

# ATTN: THIS IS A DRAFT--NOT YET APPROVED BY COMMISSIONERS

March 1, 2010

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in regular session at 9:00 a.m. in the Annex meeting room, Knox, Indiana, with all members present and the following proceedings were held to wit:

## **IN RE: VACANT COMMISSIONER SEAT**

County Attorney, Martin Lucas, informed the board and the public that pursuant to I.C. 5-8-1-38, Mark Milo is no longer a commissioner. We currently have only two commissioners. There will be a caucus to fill the position, but until then we operate with two.

## **IN RE: MINUTES**

Kathy Norem moved to approve the February 11, 12, 15, 19 and 23<sup>rd</sup>, 2010, minutes as amended seconded by Dan Bridegroom with 2 ayes.

Kathy Norem moved to approve the January 18, 2010, minutes seconded by Dan Bridegroom with 2 ayes.

## **IN RE: PAYROLL AND VENDOR CLAIMS**

Kathy Norem moved to approve the payroll claims seconded by Dan Bridegroom with 2 ayes.

Kathy Norem questioned the \$500 claim for Arrowhead and wanted to know what service we get from them. The commissioners are requesting an annual report from Arrowhead. Kathy Norem moved to approve all claims except Arrowhead (until it can be checked out) seconded by Dan Bridegroom with 2 ayes. (Auditor's Note: A letter was sent to Arrowhead requesting further information on 3/3/2010.)

## **IN RE: JAIL FIRE 2/28/2010**

Kathy Norem moved to declare this an emergency, to get the jail repairs done immediately, seconded by Dan Bridegroom, two ayes.

The commissioners said they would like to do a walkthrough of the jail, before the prisoners return.

## **IN RE: OWNER OCCUPIED REHAB PROGRAM GRANT**

Cathy Miller, Development Specialist for Area Five Agency, spoke to the commissioners about this grant, and how it works. The program would allow funding for qualifying parties, for repairs to roofs, gutters, siding, electrical, doors, bathroom renovations, floors and plumbing. The county's share for this program would be \$25,000. Kathy Norem moved to apply for the \$250,000 grant, and to present it to the county council for funding with commissioner recommendations, seconded by Dan Bridegroom, with two ayes.

## **IN RE: E.M.S./E.M.A.**

Lisa Kaiser, EMS/EMA Interim Director, and Mary Lynn Richie reported clerk receipts of \$556.00, \$181.29, \$89.00, \$60.00, and \$30.00. They reported \$147.30 from Ohara. Kathy Norem moved to approve the elderly write-offs for \$1,135.59, seconded by Dan Bridegroom, with two ayes.

Kathy requested a report from EMS each month showing the number of runs, types of runs, amounts billed, and amounts collected by source.

They discussed rate increases for EMS. Mary Lynn showed the commissioners some rates from other counties, and Starke's rates were lower than the areas around us. Other counties are also

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billing for things Starke County does not, such as out of county, treatment but no transportation, refusal to be transported, and transfers where they have a medical wait which Medicare does allow. They talked about a possible 15% increase, saying they are not trying to make money; they are just trying to get closer to breaking even. Kathy Norem moved to approve the 15% rate increase and starting to charge for the things listed above, seconded by Dan Bridegroom, with two ayes. They will not be billing for refusals, where someone else made the EMS call, and no treatment was done.

They discussed the EMA wage reimbursements they receive from the state. If the position is a combined EMA/EMS position, the county will only receive a 25% reimbursement. If it is only an EMA position, it would be a 50% wage reimbursement. Mary Lynn submitted a grant application for the commissioners' approval. Kathy Norem moved to accept and sign the application, seconded by Dan Bridegroom, with two ayes.

Kathy Norem moved to approve the mitigation agreement (Resolution # 2010-04) for a Homeland Security grant for Hazard Mitigation. The agreement had already been signed by the City of Knox, Town of North Judson, and town of Hamlet. Dan Bridegroom seconded the motion, and it passed with two ayes.

