

MONDAY, FEBRUARY 5, 2018

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 Kathy Norem, Don Binkley and Charlie Chesak present and the following proceedings were held to wit:

The meeting was called to order by President Commissioner Binkley.

RE: EMS MONTHLY REPORT

Director of the EMS Department, Travis Clary, appeared before the Board by himself; Clerk MaryLynn Richie was on vacation. Director Clary advised they experienced a total of 180 runs in the month of January, and had 14% of the transfers. He advised transfers are basically staying in the same range. He noted he did not have the figures from Small Claims Court or from Collections Attorney Jonathan O'Hara as Clerk Richie will provide them at the next meeting.

In regard to Operations he advised they had a busy month to start off the year. The Director stated they have been trying out a program called EDispatches which can be utilized to notify off-duty crew member of a mass casualty event. He stated the program can turn your smart phone into a fire pager, or a live radio streaming device. Director Clary advised they are working closely with the IT Department to look into this program.

In regard to Personnel, Director Clary advised they are currently interviewing Paramedics for the Full Time positions. They implemented a new standard of hiring which requires a written test, skills test, and oral interview. He advised they are conducting this procedure in order to get the best candidate possible.

In regard to Education, Director Clary advised the department completed the monthly Audit & Review with the Starke Hospital. He noted it was the first time in years that they had the Medical Director, Dr. Marovich, present for this Audit. He also advised they had training with Scot and Kelli Tuttle who are Pediatric Nurses. The Director also stated they recertified some of their Paramedics in Advanced Cardiac Life Support. Director Clary advised he has been traveling around to the local Fire Departments providing medical training for them and he is working on getting the first responder status back for several of the departments. He also noted he will be recertifying the Sheriff's Department later on this month.

In regard to Ambulance Maintenance, Director Clary stated all of the ambulances are currently operating in service. The 2013 Ambulance recently had its front tires replaced and received a front end alignment.

In regard to Base Maintenance, Director Clary stated the furnace for the garage at Medic 5 was installed last month. He noted it has taken care of the heating issues there and also has helped out in the living quarters of that base too.

In regard to Safety, he advised they had no injuries to report in the month of January.

In regard to Meetings, Director Clary advised he has been working closely with the EMA Director Jean Nier in regard to grants. He advised they had submitted a large grant for 800 MHz radios last week and are now looking into finding other grants that would apply to the EMS Department. Director Clary stated they are trying to get the Local Emergency Planning Commission back in order, and he attended the last month meeting of the EMA Advisory Board Meeting and the local DPC meeting. He also stated he had a meeting with the Starke Hospital's Pharmacy/Medical group in an attempt to reduce their medications costs.

In regard to Cost Savings, Director Clary advised they have been looking at the inventories on each of the ambulances. He stated they have decided to decrease their par levels on certain medications in order to reduce the cost of their replacements.

RE: COUNTY HIGHWAY DEPARTMENT MONTHLY REPORT

Highway Department Superintendent Rik Ritzler appeared before the Board to present his monthly departmental report. He advised he had submitted a spreadsheet of the Snow Events from November through January for the last five years. He advised in regard to Brine Use he has learned if salt brine is applied to a roadway before a storm it can improve pavement conditions on a roadway during and after a snowfall. He stated INDOT uses brine to keep their roads completely clean following a snow fall. He stated in order to have the brine program up and running this summer they could also use it for dust control. Superintendent Ritzler advised in order to utilize brine in the County they would need to take the following steps:

Installing a brine machine; Add a second sprayer truck; Meeting with an experienced INDOT Maintenance Supervisor who has over ten years of experience making INDOT facilities brine capable; Adding storage areas; Add a truck wash bay; and Attend facility upgrade lecture at Road School.

In regard to Roadway Management, Superintendent Ritzler provided three copies of the Paving Project of the paving of CR300E by Reith Riley (which should take place on May 14, 2018).

