

MONDAY, FEBRUARY 4, 2019

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in Regular Session at 6:00PM in the Annex meeting room, Knox, Indiana, with Charlie Chesak, Kathy Norem, and Bryan Cavender present and the following proceedings were held to wit:

The meeting of the Board of Commissioners was called to order by Commissioner President Charlie Chesak at 6:00PM.

EMS MONTHLY REPORT

EMS Director Travis Clary and EMS Clerk MaryLynn Richie appeared before the Board to present their monthly departmental report. Clerk Richie stated she had collected \$543.18 from Small Claims Court and \$1,140.70 from Collections Attorney Jonathan O'Hara. Clerk MaryLynn presented the January report, she stated that 30% of their runs this month came from the hospital which is an important factor in their revenue. She stated the revenue for January was less than January of 2018, she believes this was due mail delays due to the weather. Director Clary reported that in their operations they are having some issues moving forward with the new report software with the State in transmitting issues but hope to have it cleared up soon. There are no new hires to report in their personnel. Director Clary reported that they held a CPR recertification class for the EMS staff. Other trainings that had been scheduled in the month of January were canceled due to the weather. Director Clary hosted a CPR/Blood Borne pathogens to the Starke County Community Services. They will also be hosting Advanced Cardiac Life Support instructor course. He stated they would like to continue to keep their training in house.

Director Clary reported they had another injury free month. He reported in ambulance maintenance they had 0086, 0085, and 0514 all serviced at the Starke County Highway Department. His department has had a good month in ambulance maintenance and they were able to avoid issues in the sub-zero temperatures. The new ambulance is scheduled to be completed March 6th. At that time Dave Cole from Osage will then take Director Clary to Linn, Missouri for inspection. After the ambulance is inspected it will be driven back to Starke County and put in service shortly after. Clary stated that he will need to fill out an application for vehicle certification through the State of Indiana for the new ambulance. Clary reported no major station issues in January. He also received news from the Hardesty Memorial Endowment Fund that his department was awarded \$8,200.00 in grant money to help with the purchase of five 800 Mhz radios. Clary reported he is also researching a grant through 1st Source Bank.

Commissioner Norem asked Director Clary what training his department provides for the local fire departments. She stated she had recently met with one of the firemen and they asked about the county providing training for first responders and EMT's. Clary reported that in 2011 the county expressed interest in hosting EMT classes. He stated to be able to teach EMT classes we would need a licensed instructor within Starke County to teach here. He is looking into furthering his education to a PI to be able to make this happen. First responder classes are easier to host in Starke County as they can be taught under a license. He reported there may be three individuals who are looking to attend instructor courses at Ivy Tech in Valparaiso University beginning in April. Director Clary inquired about whether or not the Commissioners are still interested in the transfer unit. If they would like to proceed with the transfer unit, that unit would have to be fitted as an ALS Ambulance. The total cost for equipment would be estimated at \$57,538.30. Clary stated in the past they have always retired an ambulance and taken the equipment out of that ambulance to be fitted into the new ambulance. However, if they will not be retiring and ambulance and making that into a transport unit, that unit will need to be outfitted. Commissioner Norem requested a copy of fund balances before they would make a decision about the transport unit.

COUNTY HIGHWAY MONTHLY REPORT

Rik Ritzler, Superintendent of the County Highway Department, appeared before the Board to present his monthly departmental report that the mild weather of December 2018 saved his department over \$78,000.00 in snow/ice removal compared to December 2017. However, the continuous stretch of snow and ice in January 2019 cost the department over \$68,000.00 more than that of January 2018. This further highlights how flexible the MVH budget must be each year and how the weather dictates much of their spending. Ritzler reported that one of the new policies their department will be creating is a Public Communication Policy. The drivers are often the face of the Starke County Highway Department for members of the public. This policy would ask his employees to be mindful of this and to conduct

themselves accordingly when they are in a highway department vehicle or are utilizing highway department equipment. If a citizen asks an employee a questions about the departments operations, policies or procedures, or anything else they are to ask them to call the Starke County Highway Superintendent Rik Ritzler at 574-772-3011, send him an email to sritzler@co.starke.in.us, or go to the website on the Starke County webpage.

