

Monday, April 4, 2016

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 Kent Danford present and the following proceedings were held to wit:

The meeting was called to order by Commissioner President Kent Danford.

EMS MONTHLY REPORT

EMS Director Keith Emigh and Clerk Mary Lynn Richie appeared before the Board to present their Monthly Departmental Report. Clerk Richie advised the runs report was a little down for the month however the A/R is increased. She noted they have received the Medicaid reimbursement of the year 2013, in the total amount of \$77,751.30. She stated it has been deposited into the County General Fund. She advised a total of \$ 1,894.81 was received from Small Claims Court, and a total of \$ 679.74 was received from Collection Attorney Jonathan O'Hara. The Clerk noted she had participated in a teleconference put on by WOS, The Ground Ambulance Level of Care.

Director Emigh advised he had received a visit from Steve Zachert of Bitco Insurance who reviewed their staffing, their safety training and the losses they experienced last year. He advised the only recommendation Mr. Zachert advised was that the ambulance at the Knox Base 0085 didn't have a net for the side bench seat. Director Emigh advised they have the seat and are just waiting for the Highway Department to install it.

Director Emigh advised he had met with the State EMS Coordinator. He advised he was instructed to reprogram their rig radios because some of the hospitals, such as Plymouth, have different frequencies that aren't in their radios. He noted Kenny Phost is going to reprogram the radios so they can communicate with that hospital when they are enroute to it.

Director Emigh advised he hired two part time paramedics and a part time EMT last month. One of the paramedics is still doing ride time, but the other two are already on the schedule for April. He noted all of those have full time jobs at other services so they can only give them limited availability per month. He advised he will continue hiring to maintain ALS Service at all three bases.

Director Emigh advised he held a PEDS Training Class for the staff using an outside instructor from Fort Wayne. It was well attended by the staff. He noted he attended the County's Safety Committee Meeting, and Mary Lynn and he attended the District 2 Healthcare Coalition Ebola Virus tabletop exercise in Plymouth. He stated he had attended 8 training classes and two FEMA Classes throughout the month of March. The two classes from FEMA are through the Indiana Dept. of Homeland Security and he is planning on taking more courses this coming month.

Director Emigh advised in regard to rig maintenance he ordered and replaced two tires on #3308 and the oil pump in #0084. He noted he was happy to report #0086 is running well and is back in service.

Director Emigh advised in regard to base maintenance he noted it was done at all the bases. There were no safety injuries reported in the month of March and he is constantly looking at ways to save money on their supplies and services.

COUNTY HIGHWAY DEPARTMENT MONTHLY REPORT

Highway Department Superintendent Rik Ritzler appeared before the Board to submit his monthly departmental report. He advised the Board in regard to Winter Operations, that they are essentially over. They had used 25% less sand and 50% less salt this year compared to last year. They will have a sizable reserve for next year, and have stored all their winter equipment and have refitted the trucks for summer operations.

Superintendent Ritzler provided a graph of fuel usage since the first of the year noting the purchase of gas and diesel fuel. He noted when the diesel fuel decreases the gas usage increases. In regard to fuel purchases the lower cost of the fuel also makes a difference.

Superintendent Ritzler advised in regard to the Frost Law they have been monitoring the truck traffic on 300E/200S because the City of Knox has closed down Culver Road to truck traffic. He noted to make this work he would need to change the Goggle Maps to show the diversion in traffic; to continue monitoring the minor repairs; have a discussion with the industrial park businesses; use the 2021 call for projects and local rural call to upgrade 300E/200S; and fix the sight distance problem at 300E/Toto Road.

Superintendent Ritzler advised in regard to State Funding Bill HB1001 he suggested to form a committee as soon as possible to see how to spend the approximate \$800,000.00 in funding the Highway Department would receive. He would like a committee with the Auditor, a Commissioner and a Council Person, plus others. He noted he would like to have the committee in place by the end of April. He will be requiring an Asset Management Plan in order to receive that funding. He noted they have one in place that would need to be adjusted in order to fit the template that was released by LTAP/Purdue this last week.