He advised they would be conducting road improvements such as hot mix, cold mix, chip seal, cold in plant recycling and re-gravel; traffic counts; PASER ratings; Getting 15,000 tons of #11 stone for the chip sealing and pug paving and they already have 6,500 tons in the yard; Meeting with vendors this month to set up pilot projects involving both cold mix asphalt (pug) paving and rejuvenating seals; mowing/brush cutting; and patching.

In regard to Bridge Management he advised construction will begin on March 1st for Bridge 58; in May, 2018 for Bridge 36; open bids for construction of Bridges 154 in April 2018 & Bridge 7 in July 2018. In regard to Bridge Inspections Phase IIA of the current bridge inspection cycle is complete. He noted there are only nine bridges on the list and three were replaced last year and four are being replaced this year. The last two will be asked to be put on the 12 month cycle. The last invoice for this cycle of bridge inspections will be paid this month to USI. He stated he had a meeting with the new bridge inspection consultant of United Consultants on January 12th.

In regard to Culvert and Drainage, he advised the Construction Inspector has been inspecting all the culverts in the County this spring. He stated while he is doing the inspections he is using GPS and adding each culvert pipe exact location to the County's GIS system. He noted the inspector has completed 103 culverts and has 600 left to do.

In regard to GIS, Superintendent Ritzler advised they had met with Rhonda Milner of WTH and one technician. He advised they want to establish the following in GIS: Sign location and condition; Culverts location and condition; Bridges inspection data, and maintenance schedule, Roadways type, condition (PASER) and improvement year; Average Daily traffic counts; and Fleetmatics GPS/AVL tie in.

In regard to Highway Funding the Superintendent advised he is going to give a presentation to the Bass Lake Property Owners Association monthly meeting on how the County is planning on using the additional funding made possible by last year's highway funding bill. He stated he will be showing a power point presentation and he will present it at the March 5th Board of Commissioner meeting.

In regard to Training, the Superintendent provided an updated training schedule for 2018. He will be attending the Storm Water Drainage Conference; Purdue Road School; Work Truck Show; and the APWA Snow Conference.

Superintendent Ritzler presented a chart of all the highway department employees and the amount of points they have earned by the amount of training they have received.

He advised he will be attending an ADA Advisory Working Group in Indianapolis later on this month and an ADA Conference in June.

SHERIFF DULIN'S SUBMITTAL OF JOB DESCRIPTION AND REQUEST FOR AN ADDITIONAL K-9

Sheriff Bill Dulin appeared before the Board and presented a Job Description for a Jail Analyst. He advised the position has been created for a retired police officer, Ron Lawson. He advised it is a part time position and he won't be making any patrols. Commissioner Norem made a motion to approve the position. Commissioner Chesak seconded the motion and it passed with all ayes. Mr. Lawson will be receiving \$14.00 per hour.

Sheriff Dulin advised they hired an individual who has a K-9 dog of good standing. He stated he had contacted Carrie Block who told him it would cost approximately \$75.00-100.00 insurance to add the dog. Commissioner Norem made a motion to approve the additional K-9. Commissioner Chesak seconded the motion and it passed with all ayes.

MAINTENANCE DIRECTOR'S PRICE QUOTE FOR RECYCLING

Maintenance Director Jim Coad appeared before the Board with price quotes for garbage disposal and recycling. He advised he had received two price quotes from Republic Services and currently uses Republic for garbage disposal. He advised in order to add recycling to the contract they would pick up the recycling every other week but garage pickup every week. He advised they had a onetime charge of \$59.75 for the first month and then \$34.75 each month following.

He advised if he changed the garbage disposal pickup to every other week too, along with the recycling, it would change the price of the proposal. It would be \$89.75 for the first month, and \$64.75 for each month following. County Attorney Marty Lucas advised he had read the contract they had submitted and stated their contract was ridiculous and there was no way the County would sign it. Director Coad noted he was not interested in picking up the recycling service.