He reported his department are adding policies and other useful information for the public to the website in an effort to be more transparent and keep the public informed. The goal of this policy is to make sure his department is providing consistent information to citizens and are responsive to any questions or concerns the public may have. Ritzler reported that two projects were awarded through the Community Crossing grant projects during the 2018 Community Crossing grants awards. Bids will be opened for these projects during the February 18th Commissioners meeting. They will be bid together as one project which will save money in the long run. These projects include the Intersection improvement at 600S/CR210 at Bass Lake and hot mix overlay on 25N from CR600E to SR 23. The deadline for the first round of 2019 Community Crossing grants was on February 1st, 2019, four different projects were submitted for this round. Ritzler reported that the replacement of Bridge 154 on 100E, North of CR400N will begin later this month. He stated the first round of bridge inspections were completed and in January they received the draft report from United Consultants for their 2018 Phase I inspections. In 2013 they had initiated a ten-year plan for bridge replacements, bridge maintenance, and bridge construction inspections based on the asset management principals. Before that plan was in place the county essentially was acting upon a “worst first” bridge management style. Bridges were rarely replaced before they were either closed or not safe for school busses. His department has changed this by instituting a regular bridge maintenance schedule, performing their own bridge inspection, and changing to a simple, cost efficient maintenance bridge design which is the continuous concrete slab-top.

Ritzler reported that as approved by the Commissioner last month they had purchased a chipper box and a distributor form Marshall County for \$30,000.00 apiece. They will be receiving these vehicles this week and will be speaking with Jim Coad about making room for them in the old glove factory storage building. He reported that he and the new Asset Manager are creating a new training and certification requirements for all of their employees. The certification include OHSA/10 and LTAP’s Highway Maintenance Technician Certification. The trainings include LTAP road scholar training, Bliss McKnight risk management training, their weekly safety meetings, and conferences. The training schedule and requirements for each position will be formalized into a policy that will be included in their operation manual and also be used in their accreditation process. Ritzler reported they did have a vehicle accident this month but did not have any Workman’s Compensation injuries. He reported they have not had a Workman’s Compensation injuries since early last summer. The department’s workman comp claims for the October 2017 to October 2018 insurance claim cycle totaled about \$2,000.00. This is a significant decrease from the year before when it was over \$100,000.00.

Ritzler reported that in January his department applied for a COROS ADA grant for reflective strips to be added to stop signs and two-way signs in the darker, more remote areas of Starke County. The application has been received by the COROS group and they should hear something back from them in the next month or two. Ritzler also reported that INDOT has made some funds available for the development of several planned corridors in Indiana. The committee approved a resolution to ask the state for funds to begin the EIS (Environmental Impact Study) for the development of the US30 corridor. The next Committee meeting will be in Indianapolis on February 13th, 2019 at 10:00 AM EST. This will be followed by a legislative lunch meeting member of the State House and Senate. The committee members were encouraged to invite local economic development corporations, Chamber representatives, industry representatives, and other stakeholders to the luncheon.

FIRE ASSOCIATION

Kenny Pfof and Ted Bombagetti came before the Board of Commissioners to discuss the ongoing issues with the radios. Pfof reported he met with the County’s IT Director Richard Franks to narrow down the issues that they are having with the radios. He reported that Richard believes much of the problem is coming from training aspects. Pfof reported that he met with all the fire chiefs in the area and they agree that some of the issues come from training but not all. However, the problems that are being described by the fire chiefs are not training issues. They would like to see an evaluation of the system, to see where they can go from here. The quote that he saw for an evaluation of the system was between \$1100.00 and \$1200.00. Commissioner Chesak asked who this evaluation quote was through and Pfof explained Minor Electronics provided this quote on evaluation. Bombagetti stated they are

trying to get away from the existing company as he does not believe they are getting the true facts of what is going on within the system. They would like to get a baseline to see what is going on. He stated they do not know who is at fault. Commissioner Norem asked if this is new radio communication group, Bombagetti stated they thought the Commissioner's had appointed Eric Wappel to look into the communication issues and get radios.

