line, was the sick time question. Employees are given a half day a month for sick time, at the time employees sometimes will burn these day as they are no longer paid for them at the time of employment separation. Jackie would like to see some provision made that they are paid a percentage of the time accumulated so it would encourage employees to accumulate time up to the 60-day maximum. This will also be discussed in more detail at a future meeting.

EMS BUILDING

Jackie has received notice that there is a wall separation issue at the EMS building in Kendallville. The estimate received from Parkview was for approximately \$2600.00. According to the agreement Parkview would pay the first \$1000.00 and then the rest would be at the county's expense. Gary will speak with a contractor to see if that is an appropriate figure and will then contact Gary Lane from Parkview.

PLAN COMMISSION

Teresa Tackett, Plan Director, was on the phone for this portion of discussion. In the hiring process they have found a good candidate for the open position in her department, however, this candidate was leery of the 10% reduction in pay for the 90-day period. She is asking for a waiver of the 10% reduction. The commissioners asked about experience in this field and there really was no plan department experience. This has been the only reason in the past that the commissioners have waived this reduction. As a compromise, the commissioners are asking that the 10% be in place for at least the first 2 weeks and that Teresa evaluation the progress that she is making and raise her hourly rate accordingly. Motion to this matter was made by Dave Dolezal and seconded by Anita Hess. Motion carried 3-0.

ADJOURNMENT

This session of the Board of Commissioners of Noble County was at approximately 11:00 AM recessed from day to day until November 8, 2021.

Dated this 8TH day of Nov., 2021



Gary D. Leatherman, President

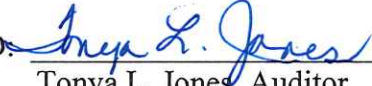


Anita Hess, Vice President



Dave Dolezal, Member

ATTESTED:



Tonya L. Jones, Auditor