

## MONDAY, AUGUST 5, 2019

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 Charlie Chesak, Kathryn Norem, and Bryan Cavender present and the following proceedings were held to wit:

The meeting of the Board of Commissioners was called to order by Commissioner President Charlie Chesak at 6:00PM.

### EMS MONTHLY REPORT

EMS Director Travis Clary and EMS Clerk MaryLynn Ritchie appeared before the Board to present their monthly departmental report. Clerk Ritchie presented the Medicaid Cost Report to Commissioner Chesak for signatures. She stated they had just received notice from the year 2017 the county will be reimbursed \$20,217 from Medicaid. She stated 2018 has been turned in as well, she explained the signature is needed as this is stating that we have accepted the settlement of \$20,217 for 2017. Clerk Ritchie presented the amounts received from small claims being \$1,843.44 and from Johnathon O'Hara being \$903.58. She then presented to runs report, she stated for one month they have done 271 runs. She also explained they have done 115 transfers out of the hospital, this means that 44% of their business this month came from the hospital in transfers. She explained that the revenue for this month is up \$50,238.61 from where they were back in July of 2018. The total revenue they are up this year to date when compared to the revenue of 2018 up until this point is \$193,952.15.

Director Clary presented his August report to the Board of Commissioners. He stated they had an extremely busy July, They have been seeing run volume numbers continuing to increase. They will continue to staff the transfer unit, and they continue to see great numbers there. They have been continuing to staff rigs at all of the local festivals, and the county fair as needed. In the month of July they had the City of Knox fun day in the park, the Starke County 4-H fair, the Bass Lake Festival, and many more events that his department took part in. They continue to have a full staff of SMT's, and Paramedics. Director Clary stated he is very proud that they continue to have a retention of employees. I know many of our area services are in a crisis trying to find staffing. He stated he has 3 interviews set up for Part-Time staff in the coming weeks. They continue to hire part-time as needed specifically during the summer months when they have employees taking vacation with their families. His goal is to always keep their overtime minimal. Directed Clary also reported that they have collaborated with Knox and North Judson High School's athletic trainers to prepare for the upcoming football season. They reviewed equipment removal for a spinal injured football player, got familiar with the equipment, and reviewed Emergency Action Plans with both schools. They held their monthly audit and review with Dr. Marovich and Starke Hospital. They will soon have a Spanish class, and also review sign language so they can communicate better with that population of patients.

Director Clary reported that have had an injury free month in July. He stated Unit 0086 (Medic 2) received a rear speed sensor, Unit 0085 (Medic 1) required for attention for the month of July, and Unit 0541 (Medic 5) received 4 new tires on the rear of the ambulance. It also received brakes, rotors, shocks, and a front end alignment. The work was performed at Sherwood Tire in Plymouth. He also stated Unit 4230 (Medic 3) their newest ambulance received an oil change at the Ford dealership in Knox. The oil change was performed there with it still being under warranty. He reported there has been no major base issues for the month of July. Director Clary stated he plans to continue to attend overdose fatality review team meetings and any meeting he is able to that pertains to the subject. We continue to lead our state in overdoses, and he hopes we can come up with some solutions quickly to combat this crisis. He plans to attend our local town hall meetings about overdose stats for our community. He has attended out child fatality review team meetings and then was invited to be a part of the CPT (Child Protection Team) by DCS, and he has been selected as the chairperson for this team. He stated he has also attended the recent communications meeting. He has frequent meetings with Laporte, Starke, and Porter Hospitals.

