

MONDAY, JULY 2, 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 at 6:00PM.

EMS MONTHLY REPORT

EMS Director Travis Clary and Clerk MaryLynn Richie appeared before the Board to present their monthly report. Clerk Richie advised the number of runs were down last month and the number of transfers had increased slightly from the month before. She also noted the AR is also slightly down for the year. She advised they had collected \$1,326.04 from Collections Attorney Jonathan O'Hara and nothing from the Small Claims Court. Clerk Richie did advise they had received the 2016 supplemental payment of \$15,871.46 and they are still waiting on their 2015 and 2016 supplement payment from MHS, Medwise and Anthem.

Director Clary advised he had interviewed a Part Time Paramedic that day and other part time staff that was recently hired have now completed their orientation.

In regard to education Director Clary advised they have completed training with the Koontz Lake Fire Department. They conducted a monthly audit and review with the Starke Hospital and are working with Parkview Hospital in Fort Wayne with online training of trauma case studies. Director Clary advised he had taught a class of CPR/AED and they will soon have AEDs at each of the three buildings:

Courthouse, Annex 1 and Annex 2.

In regard to ambulance maintenance he advised Unit 3308 has been experiencing a few mechanical issues but they have been minimal.

In regard to base maintenance Director Clary advised they had no base maintenance issues to report. They will be replacing some of their older garage door operators which have been causing problems at two of the stations.

He noted they had a safe, no injury month.

He also noted they had met with the Community Foundation Grant Committee last Thursday in regard to the Lucas Device. He advised he heard back from them that they have awarded the EMS Department with \$15,000.00 to purchase a new Lucas Device. He stated they will also be covering a one year service plan. He also advised the Knox Moose Lodge will be holding a fish fry on Friday, July 6th and will be donating the proceeds to the EMS Department.

Director Clary advised the ALS vehicle is now painted and decaled. Now the vehicle will have the radios, lights, sirens and back-up alarm installed. He stated he hopes to have it fully certified by the State within the next 2 to 3 weeks.

He advised he had received some initial ambulance quotes for a 2019 E450 with a gas engine and the quotes were as follows: Osage Ambulance \$126,995.00; Demers Ambulance \$131,602.00; Medwerks/Crossroads Ambulance \$115,287.00 which has a re-mounted box; and Hoosier Fire Equipment/Lifeline Ambulance \$158,500.00. He stated he had asked for a basic truck with a 170 inch box. He advised they had all been specked the same.

COUNTY HIGHWAY DEPARTMENT MONTHLY REPORT

Highway Department Superintendent Rik Ritzler appeared before the Board to present his monthly departmental report. He advised he had received some bad news. He noted the revenue for 2018 will be short by \$300,000.00 and the revenue for 2019 could also be short by \$300,000.00. He believed it was due to lower fuel consumption due to higher prices. He stated he does have a \$300,000.00 cushion in his 2018 budget so they will be able to cover the shortfall if need be.

In regard to the Paving Program he advised they have Round 1 completed. He noted they had completed just under twelve miles. He stated they would begin Round 2 the next day and are hoping to get 10 to 12 miles out of Round 2. Supt. Ritzler advised they should have a combination of chip seal and cold/hot mix to complete 20 miles during Round 3. He noted Hot Mix they have completed 3.5 miles this year and are expecting to complete 22 miles this year. In Cold Mix they have completed 8.25 miles.

On June 22 Supt. Ritzler and Clerk Rachel Oesterreich attend a meeting with FEMA. He advised they had approximately \$1,000,000.00 in costs related to the spring flooding of the County. He is waiting to hear from FEMA as to how much will be covered and that should take place on July 10th.

Superintendent Ritzler advised he met with NIPSCO last week in regard to the project of running the electrical lines and towers through the southeast portion of the County. He advised the PAR Company, the company who did the actual work, will reimburse the Counties for any damage committed. The Superintendent stated he had pictures taken before the project began and then again when the project was complete. He noted he is submitting similar documentation as he had submitted to FEMA. He stated he believes they would be reimbursed for all of the damage.

In regard to Dust Control he advised they have tried three different solutions: a magnesium chloride 30% solution; a calcium chloride 28% solution; and an organic solution that contains no salt. He advised they will be using the magnesium chloride solution.

In regard to Mowing the Superintendent stated they have all their mowers out and have gotten two new chopping mowers this year.

In regard to the Weed Earing Crew, he advised they have purchased a new van that allows for the three WorkOne employees to go around the County weed eating and picking up garbage and dead deer.

He advised they now have only three deficient bridges on their last bridge inspection report. Bridge 36 on CR25N will be completed later on this month. The bids for Bridge 154 were just opened in June and then Bridge 7 is the last bridge to be repaired. In regard to Bridge Maintenance he noted they have a part time crew cleaning bridges, controlling brush, and deck sealing. He stated they seal a bridge once every three years but only the concrete bridges.