Commissioner Norem stated this is not correct, Bombagetti then stated they will bring the radio committee back and Kenny Pfof will be appointed President of the fire association. Bombagetti would like everyone in the committee to sit down and set up a protocol. Commissioner Chesak suggested the committee being in charge of contacting Minor Electronics or whoever they would like to use instead of the Commissioners being in the middle. That way the committee and/or the fire chiefs would be able to communicate directly to the radio company about the problems they are having. Commissioner Cavender asked if they are planning on using Minor Electronics for now, Bombagetti stated they are planning on having them at least evaluate the system. Pfof stated that they may come to the conclusion that it is not a problem on the county infrastructure but on the fire department's end and at least they would know what is going on. Bombagetti and Pfof stated that most fire departments in Indiana report a 95% standard, currently our county is at 89%. Commissioner Norem stated this radio group, who is a part of the fire association, would be a good start in resolving the radio issues. Commissioner Norem made a motion to hire Minor Electronics for the amount of \$1200.00 to do an evaluation of the system. Commissioner Cavender seconded the motion and the motion passed with all ayes.

Commissioner Chesak took a moment to thank all the different departments, EMS, Sheriff, and Highway, for all their hard work during the cold weather last week.

SHERIFF DULIN ORDINANCE

DOGS RUNNING AT LARGE

Sheriff Dulin reported that in 2018 they answered 447 calls regarding dogs running at large. He sent a copy of a proposed ordinance to the Commissioners. Attorney Lucas stated the county does have a few ordinances regarding this issue. Sheriff Dulin stated that the one he is proposing is a little different. There are fines that are involved in it. Attorney Lucas asked if he had legal authority to charge these fines. Sheriff Dulin stated they have fines on the golf carts. Attorney Lucas stated he will take a look at the ordinance, he stated that Indiana has very loose regulation of dogs. After some discussion about the previous ordinances regarding dogs and what Sheriff Dulin is presenting, Commissioner Norem agreed that there is a problem with dogs running at large that needs to be addressed.

ALARM ORDINANCE

Sheriff Dulin presented a proposed alarm ordinance for both business and residential. Over the last three years his department has responded to 877 alarms, over 95% of these alarms have been false alarms. He stated this ordinance is not about collecting fees it is more about holding the businesses and residents accountable for their own alarm system. These calls are considered top priority which is taking away from their response time to other calls, especially if the alarm is a false alarm. He stated he has a vendor that would install software to handle the system and collect the fines and fees for the false alarms.

AMENDMENT TO GOLF CART ORDINANCE

Sheriff Dulin presented an amendment to the golf cart ordinance. As presented, this would add a \$25.00 late fee for those residents who do not have their golf cart inspection done by the deadline. His department completes an average of 1400 golf cart inspections within the county and over half of these are requested by the residents after the due dates.

DRUG BUY ORDINANCE

Sheriff Dulin presented an ordinance to be able to have money funded back into the buy drug money program. They would like to transfer \$5,000.00 from 4919 the Therapeutic Communities to fund the Buy Drug Money fund for this year. Commissioner Norem made a motion to recommend to the council to allow the Sheriff to transfer \$5,000.00 from 4919 Miscellaneous Therapeutic Communities to the Buy Drug Money fund. Commissioner Cavender seconded the motion and the motion passed with all ayes.