Director Clary also reported that he is staying involved with our LEPC for the county, and he is involved with putting together an upcoming MCI exercise for our county. He stated they were recently invited to "Unleashing Hope" in the Knox Park. The event was for overdose, and suicide awareness. He stated they are there to provide CPR demonstrations for individuals in attendance. They also provide short training on Narcan administration to them. He also recently put together a community CPR class that was offered free of charge to our community. They had approximately 20 people from the community come to the event. He trained ages 11-72 years of age for CPR. He then also presented them with a stop the bleed presentation, and went over any other medical questions. The children were then invited

outside for ambulance tours. He hopes to do more of these events in the coming months. He plan is to hold one in the Hamlet area and also to the residents of North Judson. Director Clary stated he has been in contact with all 3 local schools to set up a stop the bleed course for them in reference to house bill 1063. He was appointed to this by our county health nurse, who will receive the kits from district 2 healthcare coalition. Directed Clary advised that he had a meeting with Healthline to discuss this opportunity to help with overdoses in our community. They recently obtained a large nationwide grant to assist with this program. They are asking for our assistance in staffing this team. The team will be staffed with a recovery specialist, and EMT/Paramedic, and a police officer. Commissioners believe this would be a good idea, Director Clary stated they want to get this program going by the end of September.

## **COUNTY HIGHWAY MONTHLY REPORT**

Rik Ritzler, Superintendent of the County Highway Department, appeared before the Board to present his monthly departmental report. He reported Bridge #7 is still in design and Bridge #154 replacement started in April and was completed July 3. Bridge #140 was awarded and the contracts will be signed after his monthly report. Construction will start either October 19 or spring of 2020. He reported culvert cleaning was completed 4/26/19 and they have 4 more culverts to replace out of the 19 they had scheduled. He stated that Bridge sealing will begin in September and they have ordered the sealant needed for this process. Under roadwork he stated the Intersection at CR210 and 600 S is complete and CR25N Hot Mix project is complete. He stated they are still in round 1 of their cold mix paving; they initially believed they would finish 12.5 miles in the 1<sup>st</sup> round but they are currently at 12.7 miles and should be completing 16 or 17 miles in the first round. This is mainly because of the grindings they received from the US35 and SR23 projects. Superintendent Ritzler stated if everything goes as planned they will have in over 30 miles of cold mix paving this year. He advised they will be doing crack sealing later this month on hot mix roads and as the year's progress they will be doing more crack sealing as we are creating more hot mix roads within our county. When the weather is not good for paving or other road work they will continue to rebuild 1100E from 150N to 300N. The second round of chip sealing should begin in late August or September.

Superintendent Ritzler reported they have ordered the equipment for the cross walks for Boa Shores. He stated there is also a 1200E and 900N repair that needs to be done. They will be completing this in between the current projects. Ritzler then reported on the culvert collapse on CR700E between CR600N and CR700N, he presented the board with the soil boring report completed by Mark Wilson. He stated based on the soil boring results we are recommending a bridge of some type. The soils are just too poor for any type of culvert. The geotechnical concerns are low soil bearing capacity to significant depth of loose to very loose relative density, susceptibility to scour (erosion) of the sand & gravel soils, and shallow water level. These concerns bring the recommendation of a deep foundation solution in connection with the County's plans for the replacements of the failed culvert, such as driven steel pile shells filled with concrete to provide adequate foundation bearing strength and avoid settlement of the culvert replacement, while considering service of life of the replacement and the expenses involved in initial construction and future maintenance. In particular, B-2 with the encountered fill soils and very low Standard Penetration Test (SPT)"N" values of only 1 to 4 hammer blows per foot of penetration into the soil to as deep as 27" below grade makes up the most concerning geotechnical conditions of the investigation. Also, at B-1 and "N" value of only 4 was recorded for the soil encountered at 16' to 22' below grade.