Lisa reported that she has moved two part time employees to full time.

Lisa also reported that repairs are needed at the Grovertown base. She is getting quotes for the repairs.

Lisa said she would like to appoint Adrian Schwenk as Interim Assistant EMS/EMA Director. Kathy Norem moved to allow Lisa to appoint an Interim Assistant EMS/EMA Director, paying him Assistant Director's pay, seconded by Dan Bridegroom, with two ayes.

Mary Lynn informed the commissioners about a small "Round Up" grant EMS will be applying for. The commissioners signed the application.

## **IN RE: VACANT COMMISSIONER'S SEAT**

The commissioners said they will be sharing the duties of the 3<sup>rd</sup> commissioner until a replacement is caucused.

## **IN RE: HIGHWAY**

Steve Siddall, Highway Superintendent, said Frost Law warnings have been issued, and signs need to be placed.

The highway dept. received phone calls requesting repairs to school bus turnarounds. Steve said, in the past they repaired 5-10 feet of the turnaround. Kathy Norem moved to continue repairing one bus length of the turnaround, seconded by Dan Bridegroom, with two ayes.

Jim Coldiron's FMLA will be up on March 9<sup>th</sup>, but his doctor's appointment is not until the 15<sup>th</sup>. Dan Bridegroom moved to extend it until the 15<sup>th</sup>, but not beyond. The motion was seconded by Kathy Norem, with two ayes.

Steve reported that the lift is coming along as planned.

Steve also reported that a camera is going to be installed on the county garage grounds as soon as possible.

## **IN RE: GLOVE FACTORY CLEAN-UP**

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The commissioners said they want the highway department to do some clean-up at the Glove Factory, clearing out debris. Then they want the office holders to check for any records that can be cleaned from the building.

## **IN RE: COUNTY ROAD 300 EAST PROJECT**

Charlie Weaver reported meeting with the consultants of the County Road 300 East project. He suggested putting some of the commissioners' CREDIT money aside for the project.

The intersection at County Road 300 East and Highway 8 is a problem for semis, as they utilize both lanes for right turns.

Phase one of the project, which involves county money, will be bid in 2012, with the match needed in 2013.

Steve discussed the road miles needing redone this year. The commissioners want the drivers' input.

## **IN RE: LIABILITY INSURANCE**

Alma Messman & Jennifer Jacobs, from Wenninger Insurance appeared before the commissioners, telling them they would like to submit a quote for liability insurance. There was some discussion on the procedure for insuring all companies and getting quotes. The commissioners would like local quotes from at least First Source, First Choice, and Wenninger. The proposals will be due to the commissioners by June 1<sup>st</sup>, for the meeting scheduled on June 7<sup>th</sup>. All interested parties need to be present at the March 15<sup>th</sup> Commissioners' Meeting.

## **IN RE: MARSHALL STARKE**

Michael Litner and Flora Tibbits, with Marshall-Starke Development, wanted to thank the commissioners for the help they received. They updated the commissioners on all that was done and the progress that was made.

They also announced that March is Mental Health Month, and they will be having an open house March 17<sup>th</sup> from 9:30-12:00 EST.

## **IN RE: LANDFILL**

Sammy Sirhan, with Superior Environmental Remediation, gave the commissioners updates on the landfill. He said all IDEM requirements have been met and submitted. If the landfill goes two years without detection in ground water, the county will be done. They submitted a copy of a letter to the commissioners that they sent to IDEM. He also said they sent a copy to the property owner, so they would know what has been happening. Michael Aylesworth, with IDEM will help with the property owner, if needed.

Kathy asked Sammy about the \$55,000 we have already spent. She wanted to know what we got for that money. She questioned several items on three bills from 2008 and 2009. She had concerns, as no contract has been signed showing what they have done. Kathy asked for another quote for the plan. The commissioners do not want to spend any more money until they're able to get on the land. Dan said he will try to contact Aylesworth to tell him the county needs help.

