

**MINUTES OF AN Regular SESSION OF THE  
BOARD OF COMMISSIONERS HELD January 25, 2016**

Comes now the hour of 8 A.M. on the 25<sup>th</sup> day of January, 2016 in the Commissioners Court 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  
David J. (Dave) Dolezal, Vice President

Also present were:

Jacqueline L Knafel, County Coordinator  
Dennis Graft, County Attorney  
and Steve Garbacz, KPC Media  
Cheryl Munson, Health Nurse  
Tonya Marks, Noble County Auditor  
Kelly Tieman, GIS Tax Mapper  
Vicki Marsh, Auditor Deputy  
Jenni Rollins, Auditor Deputy  
Kathy Strange, Deputy Assessor  
Deidra Schlotterback Deputy Assessor  
Doug Harp, Noble County Sheriff  
Kim Miller, Noble County Assessor  
Steve Hook, GIS Coordinator

Michele Bricker, Noble County Treasurer, conducted the Finance Committee meeting for 2016 prior to beginning of the regular session.

President Gary Leatherman, called the meeting to order at approximately 8:39AM.

**HEALTH DEPARTMENT**

Cheryl Munson, Health Nurse, was present to discuss quotes for painting of the health department. The quotes ranged from \$2,050.00 to \$5,090.00. Dave Dolezal made a motion to approve the lowest bid given by Eicher's A+ Painting in the amount of \$2,050.00. Gary Leatherman seconded the motion. Motion carried 2-0.

**ASSESSOR, TREASURER, AUDITOR**

Kim Miller, Noble County Assessor, Tonya Marks, Noble County Auditor, Michele Bricker, Noble County Treasurer, were all present along with deputies from their offices as well as representation from the GIS Department to discuss the issue of taxpayer notification when a combination is to occur. The Assessor's office is combining property without the knowledge of the property owner and the Auditor and Treasurer are requesting a letter of consent from the taxpayer be attached prior to the combination. According to the assessor - her office is too busy to send a letter. The Auditor and the Treasurer cited occasions of problems with mortgage companies and sheriff's sales with these combinations that have occurred without taxpayer consent. There have also times that once a taxpayer is aware of the combination, they request that the property be uncombined. If the taxpayer was notified up front of the intent to combine and consents to the combination – it will save everyone time in the long run. The assessor was told to send letters prior to combinations.

911

Mitch Fiandt, Noble County 911, is present to request a waiver of the 10% of a probationary period for an employee who worked for Noble County full time for four + years, left for another agency as a dispatcher and continued to work part time for Noble County, and is now returning to full time employment. Dave Dolezal made the motion to waive the probationary period as well as restore her vacation and longevity giving her the credit for the full time status she earned from 2007 – 2011. Gary Leatherman seconded the motion. Motion carried 2-0.

## KENDALLVILLE APPOINTMENTS

Kendallville City is requesting that Mike Fitch and John Blume be reappointed to the Economic Development Commission and the BZA. Dave Dolezal made a motion to appoint the recommended appointees with a second from Gary Leatherman. Motion carried 2-0.

## PLAN COMMISSION APPT

The Noble County Plan Commission is requesting to have an appointment made to their board. Chad Kline is no longer a commissioner and Ken Townsley recently resigned from the board. In speaking with Nathan Miller, Plan Director, he is suggesting that Chad Kline be appointed temporarily to fill Ken Townsley place until such time that an interested replacement can be found. Chad Kline's commissioners appointment will be done at the next commissioners meeting with Chad's replacement being caucused on January 28, 2016. Dave Dolezal made a motion to approve the temporary appointment of Chad Kline to the board. Gary Leatherman seconded the motion. Motion carried 2-0.

\*\*\*\* NOTE – after the meeting, it was brought to Dave Dolezal attention that Chad could not serve on the board as a replacement for Ken Townsley as he does not live in Noble County's plan commission jurisdiction. – Research will be done as to the requirements of the board members.

## HIGHWAY

- Mark Goodrich, Highway Superintendent, is asking for permission to purchase underbody blades for the highway trucks. The total cost would be in the range of \$16,000.00 +. Dave Dolezal moved to approve purchase with a second coming from Gary Leatherman. Motion carried 2-0.
- Mark also told the commissioners that the new pickup was delivered today to get a snow package done. The package which included bed liner, snow plow etc. would cost \$8,460.00 of which would come from county funds. Dave Dolezal moved to approve the work. Gary Leatherman seconded the motion. Motion carried 2-0.

In Engineering business, Zack Smith, Highway Engineer, discuss the following issues:

- Bridge 16 – Zack is asking permission to begin the design portion of Bridge 16. The county has many culvert projects coming in and will be busy this spring so Zack would like to state the design part of this project. Dave Dolezal made a motion to begin the design project with a second coming from Gary Leatherman. Motion carried 2-0.
- Bridge 6 on Sherman Street in Kendallville is needing to go through a permitting process for the county to do a boxed culvert rather than a complete replacement. Zack has been in contact with the City of Kendallville and once this process is complete the county would remove this bridge from our inventory and the bridge would go to the City of Kendallville. Annual bids had misc. quotes for small projects and Zack is recommending that we have Lawson Fisher start the permitting process. Dave Dolezal moved to approve Zack's recommendation. Gary Leatherman seconded the motion. Motion carried 2-0.
- Federal Surplus equipment. Zack has found a 2006 grader on the federal surplus equipment list and has gotten information about the purchasing of such equipment. Zack feels that we can get this piece of equipment for around \$5,000.00 which includes the shipping of the equipment. The commissioners suggested Zack continue on with this project and do what is necessary to get the equipment if available and within the costs discussed.
- Speed Ordinance Amendment 2016 -01 was advertised and adopted with a motion from Dave Dolezal. Gary Leatherman seconded the motion. Motion carried 2-0.
- Utility Ordinance – Zack discussed amendments to the Driveway Ordinance 2002-08 in adding utility permitting to this ordinance. Zack reviewed the changes he is wanting to make with the commissioners and county attorney Dennis Graft.
- New Highway Garage – Zack has had some meetings in preparation for the new construction at the highway department. Zack reported the meeting going well with the exception of the utility placement with a nearby neighbor. Zack will turn this issue over to the engineer of the project.
- Sprint Agreement – Zack has the information for the GPS equipment for the 12 route trucks and shared the cost from Sprint would be in the amount of \$3,655.14. Dave Dolezal made a motion to purchase the units. Gary Leatherman seconded the motion. Motion carried 2-0.