Superintendent Ritzler advised in regard to culverts they have been able to concentrate on the culverts damaged during the flooding and replacing those on the roads they are paving. He noted they have changed 13 culverts this year and are planning on changing at least 10 more this summer.

The Superintendent advised he had disbursed a listing of equipment showing which items will be sold at the County Auction, which ones had been purchased this year and ones they are planning to purchase. He noted they were planning to purchase a new dump truck but will wait until the beginning of next year due to the decrease in their budget. He advised they have JPR Architect designing a plan to add approximately 1/3 to their building for a brine maker. He noted the railroad grant work is progressing throughout the County. The high reflectivity signs are 40% complete and the reflective strips are 25% complete. He advised those strips are reducing the number of intersection accidents. He advised they hired an extra worker to help the sign technician and are providing MUTCD Training to all drivers. He advised he had attended the ADA Conference and advised he had received his ADA Coordinator Certification and listed all the classes he had taken at that conference.

REQUEST TO PURCHASE DEPARTMENTAL COMPUTERS

County Prosecutor Nick Bourff appeared before the Board to request the purchase of computers for his department. He advised his computers are very old and he stated he needs a variety of desktops and the laptops that are used in Court. He presented price quotes for three desktops and three laptops along with the cost of the licenses for each computer. The total price varied from \$7,522.31 to \$8,163.74. He stated the computers listed on the \$7,522.31 price quote would be sufficient for his office. Prosecutor Bourff also noted he had originally also included three computers for the Title IVD Office but he stated Title IVD has its own money. The IT Director, Richard Franks, who was present for the meeting stated the license fees is a one-time charge and he also included pro-support for all six computers. He advised the price quote was from Dell. Commissioner Norem made a motion to approve the purchase of the Dell Computers in the total price of \$7,522.31 and includes the six licenses. Commissioner Chesak seconded the motion and it passed with all ayes. Commissioner Norem advised that purchase will be paid out of the Cumulative Capital Development Fund.

INFORMATION IN REGARD TO THE PURCHASE OF A NEW CAD SYSTEM

Sheriff Bill Dulin, IT Director Richard Franks, and Community Correction Director/Probation Director Shawn Matraw appeared before the Board to discuss the CAD System. Director Matraw advised Community Corrections has submitted a claim to pay a total of \$15,000.00 out of the SCCC grant fund for the CAD System. He also noted once he has permission from the Judge he will be paying \$30,000.00 out of Probation also. He advised Probation Supervisor Chuck Phillips and SCCC Office Manager Jennifer Strickland assisted with those transactions. Auditor Chaffins inquired as to where that money should be receipted. The Auditor was told to keep the money separate and to create a special CAD Fund. Director Richard Franks advised the Board he has spoken to the company who had the lowest price quote and they have extended their quote. EMA Director Nier advised she had submitted two grants on Friday that both pertain to the CAD System. It takes 60-90 days to see if the grant is approved. Sheriff Dulin stated he would like to see each entity in the County to pay for their maintenance and licensing fee. He noted he has not spoken with any agency yet. He suggested the entities pay a flat rate fee.

REQUEST FROM SHERIFF DULIN

Sheriff Dulin advised he had an Officer involved in an accident yesterday (July 1st) while running with lights and siren. He noted the car was totaled with only 15,000 miles and the officer was not injured. The Sheriff stated he will contact the insurance company to see if he could purchase the vehicle back since the motor can be used again and he will strip it for parts. Sheriff Dulin stated he would like to be able to purchase it for \$1,500.00-\$2,000.00. He stated he would pay for it out of his Commissary Fund. Commissioner Norem asked the Sheriff if the Highway Department Garage would be changing the engine for him. Sheriff Dulin stated he would rather take it to a garage that had the proper scanners for that engine. Commissioner Norem made a motion to approve the purchase of the damaged vehicle by the Sheriff. Commissioner Chesak seconded the motion and it passed with all ayes. The Sheriff advised he will notify the Board when he receives word from the insurance company.

EMPLOYEE EVALUATIONS

EMA Director Jean Nier appeared before the Board to inquire about her pay raise. She had been advised when she was hired she would possible receive a \$1,000.00 raise after working three months and an additional \$1,000.00 after working six months. She gave a brief summary of what she has accomplished, including all the grants she had submitted, and advised she had not requested her three month raise since it was during the flooding crisis in the County. Commissioner Norem made a motion to approve her pay raise. Commissioner Chesak seconded the motion and it passed with all ayes. Auditor Chaffins inquired if this was approval for both pay raise and they advised it was the \$1,000.00 after 90 days and the \$1,000.00 after 6 months.

