

**June 15, 2015**

Pursuant to adjournment comes now the Starke County Council and meet in a regular session at 5:30PM in the Annex Building Meeting Room, Knox, Indiana, with Dave Pearman, Robert Sims, Bryan Cavender, Freddie Baker, Brad Hazelton, and Jennifer Davis present, and the following proceedings were held to wit:

The meeting was called to order by Council President, Freddie Baker. Councilwoman Stalbaum was absent.

Councilman Pearman made a motion to approve the minutes of the May 27<sup>th</sup> meeting. Councilwoman Davis seconded the motion and it passed with all ayes.

#### **HIGHWAY DEPT. REQUEST TO ESTABLISH LABOR POLICY**

Highway Superintendent Rik Ritzler appeared before the Board to present the Department's proposal in regard to the repairing of other County vehicles in the Highway Garage by the Highway Department Mechanics. He stated the SBOA had advised Auditor Chaffins that either the Highway Department needed to bill the other departments for their actual cost of the labor or else quit working on the other department's vehicles since the County cannot use MVH Funds to work on other departments who have other sources of revenue. Superintendent Ritzler advised he had originally proposed charging a rate of \$10.00 an hour but after receiving the advice of the SBOA he realized he would need to increase the labor rate to \$18.50 which is the shop's journeyman rate. Councilman Pearman questioned by charge \$18.50 when the 3<sup>rd</sup> mechanic is only currently receiving \$17.50/hour. Auditor Chaffins noted the County Highway is not supposed to be losing any money by working on other department's vehicles. Superintendent Ritzler advised the Board of Commissioners had approved this proposal at their last meeting to be effective on June 1st. Councilman Pearman expressed his concern if their SCILL mechanics would meet the County's insurance's requirements of certified mechanics working on the County's vehicles. There was a discussion in regard to the additional costs the departments will have to pay out of their present year budgets. The Sheriff noted he doesn't have it in his budget for this year. Councilman Hazelton asked the Superintendent to prepare a report showing so far in 2015 what the total amount of labor costs would have been by department. There was another discussion in regard to requiring oil changes after 3,000 miles versus after 5,000 miles. Councilman Pearman noted they will just have to watch as to how it will affect this year's budget and will need to deal with it, pointing out they may have unexpended budget line amounts which could be transferred into the repair line. Superintendent Ritzler also noted that some of the minor repair work could possibly be completed at the SCILL Center once the school is back in session. Councilwoman Davis made a motion to accept Superintendent Ritzler's recommendation to charge the rate of \$18.50/hour in labor costs when working on the other County Department's vehicles, other than the Highway Department. Councilman Sims seconded the motion and it passed with all ayes.

#### **SHERIFF'S REQUEST TO INCREASE THE JAIL COMMANDER'S PAY; TRANSFER REQUEST**

Sheriff Bill Dulin appeared before the Board to request an increase in the pay of the Jail Commander position. He advised the current position salary is \$35,374.00 and since the Jail Commander had to step down to health issues the position is currently open. He stated he is proposing increasing the pay of that position to \$40,000.00-42,000.00. He noted he would pay the difference in that pay out of the Misdemeanant Fund. There was a brief discussion in regard to hiring part time jailers versus full time and the number of jailers that will be required for the new facility. The Sheriff advised he has been hiring part timers instead of full time but it is very difficult to do. He also noted he has a goal when he hires a full time jailer that eventually he will hire road officers from that staffing. President Baker suggested setting up pay increments instead of just one increase in pay. Councilman Pearman advised he would like to see them set a range in the salary ordinance for that position based on performance not just after a set time period. Sheriff Dulin advised the Jail Commander position will be filled with a new hire and not with a current employee. Councilwoman Davis stated she would like to see a study of other surrounding counties and look at their range of pay for that same position. Councilman Sims stated this is an important position and suggests the starting pay be increased to \$38,000.00 and still look into establishing a salary range. Councilman Pearman made a motion to increase the pay of the Jail Commander position to \$38,000.00 with the difference to be paid out of the Misdemeanant Fund and to set a salary range for that position in the 2016 budget. Councilman Hazelton seconded the motion and it passed with all ayes.

Sheriff Dulin requested a transfer within the Jail budget, transferring \$6,000.00 out of the Jail Nursing budget line, 1000.11500.000.0027 to the Inmate Medical line item, 1000.20304.000.0027. He explained the majority of the inmate medical expense is due to one prisoner. Councilwoman Davis made a motion to approve the transfer request, seconded by Councilman Sims. The motion passed with all ayes.

#### **SERVICE OFFICER'S APPROPRIATION REQUEST**

County Veterans' Service Officer, Terry Turner, appeared before the Board with a request for appropriations for conference lodging in the amount of \$118.00, conference mileage in the amount of \$154.00, and office supplies in the amount of \$242.80 for the total appropriation amount of \$514.80. He advised he would be reimbursed from a State grant for those expenses. Auditor Chaffins explained he is requesting to establish a fund # 9165, Indiana Department of Veterans Affairs Reimbursable Grant Fund, and asked for the expenses to be appropriated out of that fund and when the money is paid back from the State it will be receipted into that fund. Councilwoman Davis made a motion to approve the creation of Fund 9165 and the total appropriations of \$514.80 from Fund 9165, seconded by Councilman Cavender. The motion passed with all ayes.

