

## **WEDNESDAY, JULY 5, 2017**

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 and Charlie Chesak present and the following proceedings were held to wit:

The meeting was called to order by Commissioner Vice President Kathy Norem. Commissioner President Don Binkley was absent from the meeting.

### **RE: EMS MONTHLY REPORT**

EMS Assistant Director, Travis Clary, and EMS Clerk, MaryLynn Richie appeared before the Board to present their monthly report. Clerk Richie advised the number of runs for the month of June had increased and accounts receivable were also up for the year. She advised she had collected a total of \$59.94 from Small Claims Court and a total of \$689.87 from Collections Attorney Jonathan O'Hara. Clerk Richie also advised she had recently been recertified from Illinois Medicaid and also recertified in Indiana too.

Assistant Director Clary advised the District has a new representative, Matt Fort.

He also stated he has set up seven interviews for part time EMT positions and he plans on hiring at least three EMTs to help cut back on the amount of overtime being spent. He also advised they are still very short of the number of Paramedics in the department. He noted there is a nationwide shortage of Paramedics. He stated he is using free sites to place the advertising for paramedics on the internet.

In regard to Education he advised he has completed the monthly audit review with the hospital to review the previous months run reports. He advised the review is completed to verify their staff is following protocols properly and to see what protocols need to be changed to provide better patient care. Assistant Director Clary also noted they had trained on "New Street Drugs" to show their crew what drugs are in the area and teach them how to treat for these specific drugs.

In regard to Rig Maintenance he noted they continue to struggle keeping the ambulances in service. Two of their primary units had issues recently and their back up units are routinely also in the shop. He stated they attempt to use the County Highway Department for their repair but can't always do that if they are under warranty or the County Highway can't get the units in quick enough for their needs. He advised they are needing additional funds in their ambulance repair budget line since that budget line is currently over-expended. Commissioner Norem explained how they can transfer budget items around within their budget.

In regard to Base Maintenance they just discovered an issue with a central air conditioning unit at Medic Base 1. The issue was resolved by a local contractor.

He also advised they had no safety injuries this month and he continues to look for ways to save money on supplies and services.

Commissioner Norem advised they would like to offer the position of EMS Director to Assistant Director Travis Clary. She advised he, as a Paramedic, would receive a base pay of \$55,000.00 and after a three month review receive a \$2,000.00 increase and then after a six month review receive another \$2,000.00 for a total pay of \$59,000.00. Commissioner Chesak made a motion to offer the position to Travis with the specific pay.

Commissioner Norem seconded the motion and it passed with all ayes. Travis Clary accepted the position of EMS Director.

### **RE: COUNTY HIGHWAY DEPARTMENT MONTHLY REPORT**

County Highway Superintendent Rik Ritzler appeared before the Board to present his monthly departmental report. He advised the applications are ready to go for the Community Crossings Grant. He advised he is submitting a total of 8 different projects and the grants will be awarded sometime in the month of August with a limit of \$1,000,000.00. He advised the majority of the projects have already been completed and were paid out of the CEDIT Fund, Bridge Department, or the Cumulative Bridge Fund. The listing of the grants are spelled out in his July 5<sup>th</sup> Monthly Report.

He then reported the Current Bridge Replacement Projects and advised Bridge 7 may be changed from federal money paying for the bridge to state money. If state money was used they would be able to save up to \$300,000.00 from the cost of the project because they wouldn't be as many requirements as there is using federal money. State money would be used at 80%/20% proportions.

Superintendent Ritzler provided a listing of the current road improvements in his report. He advised they have crack sealed some roads, provided a cold mix asphalt to some roads, and re-graveled other roads. The report showed they have provided a total of 28.15 road improvement miles this summer.

In regard to Culvert Maintenance, the first round of culvert replacements was conducted in April and May of this year. He advised they have now replaced a total of 32 of the 59 deficient culverts that they had identified earlier this year. He stated they will have a good chance of replacing the majority of the deficient culverts by the end of the year.

In regard to Roadway Maintenance Superintendent Ritzler advised the maintenance was both roadside mowing and brush control around bridges. He stated they had completed 7110 lane miles of mowing with 1369 running hours and 107 idling/repair/maintenance/refueling hours. He advised they equates to almost four complete passes of the County at an average rate of five lane miles per hour. He noted the rainy weather has cancelled some of the mowing but he is confident that they will get around more in the drier months of July and August and make Starke County one of the better mowed Counties in the area. He stated this mowing allows for better overall sight distance and a considerable decrease in the number of roadway departure accidents on the County roads over the last few years.