IT Director Richard Franks also appeared before the Board in regard to his 90 day possible pay raise of \$1,000.00. He advised he recently has been working with radio company J & K in regard to the VHF issues the local fire departments have been experiencing. He stated he had gone with J & K to each fire department location so they could troubleshoot the area evaluating options for departmental upgrades. He also noted he has been preparing for the new County telephone system and also working with preparing for a new CAD System. Commissioner Norem made a motion to approve the \$1,000.00 pay raise effective 7-2-18. Commissioner Chesak seconded the motion and it passed with all ayes.

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

Commissioner Norem made a motion to approve the Vendor Claims Docket in the total gross amount of \$685,958.57. Commissioner Chesak seconded the motion and it passed with all ayes.

Commissioner Norem made a motion to approve the Payroll Claims Docket for the pay period ending on 6/16/18 with a pay date of 6/22/18 with a total gross amount of \$246,668.23. Commissioner Chesak seconded the motion and it passed with all ayes.

Commissioner Norem made a motion to approve the minutes of the June 18th meeting. Commissioner Chesak seconded the motion and it passed with all ayes.

APPOINTMENTS TO KOONTZ LAKE CONSERVANCY BOARD

Attorney Lucas advised they had received paperwork on the creation of the Koontz Lake Conservancy and an advisory board that needs to be appointed. He noted of the 5 seats on the board one seat will be appointed by Marshall County and the other 4 by Starke County. Attorney Ethan Lowe had provided a listing of possible appointees to the Board. Attorney Lucas noted the Board does not have to accept those names as they could appoint other members. He noted the area is divided into districts. He noted Area 2 is property that abuts Koontz Lake and Area 3 is property that does not abut Koontz Lake. Then there are two at large positions. He also noted the terms are staggered. Attorney Lucas stated they have twenty days from the filing of the paperwork so they could name the appointments at their next meeting. Commissioner Norem asked the media to post this notice to have the letters submitted by Friday prior to their next meeting. She would like for interested parties to state in their letters of interest which position they would like. Attorney Lucas stated they would only need to appoint the Board this one time as the next members will be from election. He also noted the first term states it expires in Feb. 2019. Commissioner Norem stated Marshall County could appoint the member whose term expires in Feb. 2019. Commissioner Norem made a motion to table the appointments until their next meeting on July 16th. Commissioner Chesak seconded the motion and it passed with all ayes.

IN OTHER BUSINESS TO COME BEFORE THE BOARD

Attorney Lucas advised Territorial Engineer Robert Aloï had created the design of the Road at the Starke County Forest and now the document requires the Board of Commissioners' approval and signatures. Commissioner Norem made a motion to approve the document. Commissioner Chesak seconded the motion and it passed with all ayes. Each member of the Board signed the document.

Commissioner Chesak made a motion to approve the request from the LaPorte County Surveyor to access the GIS information for the Kankakee River Basin Commission. Commissioner Norem seconded the motion and it passed with all ayes. Attorney Lucas advised there would be no fee involved in their request.

Commissioner Norem advised Clerk Vicki Cooley would like to submit the application to WorkOne to obtain a part time clerk to assist with the scanning of records. Attorney Lucas advised he had reviewed the contract and stated it was fine. Commissioner Norem made a motion to approve the WorkOne contract as presented. Commissioner Chesak seconded the motion and it passed with all ayes.

Commissioner Norem brought up the subject of mileage claims. She stated when a mileage claim was first brought to her attention she thought the whole policy on mileage claims needed to be changed but now she believes the existing policy is sufficient. She stated the Auditor when she receives a mileage claim will print out a mapquest map of that route and that is the mileage amount she pays, not the odometer reading that is submitted on the claim. She stated she would like for the Auditor when there is a mileage claim submitted showing a difference in the number of miles between the map and the claim would flag those claims for the Commissioners to review and approve or deny. Auditor Chaffins advised the policy she follows is also the same procedure followed by the State mileage claims. She will submit any mileage claims that show a difference in miles. She also noted she does receive mileage claims with a mapquest mapping attached to the claim.

Commissioner Norem advised of a presentation by Milo Blair, the former Mayor of LaPorte, who is now employed by the State of Indiana in Economic Development. She will be speaking in Starke County on August 1st from 1:00-3:00PM at the Nancy Dembowski Center. The topic of the discussion will be the job market.

PUBLIC COMMENT

There being no public comment and no further business, Commissioner Chesak made a motion to adjourn the meeting. Commissioner Norem seconded the motion and it passed with all ayes. The meeting was adjourned at 7:28PM.

JULY 2, 2018

Don Binkley, President

Kathryn Norem, Vice-President

Charles Chesak

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