#### NOBLE COUNTY MINISTRIES

Terrell Brown, Director, was present to share information about the Noble House Ministries. Mr. Brown introduced himself as the new director and gave the board information about his background in not for profit work in the Fort Wayne area. Mr. Brown has been in Noble County for a couple of months and likes what has been done but indicated there is a lot of work that needs to be done. Noble House for women and children was established in 1993 with Our House being added in 1999. Our house is a transition home. The residents there must have a job and are expected to pay a portion of that paycheck as rent as well as a portion going into a savings account. Residents can only be at Our house for 24 months at which time they will be on their own. The 3<sup>rd</sup> house is the Pilot House and was added to the program in 2007. The facility is for the men. Mr. Brown is working on additional programs that the ministry can provide to its residents. One such program would be working with the children that are involved as they are going through many issues as well. Another issue is staffing as he would like to have the Noble House staffed 24 /7. “We have to be effective and need to have the ability of the staff to serve the needs of its residents.”

#### EMS PARKVIEW

Tom Shoemaker, EMS Director, was presented but after a few issues were discussed – it was agreed that more time needs to go into the EMS Contract and therefore the EMS contract issues would be tabled until 2/8/16 meeting.

#### CLERK

Shelley Mawhorter, Noble County Clerk, had provided a copy of the 2016 Microvote maintenance agreement for the commissioner’s signature. Dave Dolezal moved to approve the signature with a second from Gary Leatherman. Motion carried 2-0.

#### COUNCIL ON AGING

Gregg Parker is present to get a signature on a voucher in the amount of \$31,428.00 as well as present the 4<sup>th</sup> quarter CD for compliance. Dave Dolezal made a motion to sign the voucher with a second coming from Gary Leatherman. Motion carried 2-0.

#### PRO CLAIM CONTRACT

Mary Applegate, Deputy Auditor, is asking that the commissioners sign a contract for Pro Claim who has agreed to do our 1094 and 1095 reporting for the IRS. Dave Dolezal moved to approve the contract. Gary Leatherman seconded the motion. Motion carried 2-0.

#### CLAIMS

Claims dated 01/25/16 were reviewed and approved with a motion from Dave Dolezal and a second from Gary Leatherman. Motion carried 2-0. 11 pages were reviewed totaling \$391026.60. Nicole Noe, Deputy Auditor was present and asked to make sure there wasn’t a double billing on our lawn care billing. Research was completed and Nicole reported that this was the year end service for bush trimming etc.

#### RECESS

#### WE CARE

Alan Middleton and Kim Schlotterback were in attendance as a discussion ensued about our clinic hours. The joint clinic is running a full capacity and they are now having to turn people away. We have the option of adding 4 hours to our Thursday’s schedule to help provide more appointments to our employees. The We Care Company gave us 4 options which are enclosed. After some discussion, we all agreed on Option 1 with the adding of four hours to clinic time and then with the expansion of the facility we would eventually go to option 2 adding a clerical position to the staff.

#### MINUTES

Minutes of the previous meeting were read and approved as written with a motion from Dave Dolezal and seconded by Gary Leatherman. Motion carried 2-0.

#### CORRESPONDENCE

IDOT – Bridge at Brimfield – US 6 draft property design – duly entered  
Courthouse Security – Monthly / Annual report – duly entered

Indiana Historical Society – Noble County Historian – Sarah Knopp  
Weights & Measures – Monthly report – duly entered  
Health Department – Yearly report – duly entered  
FEMA – Flood property removal – duly entered. Copy to the Noble County Building  
Department  
Building Department - yearly report – duly entered  
Plan Commission – yearly report – duly entered  
Kone Elevators – Maintenance contract increase of 3.45% - duly entered

**PURDUE EXTENSION**

A letter of request was received from Sara Weeks, representing the master gardeners, for permission to use the courthouse steps on the east and /or west steps of the courthouse on Saturday June 25, 2016 in connection with the All In Block Party. Permission was granted with a motion from Dave Dolezal and a second from Gary Leatherman. Motion carried 2-0.

**MATERIAL LOSS**

At the request of the State Board of Accounts, a Material Loss, Shortage, or Theft of County Funds policy was written. Approval of this policy was approved with a motion from Dave Dolezal and seconded by Gary Leatherman. Motion carried 2-0.

**ADJOURNMENT**

This session of the Board of Commissioners of Noble County was at approximately 3:30 P.M. recessed from day to day until the 8<sup>th</sup> day of February, 2016.

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Gary D. Leatherman, President

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David J. Dolezal, Vice President

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ATTESTED: \_\_\_\_\_  
Tonya L. Marks, Auditor