The commissioners want more than one perspective on the landfill. Any questions from the state should be directed to our attorney, until the time the quotes come in.

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## **IN RE: PLANNING COMMISSION**

Bruce Williams, Planning Commission Director, came before the commissioners with a resolution for maximum lot coverage, changing it from 30% to 40%, if it's on a public sewer. He said only two people from the public attended the public hearing and both were in favor of the resolution. Kathy Norem moved to approve the resolution, seconded by Dan Bridegroom, with two ayes.

## **IN RE: JAIL HOLIDAY SCHEDULE**

Oscar Cowen came before the commissioners with concerns he had with the holiday schedule. The commissioners explained how the holidays work, and how his scheduled employees will receive their holidays.

## **IN RE: COMMISSIONER CERTIFICATE SALE**

Dan Bridegroom moved to approve the Commissioners' Certificate Sale, starting at \$300, seconded by Kathy Norem, with two ayes.

## **IN RE: APPOINTMENT TO LIBRARY BOARD**

Kim Land resigned from the Library Board. The commissioners will be taking applications for the position. The board meets the second Tuesday of each month, at 4:00 p.m.

## **IN RE: FLOATER EMPLOYEE**

The commissioners discussed the floater employee and how the position was intended to be used. The commissioners would like the floater priorities to be in order, with the first priority being tax collection, second being state called meetings, and third being vacations. If there is a conflict, and more than one office has requested the floater, those department heads need to contact a commissioner to resolve the issue.

## **IN RE: JOB SHADOWING**

Robert Snowdon has requested to job shadow the IT Coordinator, Bob Smith. The commissioners agreed to allow this, as Bob is an employee of the commissioners.

## **IN RE: I.T.**

Bob Smith gave the commissioners information for a plan on the backups. He has two quotes, and is trying to get a third one, to replace the servers. CDW-G's quote is 52,327.42 & DC Tech Solutions' quote was \$19,468.98. These quotes are for two servers.

## **IN RE: STARKE MEMORIAL HOSPITAL**

Ed Hasnerl submitted the finance report for Starke Memorial Hospital. The Save the Hospital Fund has a balance of \$4,280,830.60.

## **IN RE: KOONTZ LAKE SEWER SYSTEM**

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Matt Glass, with Witman Petrie Engineers, reported on the disruption points in the roadways during the project. They are in the process of getting easements from the property owners. All repairs to the roads will be under the project, at no cost to the county. The contractor is required to control the traffic during the project.

## IN RE: HEALTH DEPARTMENT

Frank Lynch, County Health Nurse, came before the commissioners requesting a part time position for a Food Sanitarian. He would like to pay \$14.31 per hour, which would need to be done through a salary ordinance amendment. The hours would be three days a week, with a maximum of twenty-one hours. Dan asked Frank to write a job description for the position. Dan Bridegroom moved to approve the position, subject to council funding, with the position being reviewed annually, seconded by Kathy Norem, with two ayes.

There being no further business to come before the board, Kathy Norem moved to adjourn.

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Dan Bridegroom, President

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Kathy Norem, Vice President

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VACANT

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VACANT

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Michaelene J. Houston, Auditor and Secretary to the Commissioners

**March 1, 2010**

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in special session at 4:30 p.m. in the Annex meeting room, Knox, Indiana, with all members present and the following proceedings were held to wit:

Council President Mark Smith, Councilwomen Judy Benninghoff and Jennifer Davis, County Attorney Martin Lucas and County Clerk Evelyn Skronski were also present.

## IN RE: COUNTY EMPLOYEE HANDBOOK

The commissioners and the three council people in attendance continued the discussion on the county employee handbook. They completed all changes they want made and will be having a meeting with department heads to discuss the final draft of the handbook.

There being no further business to come before the board, the meeting adjourned.

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Dan Bridegroom, President

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Kathy Norem, Vice President

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VACANT

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VACANT

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Michaelene J. Houston, Auditor and Secretary to the Commissioners