#### **IT DIRECTOR'S REQUEST TO APPROVE NEW CIRCUIT COURT SOFTWARE PROGRAM**

IT Director Joe Short appeared before the Board to request approval of the Odyssey Software Program for use in Circuit Court, Probation and the Clerk's Offices. He advised the program would be replacing the existing CSI program and there would be no cost to the County. He noted the program already has been approved by Judge Hall, Probation Director Thorstad, and Clerk Cooley. Councilman Hazelton made a motion to approve the change to the Odyssey Program as long as there are no expenses to the County. Councilman Sims seconded the motion and it passed with all ayes.

Councilman Pearman inquired if the Clerk's Office has ever begun utilizing the Docuware Program. Director Short advised the Clerk has been occupied with beginning her first term in office and he will look into it.

### COUNTY AUDITOR BUSINESS

President Baker read aloud a proposed resolution, Starke County Council Resolution 2015-615, Discontinuing Participation in the Pilot Program and Designation as a Pilot County under IC 6-1.1.17-3.7. Auditor Chaffins advised there was no advantage to the County to be involved in the State's Pilot Program and needed a resolution to end the County's participation in the program. Councilman Hazelton made a motion to approve the Resolution, 2015-615. Councilman Sims seconded the motion and it passed with all ayes.

Auditor Chaffins gave a brief presentation on some of recently passed State Legislation, those that would affect actions of the County Council. The Service of Process Fee, the fee received by the Sheriff's Department for serving Court papers, is being increased from \$13.00 to \$25.00. The fee is receipted into the Sheriff's Pension Trust Fund. Auditor Chaffins advised currently an average of \$800.00 to 900.00 is receipted each month into that fund from those fees and those fees are submitted monthly to Morgan Stanley and applied toward the County's portion of the Sheriff's Department's Retirement Fund.

SBOA Audits: The daily rate charged by the SBOA is being increased from \$45.00 to \$175.00 and that is per SBOA examiner working in the County. The SBOA is no longer requiring annual audits of taxing units but instead will be by risk based examination. The risk factors would include newly elected or appointed fiscal officers, the annual report not timely filed or materially incorrect, and an audit may not occur less than once every four years.

Another bill provides the Executive or Fiscal Officer of a unit may establish a confidential, fraud hotline reporting any suspicious activity involving an officer or an employee of the unit.

Legislation passed concerning the establishment of Internal Controls. The SBOA is currently creating a policy stating how it is defined and what the acceptable minimum level of internal control procedures and standards for internal control systems which will include control environment, risk assessment, control activities, information and communication monitoring.

Auditor Chaffins stated she was advised at the Auditor's Conference held in May that the SBOA will present this information at the Auditor's Conference in October. Each taxing unit will be required to adopt such a policy after June 30, 2016. Failure to participate in this requirement could affect if your taxing unit's budget is approved.

### PUBLIC COMMENT

Fred Boyer, of the CVC advised he had brought in copies of the Traveler Magazine which the Tourist Committee created and was successful, making a profit on it. He advised they have received the copy of the letter from the Treasurer which will be sent to the businesses who should be submitting the Innkeeper's Tax. They are working on creating a listing of Koontz Lake and Bass Lake rentals who are not submitting the tax, along with the motel in North Judson. He advised if these businesses submitted their tax it could double the amount of tax they collect monthly and then they could afford to advertise the lakes more.

Matt Topelian made some suggestions on how to create a range of pay in the Salary Ordinance for the Jail Commander based on performance and meeting requirements and not increase the pay purely based on time. He also suggested the transfer of one of the Highway Department's mechanics to the Sheriff's Department in order to maintain the vehicles of the Sheriff's Department.

Kenny Wallace inquired as to why the issue of not being able to get cell phone reception at the new Jail Facility has not yet been addressed especially after spending \$14,000,000.00 on this new facility. Commissioner Norem addressed his question stating they were aware of the lack of cell phone reception and noted it was the Sheriff's decision not to use cell phones at the new building. Sheriff Dulin stated it got down to the budget and what was going to be cut to keep costs down. He noted they would not allow the use of cell phone in the jail side but eventually plan on establishing the availability for cell phone use up front in the administrative and courtroom areas.

With there being no further business, Councilman Pearman made a motion to adjourn the meeting, seconded by Councilman Hazelton. The motion passed with all ayes and the meeting adjourned at 6:43PM.

**JUNE 15, 2015**

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Freddie Baker, President

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Dave Pearman

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Bryan Cavender

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ABSENT  
Pam Stalbaum

\_\_\_\_\_  
Jennifer Davis

\_\_\_\_\_  
Robert Sims

\_\_\_\_\_  
Brad Hazelton

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Katherine Chaffins, Starke County Auditor and  
Secretary to the County Council