

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

May 3, 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: MINUTES**

Kathy Norem moved to approve the March 12, 2010, minutes seconded by Dan Bridegroom with 2 ayes 1 abstaining (JD).

Jennifer Davis moved to approve the April 13, 2010, minutes seconded by Kathy Norem with 3 ayes.

Jennifer Davis moved to approve the April 19, 2010, minutes seconded by Kathy Norem with 3 ayes.

Kathy Norem moved to approve the March 16<sup>th</sup> and March 17<sup>th</sup>, 2010, minutes seconded by Dan Bridegroom with 2 ayes 1 abstaining (JD).

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

Kathy Norem moved to approve the April 17<sup>th</sup> payroll seconded by Jennifer Davis with 3 ayes.

The question of temporary election workers qualifying for overtime pay for hours worked over 40 per week was discussed. Jennifer Davis asked if we were authorized to even have the extra voting hours. Kathy Norem and Dan Bridegroom both agree that if they worked the extra hours, they are to be paid overtime pay—that is federal law. Jennifer Davis moved to approve the overtime pay seconded by Kathy Norem with 3 ayes. The commissioners want Evelyn Skronski, County Clerk, to be sure and include this in her budget for next year.

In regard to the 5-3-10 commissioner claims, a question was asked about the community corrections cell phone bill and about the Century Link phone bill. Century Link claims we did not cancel the agreement with them and that is why our cost has not gone down.

All Star Communications submitted a report on their side of the phone issue. Kevin and Matt with All Star think that the old lines were never shut off—they would like to look at the phone bills and try to straighten this out with Century Link.

Other issues with the phones were discussed. Kathy asked about charges from All Star for repairs. They stated that there have been no charges for parts—the charges were for the main system being moved from the annex to the jail per the county's request.

Kathy would like to review All Star's report and then have a meeting with All Star, Century Link, Bob Smith and the jail to discuss the situation in order to get this problem settled once and for all.

The commissioners stated that we changed systems in order to save money and we are not saving any. Bob Smith will get names for the commissioners in order to schedule a meeting with all the parties involved. The people who attend must be the ones to make the decisions. They would like them to be at the next commissioners' meeting.

Kathy Norem moved to not pay any bills for the phone system until all parties meet to discuss and resolve the problems seconded by Jennifer Davis with 3 ayes.

Kathy Norem moved to deny the claim for Mark Milo Enterprises for \$3900+ as research did not show enough verification for the claim. Jennifer Davis said she didn't want to approve the claim without proper verification and there is none so she seconded the motion. Motion passed with 3 ayes.

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The claims for ambulance maintenance were questions as to why the highway didn't do the work. Lisa Burger stated that the bills were for parts not labor, and the parts were installed by the Highway department.

There were two claims for Debco Culverts that Kathy questioned as she thought we had plenty of culverts. Steve Siddall, Highway Superintendent, stated that we had barely enough and that they were on sale if we bought them now, for 25% off.

Dan questioned the mowing charges for the EMS bases.

Kathy Norem moved to approve the remainder of the claims not specifically denied seconded by Jennifer Davis with 3 ayes.

## **IN RE: BASS LAKE BEACH & CAMPGROUND**

Lee Nagai wanted to know if the commissioners are going to require anything above and beyond what the state is requiring for the Bass Lake Beach and Campground. The commissioners want the state requirements to be followed and want to be kept informed of what is being done. They want copied on everything and notified before any changes are made.

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

Mary Lynn Ritchie presented some requests on bankruptcies to accept lesser amounts. Mary Lynn is to write objections to the requests.

Mary Lynn reported that she worked with Eric Nichols on grants with the Indiana Department of Homeland Security. We are going to get more on the grant salaries than the original amount awarded.

Kathy Norem commended Mary Lynn on her efforts with the grants and the E.M.A.

The 2009 reimbursement grant for salaries needs to be signed by the commissioners and the financial officer.