Sheriff Dulin stated he be presenting, at a later time, a noise ordinance and inmate administration fee, also called booking fee. After some discussion about the booking fee and how the money will be collected. Anita from WKVI informed the Board of Commissioners and the Sheriff that Marshall County just passed a booking fee ordinance. Commissioner Norem would like to take all ordinances presented under advisement.

ELECTION BOARD

The election board had canceled their request to come be the Commissioners. Clerk Manuel was present and she stated that the election board would like to wait until the next meeting as they have a meeting with MicroVote soon and would like to wait to present information to the Board of Commissioners until after their meeting with MicroVote to get a little more information. Commissioner Norem asked Clerk Manuel if anyone has contacted any elected officials at the State to see if they will be providing help with the funding side of Senate Bill 570. Clerk Manuel stated this is part of the reason why they are holding off, she stated it looks like there may be but has not heard a definite answer to this yet.

AUDITOR'S BUSINESS: MINUTES, VENDOR CLAIMS DOCKET, PAYROLL DOCKET

Commissioner Norem made a motion to approve the Claims Docket as presented with the exception of the US30 Coalition Claim. Commissioner Cavender seconded the motion and it passed with all ayes. Commissioner Norem made a motion to approve the Payroll Claims Docket for the pay period ending on 01/26/19 with a pay date of 02/01/19, in the total gross amount of \$266,067.51. Commissioner Cavender seconded the motion and it passed with all ayes. Commissioner Cavender made a motion to approve the minutes of the January 22nd meeting. Commissioner Norem seconded the motion and it passed with all ayes.

IN OTHER BUSINESS TO COME BEFORE THE BOARD

Commissioner Chesak signed documents presented by Sheriff Dulin and IT Director Franks regarding the CAD System and the information that will be sent to the other entities regarding their participation in the CAD System. Commissioner Norem made a motion to accept the documents presented regarding the CAD System. Commissioner Cavender seconded the motion and the motion passed with all ayes.

Commissioner Norem advised that the Koontz Lake Sewer District had Daniel Buchaniec resigned from his board appointment. She stated the Koontz Lake Sewer District wrote a recommendation in favor of appointing Paul Warnke in his place. Commissioner Norem made a motion to appoint Paul Warnke to complete the unexpired term of Mr. Buchaniec on the Koontz Lake Sewer District Board. Commissioner Cavender seconded the motion and the motion passed with all ayes.

Commissioner Norem suggested the vehicles that are Commissioner owned, not including those of the Starke County Sheriff's Department, should be taken to the highway garage for service, as this saves in taxpayer money, and also should have GPS units installed. The EMS department did have some of their vehicles going to another area for service but this was due to warranty issues. However, when those vehicles are serviced at another business other than the Highway Department the service documentation should go back to the highway garage to be able to maintain the records on these county owned vehicles. Commissioner Norem asked Commissioner Chesak to sit down with all the departments who use county vehicles, to be able to work out any issues regarding why they would not be using the county highway for the maintenance of their vehicles. Commissioner Norem made a motion to equip all Starke County vehicle with GPS. Commissioner Cavender seconded the motion and the motion passed with all ayes.

Commissioner Norem advised there was a discrepancy brought up in how car allowances are handled within the departments. Commissioner Norem made a motion that Attorney Lucas check the car allowance policy to make sure it is current and up to date and Auditor Oesterreich send the policy out to any department who have cars requesting that they come in and complete the paperwork for whatever category they choose. Commissioner Cavender seconded the motion and the motion passed with all ayes.

Tim Miller came before the Board of Commissioners to give an update on the solid waste building.

There being no further public comments and no further business, Commissioner Norem made a motion to adjourn the meeting. Commissioner Cavender seconded the motion and it passed with all ayes. The meeting was adjourned at 7:17PM.

FEBRUARY 4, 2019

Charlie Chesak, President

Kathryn Norem, Vice-President

Bryan Cavender

**Rachel Oesterreich, County Auditor
& Secretary to the Board of County Commissioners**