Superintendent Ritzler stated they are looking at a modular bridge but probably will not do that so they will be going with a bridge. They will be completing a temporary fix by putting a culvert in place. They have a culvert at the garage they can be temporarily be put in but it can only be one way and it will not be able to handle bus traffic and most likely won't last more than one year. Commissioner Norem asked how long the current culvert lasted. Superintendent Ritzler stated it could have been between 15 and 20 years but they do not know for sure. She then asked why the culvert at the garage would only last one year if they prior culvert lasted much longer. Ritzler stated the one that have is not as thick of gauge and not as big as the prior culvert. He reported that Laura Slusher of LTAP expedited the 250W/700S intersection, in her reported she did recommend changing it from a 2-way stop to a 4-way stop. He stated they have the new signs installed as well as the new traffic patterns signs in place. She will assess the other two intersections sometime this month. Superintendent Ritzler then presented a chart listing the roads that have been paved so far this year in their round 1 of paving. He reported that some their employees attended two Purdue/LTAP training courses last month. The first was a crack seal training class and the second was a road scholar class #5 Roadway Safety. See attached training summary for

attendance and summary of their program. Ritzler also presented the Board of Commissioners with the fuel report and LTAP crash data for Starke County.

## **STELLAR COMMUNITIES APPLICATION**

Rik Ritzler came before the Board of Commissioners as a representative for the Stellar Communities Application. He stated they are at the point to which they know what projects they are wanting to submit and how much money they will need in matching funds to support that project. Ritzler presented a chart to the board outlining all the projects and commitment monies that would be needed for each project. He stated there is a total of 9 million dollars available in grants and Starke County would have to match 1.8 million dollars. He stated that the non-incorporated communities are involved as well being Knox, North Judson, and Hamlet. He presented the board with a few different versions of how these projects would be funded. He stated they are receiving private donations as well. He estimated they have over \$100,000 so far in private donations. Attorney Lucas stated from a regional approach Knox, Hamlet, and Judson are also a part of this being the Constellation of Starke and the way it was branded. This makes it a little complicated because you have to find match money for all of the projects and you have to work as a team and yet you can't allocate county fund toward Knox City and vice versa unless there is intergovernmental contracts.

Attorney Lucas stated the Allocation of Funds Contingent upon the Constellation of Starke Being Selected as a Stellar Community Resolution is not an allocation of fund request or an additional appropriation. This is contingent upon the COS being designated as the Stellar Community Designee on or around December, 2019. This allocation would then be divided into four equal annual installments of a maximum of \$437,500 per year for each of the following years: 2020, 2021, 2022, and 2023. He stated similar provisions are being presented to the North Judson City Council tonight, as well as Knox and Hamlet. Commissioner Norem asked if they anticipate if the other municipalities will be able to get their match money approved. Attorney Lucas stated Knox and North Judson seem to have the same overview and pretty clear on the amounts they will need but not sure about Hamlet. Ritzler stated Hamlet will be receiving their match money from a private donor. Commissioner Norem stated she has spent quite a bit of time talking with Ritzler and Oesterreich about various revenue streams and she believes we will be able to support this match. Commissioner Norem made a motion to approve the Resolution for Allocation of Funds Contingent upon the Constellation of Starke Being Selected as a Stellar Community. Commissioner Cavender seconded the motion and the motion passed with all ayes.

## **BRIDGE 140 DOCUMENTS**

Superintendent Ritzler presented the Bridge 140 contracts for signature to Commissioner Chesak. The documents were signed.

## **E-POLL BOOKS**

Steve with Microvote came before the Board of Commissioners to give a short demonstration of E-Poll Books. He explained if the county does move towards vote centers E-Poll Books are a mandated piece of equipment. He stated many counties are using them on a prescient level as they give a clearer voter account of when an individual comes in to vote. He stated they are required for vote centers as each one communicates with each other no matter where they are in the county. This would prevent an individual from voting at two separate vote center locations within the county. He stated 53 counties in Indiana currently use E-Poll Books with Microvote. He went through the check-in process of the voter with the board. He states one major positive aspect of using E-Poll Books is the time saved. When and if there is a close race, on Wednesday morning how would an individual know whether or not I should file for a recount or a challenge at that point in time based on what? He stated they don't know until every paper poll book comes back in and is bar code scanned for each and every person who voted. It is not until that time that they have an accurate list of the people who voted at that election. That process can take 2 or 3 weeks which would be beyond the point of filing for a recount. With E-Poll Books this information is at hand the day after election. He explained if we go to vote centers we would not have to have 2 teams operating both books, the number of poll workers can be decreased. An individuals of each party can operate a pad because the pads will be in the same room talking to each other.