Kathy Norem reported that the E.M.A. Advisory Board has been reorganized and a job description written for the E.M.A. Director. They advertised and interviewed for a director and the advisory board recommends Ted Bombagetti for the position and classify this as an interim position with quarterly reports due including the amount of grant monies received. Jennifer Davis moved to approve Ted Bombagetti as E.M.A. Director seconded by Dan Bridegroom with 3 ayes. Ted thanked the board.

The commissioners stated that Ted Bombagetti's employment would be effective as soon as the required pre-employment documents were satisfactorily completed.

Lisa Burger reported that she needs a cell phone. Dan Bridegroom asked her to hold up as he is working on a countywide contract for cell phones.

There was discussion on the transition and updates to the Emergency Management Plan.

Lisa Burger submitted a spreadsheet of EMS runs for the commissioners.

Lisa also reported that she had received three estimates for repairs at the Grovertown base. The commissioners also asked her to get an estimate for the roof at the North Judson base. Lisa reported drainage issues at the Grovertown base. Different methods were discussed to alleviate the problem and for repairs to the base.

## **IN RE: HIGHWAY**

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Ken Minett with Butler, Fairman & Seufert was at the meeting with Steve Siddall, Highway Superintendent, regarding bridge 156. The state will supply \$743,600 of the funding for the bridge. As soon as the DES numbers are received from the state we will be able to proceed.

Ken Minett explained all the steps that need to be taken by the county. The bridge is earmarked for 2013. The last bridge done was the one over the Yellow River.

Kathy Norem commended Dan Bridegroom and Steve Siddall on getting the planning to this point and all the work they have done.

Steve reported that the ADT security system was fixed and that it should have been taken care of by Quest but is done now.

Toto Road striping from Highway 39 to CR 625 and around CR210 (the road done by stimulus funds) was discussed. Buying our own machine to do our own striping is a bad liability per the insurance company. Striping must be done by INDOT specs. The projected cost to stripe the middle and both sides of Toto road (10.5 miles) was estimated to cost \$22,890.68. To lay a center stripe with appropriate signage (no striping on both sides) is projected to cost \$7800 to \$10,000 for 10.5 miles which includes a set up fee.

Kathy Norem moved to contract with Air Marking to do the striping not to exceed \$10,000 including the signs seconded by Jennifer Davis with 3 ayes.

Steve wants to meet with the commissioners to review their respective districts three miles of road to be paved this year for each commissioner. Jennifer Davis wants the highway to present their prioritization of the proposed roads to be paved. The Commissioners will make appointments with Steve to tour the roads in their districts.

Kathy Norem questions a "sinking fund" for CR 300E project being set aside from EDIT funds. Martin Lucas, County Attorney, will look into this.

## **IN RE: PIER AT KOONTZ LAKE**

Stephen Baniewicz appeared before the board to discuss removing a pier at Koontz Lake. The property owners live approximately two blocks from the lakefront. He has discussed the problem with the D.N.R. The D.N.R. told Mr. Baniewicz that the present owners have no interest in the pier and that the pier is installed at an incorrect angle and on county property. They also told him that he needed to appear before the commissioners to get the pier removed. County Attorney Martin Lucas wants all parties to appear together at the next meeting to discuss the situation. Dan Bridegroom will assist Mr. Baniewicz to locate the present owners of the property that the pier belongs to and also talk to the D.N.R. that advised Mr. Baniewicz to come to the commissioners.

## **IN RE: ENERGY GRANT**

Michelle Snowdon appeared before the board to discuss her progress on the energy grant she is working on. The contract has been received and needs signatures. Dan Bridegroom signed and asked Michelle to make sure the auditor gets a copy. County Attorney Martin Lucas has reviewed the contract and sees no problem. Michelle advised that since the courthouse is on the historic preservation list, they must therefore follow their guidelines for any changes. She is in the process of gathering all the needed information to submit.

## **IN RE: SCOVILLE'S LOT 35**

Rhonda Milner appeared before the board regarding Scoville's lot 35 and Marvin Podozerwinski. GIS put the road in the wrong place. Rhonda Milner told the commissioners that she needs to get more information and is also checking information from Territorial Engineering that she has received.