Superintendent Ritzler advised in regard to Training he has tentatively scheduled the following trainings for: PASER training for the Superintendent and the Project Inspector; certified construction inspection classes; liability training for their supervisors; drug training for supervisors; upcoming training August 7<sup>th</sup> driving simulators; snow and ice control training in September; and LTAP road scholar program continues.

In regard to Safety Superintendent Ritzler stated they recently had Steve Zackert from Bitco Insurance who conducted a review of their field operations (they were paving with cold mix asphalt on CR500E). The inspection went well and he was impressed by their overall adherence to safety guidelines but as one of their drivers was backing up their truck Mr. Zackert noticed that the backup alarm was not working on that truck. Superintendent Ritzler advised the backup alarms were added to their daily driver's checklist so they can also be regularly checked. Commissioner Norem asked the Superintendent to explain his request for two claims he had submitted, one to APWA in the amount of \$799.00 for conference registration and one to the Rosen Centre Hotel in the amount of \$1,421.51 for conference hotel. He advised originally Rickie Fisher had been scheduled to attend the conference with him but he could not attend so therefore the hotel claim would be reduced by \$473.84. He advised he would be attending the National Conference in Orlando, Florida for six days. He wants to purchase a new paver for the Highway Department and thought he would be able to see all the new pavers on display at a conference. Commissioner Norem advised him he should also be reimbursed for his air fare and his meals since it is a conference.

## **RE: SIMPLEX CONTRACT FOR ANNEX BUILDING 2**

Maintenance Director Jim Coad appeared before the Board and advised he had one last contract to settle and that was the Simplex contract for the Old Jail Building. He advised he had the contract finally from Simplex in the amount of \$1,055.00. County Attorney Marty Lucas advised he had reviewed the contract and stated it was not a readable contract. He advised their contract was outdated because they still had a waiver for Y2K compliance in their contract. He stated this contract was one of the worst contracts he has ever seen but they seem to be a good supplier. Commissioner Norem stated they had struck items 7,17C, and 21 out of the contract. Commissioner Chesak made a motion to approve the contract as has been presented. Commissioner Norem seconded the motion and it passed with all ayes. Commissioner Norem complimented Mr. Coad on the excellent job of negotiating the price.

(All the signed Simplex contracts are on file in the Auditor's Office.)

Director Coad inquired about getting the parking lot on the Annex Building re-sealed. Commissioner Chesak stated yes he believed it should be.

## **RE: CLERK VICKI COOLEY REQUEST TO PURCHASE A COPIER**

Clerk Vicki Cooley appeared before the Board to advise of her request to purchase a new copier for her department. She advised she is short the complete amount to purchase the copier and would need approximately \$1,500.00 to purchase it. She advised she had done what she was told to do at the last meeting, to meet with the other departments that use that copier and ask if they could contribute toward the purchase of a new one. She said they were not able to pay anything. Commissioner Norem asked her if the IT Department will still be paying for the use of the copier and Clerk Cooley stated she will check with IT. After a brief discussion in regard to the cost of the copier she also advised she will check with IT to see if they could pickup any of the costs of the new copier. Clerk Cooley stated she believes she will see if she could postpone the purchase to later on in the year and to pay for it with part of the 2017 budget and part of the 2018 budget. She stated the supplier would be ok with receiving the two payments. She stated the new copier will save her quite a bit of money looking at the cost of a sheet of paper, presently paying .017363 and will be paying .00962 with the new copier.

## **RE: AUDITOR'S BUSINESS: MINUTES, VENDOR CLAIMS DOCKET, PAYROLL CLAIMS DOCKET**

Commissioner Norem announced that the minutes of the last meeting, June 19<sup>th</sup>, could not be approved since she did not attend that meeting and Commissioner Binkley was absent at today's meeting.

Commissioner Chesak made a motion to approve the payroll claims docket for the pay period ending on June 17, 2017 with a pay date of June 23, 2017 in the total gross amount of \$230,383.50. Commissioner Norem seconded the motion and it passed with all ayes.