In regard to Spring/Summer Operations, the Superintendent provided a graph on culvert replacements. He noted they have replaced ten culverts already and expect to replace a total of 30 for the year which is the Department's average per year. He noted the Department will be working with Surveyor Bill Crase in replacing some of the culverts. He advised they have been helping the Surveyor with some of his projects and they allow him to store some of his material out at the garage and used some of their used, salvage pipes. He noted the Surveyor will be purchasing the material through the department's negotiated price arrangements with vendors.

In addition to the Spring/Summer Operations he also noted they will be brush cutting, working on potholes and other frost repairs, sand and gravel stockpiling, oils bids for asphalt, road assessments and repair section, a double mowing crew, bridge maintenance crew, and bridge replacement. He noted they will be purchasing a bridge maintenance truck this year which will complete their department's need for pickups for the next two years. He

also advised the construction of Bridge # 1 which is on CR700N between US35 and CR500E should be complete by early May. The design of Bridge # 78 on CR250W between Toto Road and CR400S should be going out for bidding in May, and Bridge # 96 will be replaced by a culvert later on this summer. He advised after those bridges are completed they will only have eight deficient bridges in the County.

Superintendent Ritzler advised, in regard to the listing of Road Inventory, he had nine changes to make and they are:

Range Road off CR850S needs to be corrected to Ridge Road.

Garba Road in Washington Township needs to be added.

Johnson Subdivision off CR500E needs to be added.

CR1175E in the Koontz Lake area needs to be added.

All roads that slip away from Koontz Lake need to be added.

Arlington Road going into the North Judson Industrial Park needs to be added.

Kramer Lane in Koontz Lake needs to be added.

IR 373, an unnamed road needs to be removed since it is actually a bike path.

CR880E needs to be renumbered to be CR870E.

He noted he was just bringing up this Road Inventory Listing for now and he should be at the next meeting for its approval.

Superintendent Ritzler advised he had brought with him the Supplemental Agreement for the Bridge Inspection Program. He advised INDOT is currently in charge of this at a cost to the County of 20%. He noted INDOT will be paying the 80%. He noted the costs reported in the file in the total cost and it will cost the County approximately \$260.00 per bridge. He stated we have 8 more bridges to complete. Commissioner Norem made a motion to approve the document. The motion was seconded by Commissioner Binkley and passed with all ayes. All three Commissioners signed the document.

CLERK: ELECTION LOCATIONS AND ABSENTEE VOTING CALENDAR

Clerk Vicki Cooley appeared before the Board to discuss the Election Locations established for this year's election, and a schedule of the Absentee Voting to take place at the Courthouse. She also submitted to the Board a copy of the agreement they had received from Koontz Lake Regional Sewer District. But, she had read an Indiana Code that stated those agreements were illegal for the election usage. County Attorney Marty Lucas stated she was completely correct in making that statement. He advised it was not legal and he will contact them or their attorney for clarification. Clerk Cooley also advised she has found security after hours with Absentee Voting. She advised she will be having someone from the Sheriff's Department present and she will be paying for it out of her extra help in her Election Budget.

SHERIFF: COMP TIME VERSUS OVERTIME

Sheriff Bill Dulin appeared before the Board to present a new concept to the Board for their approval. He advised they are having a problem with overtime usage already this year as it also was a major problem in last year's budget. He stated he was proposing using comp time instead of overtime. He did advise however they would not be able to use all of their comp time within the same pay period. Commissioner Norem noted that the Sheriff's Department has a different rule unlike other departments and they could use comp time. She noted Attorney Lucas has been researching the usage for their department. Attorney Lucas inquired if the Sheriff was planning on using the FSLA 207K plan which schedules the work period to a 28 day period which allows for a total of 171 hours before overtime or comp time would be calculated. The Sheriff noted this policy would only pertain to the Officers and the Jail Staff, not dispatchers or the general office staff. He did not know though if he was going to go through the 207K or not. Attorney Lucas advised he would work with the Sheriff to determine if the 207K plan would be to his advantage or not. He noted the Sheriff could be able to change to overtime to comp time but using the 207K would give him additional hours before overtime would be addressed. Sheriff Dulin and Attorney Lucas will address this issue and report back at the next meeting.