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## IN RE: COURTHOUSE STEP REPAIR

Kathy Norem informed the rest of the board that the courthouse step repair is still not completed. She contacted Mr. Reiss and he said he wanted the commissioners to sign off for his liability on the repairs without a handrail being installed simultaneously. A handrail was not part of the original quote and never part of the discussions until just recently. It was mutually agreed that it would be best for all parties to obtain a different contractor. The stone is at Mr. Reiss' house and other contractors will be called to give an estimate to finish the job. She and her husband will go out and pick up the stone from Reiss.

## IN RE: COUNTY COLLECTION AT HIGHWAY DEPARTMENT

Kathy Norem advised the commissioners that the health board met last week and one of the topics was Sharp's Disposal. Frank Lynch took Sharp's out to the county collection at the highway department and Carrie Trent, Director of Environmental Management, said that it would cost \$600. Frank refused and took Sharp's back. The health board needs to discuss the Sharp's Disposal issue with the commissioners so that a decision can be made. There is poor communication between the health board and the commissioners and council. The health board will be at the 5-17-10 council meeting to discuss the food inspector position and this can be discussed as well.

## IN RE: BURN ORDINANCE

Bruce Williams appeared before the commissioners and stated that he wanted to see if there was a burn ordinance for Starke County that he was told existed. He went to the Auditor's office and they had to look through all the ordinances to find it. He feels that the ordinances should be organized and anyone should be able to locate by name. Dan Bridegroom stated that the commissioners are aware of this and the floater will be taking care of it when she has the time. *(Auditor's note—per state law ordinances have to be codified by a company that deals with same. Last time they were done was in the late 80s by K.I.R.P.C.)*

With no further business to come before the board Kathy Norem moved to adjourn seconded by Jennifer Davis with 3 ayes.

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Dan Bridegroom, President

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Kathy Norem, Vice President

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Jennifer Davis

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Michaelene J. Houston, Auditor and  
Secretary to the Commissioners

**May 10, 2010**

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in special session at 10:30 a.m. Starke County Development Foundation meeting room, Knox, Indiana, with Jennifer Davis absent and the following proceedings were held to wit:

## IN RE: E.E.C.B.G. GRANT

Present were Commissioner Dan Bridegroom, Commissioner Kathy Norem, Director of the Starke County Development Foundation Charles Weaver, City of Knox Mayor Rick Chambers, City of Knox Clerk-Treasurer Jeff Houston, Town of North Judson Board President Dan Anderson, and Town of North Judson Clerk-Treasurer Connie Miller.

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Charles Weaver stated that he believes Starke County, the City of Knox and the Town of North Judson are all to the point in the grant process that the next step would be to take bids. He believes we should accept bids for Materials Only, Labor Only and for Both Materials & Labor. He also spoke with the Kankakee Iroquois Regional Planning Commission (KIRPC) and there is a website that we can use to get a determination on the Davis-Bacon amounts which must be given to the contractors within ten days before the bids are opened. The chosen contractor must send in Davis-Bacon reports weekly, so it can be put in the grant file. Because the projects are all under the 75,000 dollar amount it was decided to use Requests for Quotes (RFQ's).

Charles is going to send us all a copy of the bid form and a sample contract. He will be adding wording on it that states that materials &/or Labor cannot exceed X amount of dollars to be sure that the bids come in at or under budget. He will also add wording that the contractor will be responsible for any shortage under Davis-Bacon.

It was further decided that a list of Local Electrical Contractors would be acquired from the planning commission for the RFQ's. The following time-line was agreed upon for Starke County, but the City of Knox and Town of North Judson will have their own time-lines. At the May seventeenth commissioner's meeting, the commissioners will announce the bids for the county portion of the work. These will be sent out on Tuesday May eighteenth. And the contractors will be given the Davis-Bacon determination on June first. The bids will be due by four PM on June fourth and must have a Davis-Bacon report attached. The bids will be opened at the June seventh meeting.

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Dan Bridegroom, President

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Kathy Norem, Vice President

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Jennifer Davis

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Michelle D. Snowdon, Auditor Pro Tem