PLANNING COMMISSION REQUEST FOR A PART TIME CODE ENFORCEMENT OFFICER

Planning Commissioner Terry Stephenson appeared before the Board to request the creation of the Part Time Code Enforcement Officer. He advised the pay rate would be \$10.43-\$12.50 per hour and should be self-sufficient within two years. Commissioner Norem asked if the County Council have approved the position and added it to the Planning Commission Budget and Mr. Stephenson advised they had. Commissioner Norem made a motion to approve the position as presented per the job description. Commissioner Chesak seconded the motion and it passed with all ayes.

RE: AUDITOR'S BUSINESS: MINUTES, VENDOR CLAIM DOCKET

Commissioner Chesak made a motion to approve the Payroll Claims Docket for the pay period ending on 1/13/18, with a pay date of 1/19/18, in the total gross amount of \$262,641.37. Commissioner Norem seconded the motion and it passed with all ayes.

Commissioner Chesak made a motion to approve the Payroll Claims Docket for the pay period ending on 1/27/18 with a 2/2/18 pay date in the total gross amount of \$256,678.54. Commissioner Norem seconded the motion and it passed with all ayes.

Commissioner Chesak made a motion to approve the Vendor Claims Docket in the grand total of \$233,301.88. Commissioner Norem seconded the motion and it passed with all ayes.

Commissioner Chesak made a motion to approve the minutes of the January 8th and January 16th meetings. Commissioner Norem seconded the motion and it passed with all ayes.

IN OTHER BUSINESS TO COME BEFORE THE BOARD

Commissioner Chesak made a motion to approve the Christopher Burke Engineering Firm to obtain GIS information for the maintenance study for the Kankakee River Basin Commission. Commissioner Norem stated she would not second the motion. Commissioner Binkley seconded the motion and it passed with all ayes (including Commissioner Norem). Auditor Chaffins advised the \$250.00 fee for the GIS had been collected from the KRBC.

Commissioner Norem made a motion to approve the amended contract with DLZ in regard to the Courthouse Elevator Project. Commissioner Chesak seconded the motion and it passed with all ayes. The amended contract contains the statement “The total fee shall not exceed \$36,500.00”.

Commissioner Norem advised she had a few adjustments to the 2018 Appointments. She advised at the last meeting Todd Leinbach had been appointed to the BZA Board but she advised he could not serve on that board since he resides in the Hamlet Town limits. She then made a motion to rescind Todd Leinbach from his appointment to the BZA Board and to appoint Todd Leinbach to the PTABOA Board as a Republican appointee with a one year term. Commissioner Chesak seconded the motion and it passed with all ayes. Commissioner Norem then noted they have an opening on the BZA Board for either a Republican or a Democrat. Commissioner Binkley advised he will check with Zak Binkley to see if he was still interested in serving on a Board. Auditor Chaffins inquired if there are any appointments to the CVC Board and Commissioner Norem advised they had so response in regard to that Board.

PUBLIC COMMENT

Attorney Lucas stated he has been working on a draft of the Starke County Economic Development Foundation contract. Commissioner Norem stated the contract should be on the agenda for the next meeting. Attorney Lucas stated he would circulate the draft of the contract to the Board. Commissioner Norem made a motion to give notice of the current contract to terminate simultaneously at the same time the new contract goes into effect. Commissioner Chesak seconded the motion and it passed with all ayes.

Attorney Lucas advised of HB1313 a State Legislation Bill that has been pending approval by the State. He advised that bill, if passed, would prohibit the Responsible Bidding Ordinance the County had approved and has in effect. Commissioner Norem stated she believes the State has dropped that bill. She stated it feels to her like the State is trying to control how the County handles their larges purchases, and they are minimizing Union work.

There being no further public comment and no further business, Commissioner Norem made a motion to adjourn the meeting. Commissioner Chesak seconded the motion and it passed with all ayes. The meeting was adjourned at 6:54PM.

February 5, 2018

Don Binkley, President

Kathryn Norem, Vice-President

Charles Chesak

Katherine Chaffins, County Auditor
& Secretary to the Board of County Commissioners