Commissioner Norem asked how much these machines would cost. He stated the package he put together for our county was based on if we had 7 vote centers with 2 poll pads at each vote center. The total for the entire package including devices and software would be right at \$41,000. Commissioner Norem asked if they offered payment plans. Steve explained that they would accept payment of the

devices upfront and then the software costs could be deferred up to a year and at times two years. Commissioner Norem asked if there is a warranty on the poll pads. Steve stated the warranty would be the one year manufacturer warranty and the extended warranty are not worth the money that you pay for them. He clarified the warranty would be one year from first use. Steve explained that WIFI would be needed to operate these machines. He explained the cheapest way would be to pick vote centers that already have WIFI. If we are unable to do this there are a few options one being a router if the location does have Ethernet connected, the router would then create your own local area WIFI connection for the day. Another option would be to have a hot spot, this is a more expensive option as many providers don't have short term plans. It would be around \$125 - \$250 for the device and then \$30 for the service per location.

## **VOTE CENTER COUNTY**

Clerk Bernadette Manual came before the Board of Commissioners to present a resolution to become a vote center county. Election Board Member Bridegroom stated the election board has not received any information from the Clerk regarding this information and HB 1314 spells out how and what a county would need to do to become a vote center county for elections. Election Board Member Bridegroom stated they are not saying they are opposed to going to vote centers but they do want to follow the states requirements in changing over to vote centers. Attorney Lucas stated he did read through the House Bill regarding the vote centers which outlines the process what needs to be done to make that change. He stated this would not hinder the Commissioners decision tonight if they wanted to sign a resolution enabling the county to go to vote centers because the county would still have to go through the proper channels to complete the process. Bridegroom then read a section of the steps that would need to be followed by the election board and the Board of Commissioners. Attorney Lucas advised he believed the County Council would have to do a resolution as well. Further discussion took place regarding the process that would need to be followed in order to convert Starke County to voting centers. Commissioner Norem advised that from her understanding at the Council's Budget Workshop they reduced the election budget saying they wanted the Commissioners to consider going to vote centers.

Commissioner Norem advised that she believes the council's intentions and their job is to save money pertaining to the county's budgets. From her understanding if we do go to vote centers we are going to be saving somewhere around \$65,000. Election Board Member Bridegroom agreed that we will be saving money but not that much money, he believes we will be saving \$10,000 to \$15,000. Commissioner Norem stated she, as well as her fellow Commissioners, would like the Election Board to develop a plan for vote centers for the convenience of the voter, plus at the vote centers the voter will have a least two Saturday's a month in which they can be open, and lastly for the cost savings. Commissioner Norem stated that many counties are doing vote centers as well as the E-Poll Books, she does not want Starke County to be the last county in the State of Indiana to upgrade to the current technology and structure the process of voting holds. Bridegroom stated that our county does not meet any requirement to be a vote center. After further discussion regarding the process of becoming a vote center county and the possibility of combining precinct locations Commissioner Norem advised she would like the voting process overall to be easy for the voter and cheaper for the voter.

A public comment was made about living in Marshall County and how easy and convenient having vote centers are for the public. Commissioner Norem advised the Election Board that the resolution the Commissioners are wanting to pass about vote centers is expressing that the Commissioners want the election board to begin the process of going to vote center, it does not say don't follow the steps or don't pay attention to what the law says. It is saying that the County Commissioners are in support of vote centers and we agree with the council that we can save money by going to vote centers. Commissioner Chesak advised the only thing he is worried about is the older population and the travel distance to the voting center for them. Commissioner Norem advised she would like Attorney Lucas to draw up a resolution for the Board of Commissioners that they can approve, asking the election board on behalf of our constituency to move forward with vote centers. She also advised the Board of Commissioner should establish a time frame in which this process should be completed. After further discussion regarding vote center time frame, locations, and the population Commissioner Norem made a motion to have Attorney Lucas prepare a resolution that makes it clear that the Board of Commissioners support the movement toward vote centers, supports the councils position on reducing the election budget as a method to facilitate vote centers, and that they are directing the election board to work on vote centers with a time frame. Commissioner Cavender seconded the motion and the motion passed with all ayes.