IT DIRECTOR: IT POLICY PROPOSED

IT Director Brian Pinson appeared before the Board and presented them with a Policy that contained highlighted areas marked. He advised he had pulled this policy from a County and would like to get the highlighted areas approved and put it into policy with the Employee Handbook. Commissioner Norem stated she would like to see their Attorney to look at the policy and asked for it to be brought back to the next meeting after the Attorney has reviewed it. Attorney Lucas stated it was a tricky subject but he did like the "no expectation of privacy" be covered in an appendix to the Employee Handbook. Director Pinson stated he did not have an issue with returning to the next meeting.

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

President Danford had the Board sign the completed March 7 minutes, but then Commissioner Norem asked for a tabling of the minutes from the last meeting, March 21st.

In regard to the Commissioner Claims Commissioner Binkley inquired if the boot invoice was completed.

Auditor Chaffins noted the claim was paying for boots purchased in October of 2014 and 2015. The Highway Superintendent stated the 2014 bill had been emailed to the former Secretary. Commissioner Norem made a motion to hold the boot invoice for now until they obtain more information on it and approve the rest of the \$241,276.91 claim. Commissioner Binkley seconded the motion, and it passed with all ayes.

Commissioner Norem made a motion to approve the payroll claim for the pay period ending on 3/26/16 with a pay date of 4/1/16 in the total gross amount of \$215,283.01. Commissioner Binkley seconded the motion and it passed with all ayes.

IN OTHER BUSINESS TO COME BEFORE THE BOARD

Commissioner Norem advised when they did appointments they had not received a letter from Mr. Ron Simoni for the PTABOA Board. She noted Assessor Rhonda Milner stated Mr. Simoni is interested in remaining on the PTABOA Board. Commissioner Norem made a motion to appoint Ron Simoni to the PTABOA Board. Commissioner Binkley seconded the motion and it passed with all ayes.

Auditor Chaffins advised she had received a telephone call from Perry Lucas inquiring about the Memorial Day services this year and which American Legion would be providing the flags for the Round Lake Cemetery. Veteran’s Service Officer Mark Gourley was at the meeting and he advised he will make contact with each one of the American Legions and discuss the Memorial Day flags and the amount of pay they will be receiving.

PUBLIC COMMENT

Jim Demis was present at the meeting and inquired about the hog applicant near Hamlet. Todd Lawrence advised his sons had presented this application since they had received information from the Planning Commission that the Countywide Ordinance allowing for a two mile variance around towns was not approved in Hamlet and therefore they would be allowed to build the CAFO. However the Town of Hamlet did approve the Ordinance and so the Lawrence Family pulled out their application so they would be in compliance. Commissioner Norem stated it was an unfortunate miscommunication. She noted they are good neighbors and they also pay good taxes on those CAFOs. She noted the ordinance is very clear.

Debbie Mix stated she had received a letter from Fred Boyer who needs to resign from the CVC Board since he has moved out of the county. But, she noted, she had forgotten to bring in the letter. Commissioner Norem advised they have not yet received a letter from Mr. Boyer and will not take action until a letter is received. In regard to the Park Board, Ms. Mix had a question for Auditor Chaffins. She inquired if Richard Callahan at the Bass Lake Beach and Campground paid his 2015 rent. The Auditor advised yes the County had received approximately \$5,700.00 from Mr. Callahan. Debbie Mix stated she was concerned since the Park Board was supposed to issue a bill to Mr. Callahan.

There being no further business, Commissioner Norem made a motion to adjourn the meeting. Commissioner Binkley seconded the motion and it passed with all ayes. The meeting was adjourned at 7:20PM.

April 4, 2016

Kent Danford, President

Donald Binkley, Vice President

Kathryn Norem

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