Commissioner Chesak made a motion to approve the Building Corporation Claims Docket in the total net amount of \$52,661.35. Commissioner Norem seconded the motion and it passed with all ayes. Commissioner Norem advised the Building Corporation's Claims Docket had been approved by the Building Corporation at their meeting that morning.

Commissioner Chesak made a motion to approve the Vendor Claims Docket minus the Rickie Fisher conference hotel invoice, \$473.84, thus making the net total docket \$387,339.93. Commissioner Norem seconded the motion and it passed with all ayes.

## **IN OTHER BUSINESS TO COME BEFORE THE BOARD**

Commissioner Norem signed the letter to KIRPC in regard to the grant for the Courthouse elevator repairs. Attorney Lucas advised her to change the name of the President of the Board to her name and then sign the letter.

Commissioner Chesak made a motion to approve the DLZ contract in regard to the Courthouse elevator project which was approved by KIRPC. Commissioner Norem seconded the motion and it passed with all ayes. Attorney Lucas advised it was a standard contract and he authorized its signature. Commissioner Norem advised this will be the preliminary portion of DLZ's service on this project.

Commissioner Norem then signed paperwork for the BMV of title work on the newly purchased vehicles for the Sheriff's Department.

Commissioner Norem advised she had recently submitted the 2018 budget for the Board of Commissioners. She noted she had decreased the worker's compensation insurance, the liability insurance, and increased the attorney fees because they were also paying for legal fees for the Park Board, and a 10% increase to health insurance. She also noted the FICA and PERF will be calculated by the Auditor once the payroll has been finalized.

There was a brief discussion in regard to the vacant EMA Director position. Commissioner Chesak made a motion to change the position to a part time position instead of full time. Commissioner Norem seconded the motion and it passed with all ayes. Commissioner Norem advised the part time position should still qualify for the 50% reimbursement from the State of the salary of the EMA Director. Commissioner Norem advised that President Binkley will need to contact the EMA Advisory Board to have them select three candidates and recommend them to the Board of Commissioners.

Commissioner Chesak advised there will be an Executive Session of the Board of Commissioners to interview three applicants for the position of Veteran's Service Officer. The Service Officer will be named at the next public meeting of the Board.

Attorney Lucas advised he had completed the brief for the appeal of the Robert Gray case. Commissioner Norem stated is was another brilliant Lucas Masterpiece.

Attorney Lucas also advised he had received word from Attorney Marty Bedrock in regard to the purchase of property at a tax sale by his client John Howard. He advised the property he purchased was used as a meth lab and would require expensive remediation prior to occupancy. Attorney Lucas stated a usual tax sale is caveat emptor meaning the county offers no warranty whatsoever however in this case the county condemned the property prior to the sale and that parcel should not have been listed. There was a failure of communication between departments. Because of that, Attorney Lucas stated he believes Mr. Howard should be given a refund in the amount of \$1,111.00. Commissioner Chesak made a motion to take back the property and reimburse John Howard for the purchase of that property. Commissioner Norem seconded the motion and it passed with all ayes. Attorney Lucas stated the motion should be contingent if it is condemned.

Attorney Lucas also advised of a Bass Lake easement issue but he doesn't believe it will affect the Board of Commissioners. He stated he was still looking into the situation.

## **PUBLIC COMMENT**

Carolla Heilstedt appeared before the Board and spoke on behalf of a Park Board grant for Yellow River kayaking and canoeing rafting river access. She advised the grant is a 1-1 ½ grant and the County would need to come up with a total of \$20,000.00 in cash and approximately \$10,000.00 of in kind work. She also noted there will be approximately \$900.00 of professional fees involved in this project. After a brief discussion Commissioner Norem advised the County could provide up to \$10,669.50 which would be 50% of the grant and would be paid out of the CREDIT Fund. Commissioner Chesak made a motion to pay the \$10,669.50 out of the CREDIT Fund for 50% of the cash required for the grant. Commissioner Norem seconded the motion and it passed with all ayes. Commissioner Chesak then made a motion to have the Highway Department provide the in kind labor up to \$9,744.90 in excavating and prep site work. Commissioner Norem seconded the motion and it passed with all ayes. Commissioner Norem stated this grant will be good for the Park Board.

There being no further 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 7:37PM.

**JULY 5, 2017**

ABSENT \_\_\_\_\_

Don Binkley, President

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Kathryn Norem, Vice-President

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Charles Chesak

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