## **IT CLOUD RETENTION/CAMERA SYSTEM UPDATES**

IT Director Richard Franks came before the Board of Commissioners to request Cloud Retention and also present quotes for camera system updates. He gave the Commissioners a quote for the yearly subscription of the county's cloud retention. He stated at the budget workshop the council requested that he receive approval for the cloud retention services, they approved his budget contingent upon the Commissioner's approval of the cloud retention. Commissioner Norem asked if there were any other options for cloud retention. Director Franks stated as far as an off-site back up there are no other options. Commissioner Chesak asked if it was the same price as last year. Director Franks stated last year we had more of a discount as we purchased the initial system so the first year service was discounted. After further discussion regarding an off-site back up and IT security measures Commissioner Cavender made a motion to keep using the off-site back-up for 2019 and 2020 with the suggestion of paying the 2019 budget out of Cumulative Capital Development. The total amount due for 2019 is \$9,840.60.

Director Franks then presented the Commissioners with quotes for security camera system upgrades. The first quote he presented was for a complete replacement of the existing system including surveillance additions, the amount of the quote was \$105,135.50. The second quote he presented was to upgrade our server as well as add on additional cameras, the amount of the quote was \$43,298.00. Commissioner Norem asked if this quote included the courthouse. Director Franks stated this quote includes all three buildings. Commissioner Norem asked why we need to upgrade our system, Director Franks stated our system is 10 years old and no more cameras can be added to our server. Commissioner Norem advised that it seems like all areas are covered. Director Franks stated security had asked for additional cameras as well as Judge Hall had requested additional cameras. Commissioner Norem advised that they will look at working this into the proposed courtroom renovation budget for the 3<sup>rd</sup> floor of the courthouse. She stated the Board of Commissioners will take these quotes under advisement. Director Franks agreed that these upgrades should be worked on during the courtroom renovation process.

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

Commissioner Cavender made a motion to approve the Payroll Claims Docket for the pay period ending on 07/13/19 with a pay date of 07/19/19, in the total gross amount of \$260,961.30. Commissioner Norem seconded the motion and the motion passed with all ayes. Commissioner Cavender made a motion to approve the Payroll Claims Docket for the pay period ending on 07/27/19 with a pay date of 08/02/19, in the total gross amount of \$251,783.57. Commissioner Norem seconded the motion and the motion passed with all ayes. Commissioner Norem made a motion to approve the vendor claims in the amount of \$233,273.14. Commissioner Chesak seconded the motion and the motion passed with all ayes. Commissioner Cavender made a motion to approve the minutes of the July 15, 2019 meeting. Commissioner Chesak seconded the motion and the motion passed with both ayes.

#### **3<sup>RD</sup> FLOOR COURTHOUSE REMODELING**

Commissioner Norem advised she had a meeting this morning with John Kirk from DLZ about the proposed Courthouse 3<sup>rd</sup> Floor Improvements. She explained that the Courtroom has not been upgraded since the 1960's. She stated that when they try to open the curtains in the courtroom pieces of fabric fall to the ground, maintenance has to use lag bolts to bolt down the seating in the courtroom, and when lightbulbs are changed in the chandeliers they have to be very careful as they are about to disconnect from the walls. She stated they had the Judge give a prioritized list to John Kirk of the projects he would like to have done. The list was presented and estimated as follows:

1. New flooring on 3<sup>rd</sup> floor \$22,471.50
2. Bathroom Renovations \$39,600.00
3. Jury Room Wall Repairs/Lobby Ceiling Repairs \$5,500.00
4. Small Courtroom Improvements \$48,028.00
5. Large Courtroom Improvements \$178,611.00
6. Security Cameras Throughout 3<sup>rd</sup> Floor \$18,300.00

The total estimated cost of the renovation, which includes a 15% contingency and 12% in architect fees would be \$402,513.52. Commissioner Norem advised that in order for us to get a contractor he would like to get this going by January 1<sup>st</sup>, 2020 at which that time they would actually begin the project. She advised we would be more likely to get better quotes and bids as contractors are more likely to be available to work in the winter as opposed to the summer months. She advised Mr. Kirk would like to go to bid by middle of October or beginning of November meaning the project would have to be approved by Labor Day. However, she advised her and Mr. Kirk agreed to 6 weeks in getting this project approved. Commissioner Norem advised she has looked through the county's fund balances as well as

revenue streams with Auditor Oesterreich, as well as spoke with Superintendent Ritzler about his cut of the CEDIT for Roads and Bridges and regarding the Stellar funds. She stated we can come up with the money for this capital improvement project and we should be able to do it for less.

Commissioner Norem advised she would like to have the next joint Council/Commissioner meeting in the courtroom on the 3<sup>rd</sup> floor so they can actually see what needs to be done. She stated she will talk to the Judge so that he can answer any questions the Council or Commissioners would have regarding the project. Commissioner Cavender made a motion to move forward with the 3<sup>rd</sup> Floor Courthouse Remodeling project. Commissioner Norem seconded the motion and the motion passed with all ayes.

### **J & K MAINTENANCE CONTRACT**

Attorney Lucas stated he reviewed the contract as requested and he is satisfied with it. Commissioner Cavender made a motion to enter into a 5 year contract with J & K Communications. Commissioner Norem seconded the motion and the motion passed with all ayes.

### **MOOSE APPRAISALS**

Auditor Oesterreich advised as instructed by the Council and Commissioners, the Auditor's Office looked into getting an appraisal on the Moose Building and because it is a business the appraisal would cost \$3,800 each. Commissioner Norem asked if they would be able to do something different because it is a lower priced building. Attorney Lucas stated he has not looked into this but he will. Commissioner Chesak advised that it concerns him regarding the cost to fix everything that is wrong with the building and they may end up having a lot of money in that building.

### **COURTHOUSE VETERANS MEMORIAL**

Commissioner Norem advised there is no World War I memorial and some other War memorial's that are missing. She advised that she, Jeff Berg, and Mark Gourley had met a long time ago in regards to a possible redesign of that corner area of the courthouse lawn. She advised she had asked Jeff Berg a few months ago what had happened with the ideas of the redesign, Jeff told her he would call another meeting to bring up this issue again. Commissioner Norem advised she met with Jeff again and Judge Hall about redoing the entire corner if the Commissioners would be able to get funding for it to include all wars that have taken place since Starke County was created. Judge Hall agreed to the project and Jeff talked to Commander Bob Sims at the VFW and the VFW has agreed to pay for the entire project. Mark Smith provided different war memorials for them to choose from and they also talked about making the area handicap accessible. In the meeting they had also spoke about repurposing the current memorials and giving them to the VFW and/or American Legions around Starke County. Commissioner Norem stated Mark Smith and Commander Sims is currently making a plan of what the new area would look like.

### **PUBLIC COMMENTS**

After no public comment Commissioner Cavender made a motion to adjourn at 8:25 PM. Commissioner Norem seconded the motion and the motion passed with all ayes.

**AUGUST 5, 2019**

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Charlie Chesak, President

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Kathryn Norem, Vice-President

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Bryan Cavender

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Rachel Oesterreich, County Auditor  
& Secretary to the Board of County Commissioners