

MONDAY, AUGUST 17, 2020

Pursuant to adjournment comes now the Starke County Council and meet in a joint session with the Starke County Board of Commissioners at 5:30PM in the Annex Building Meeting Room, Knox, Indiana, with Dave Pearman, Brad Hazelton, Howard Bailey, Don White, Freddie Baker, Kay Gudeman, Kathryn Norem, and Bryan Cavender, present, and the following proceedings were held to wit:

The meeting was called to order by Council President, Dave Pearman at 5:30PM.

AUDITOR BUSINESS

Councilman Baker made a motion to approve the minutes from July 20th, 2020. Councilman Hazelton seconded the motion and the motion was approved with all ayes. Councilman Hazelton Made a motion to approved the Budget Workshop minutes from July 20th, 2020. Councilman Baker seconded the motion and the motion was approved with all ayes.

STARKE COUNTY LIBRARY-DECLARATION OF FISCAL BODY

Kathleen Bowman, Director of the Starke County Library came before the Starke County Council to request approval of the Declaration of Fiscal Body. She advised a new bill went into law on July 1st, 2020, stating that all libraries have to declare who their fiscal body would be. In this case the Starke County Library's fiscal body would be the Starke County Council. Councilman Hazelton made a motion to approve the declaration of fiscal body. Councilman Baker seconded the motion and the motion was approved with all ayes.

CLERK – TILL MONIES

Bernadette Manuel, Clerk of Starke Circuit Court came before the Starke County Council to ask for an increase in her till monies. She advised the part time person she has in her office that she shares with the Judge is at full speed ahead and this would be giving her till monies so that she can accept payment through Child Support and Odyssey. She explained the only way to pay child support in office is either by cash or money order. Councilman Hazelton made a motion to increase the Clerk Till Monies by \$50 for a total of \$300. Councilman Baker seconded the motion and the motion was approved with all ayes. Clerk Manuel also advised that Starke County's vote center plan has been approved and we are now considered a vote center county.

EMA –UPDATE OF GRANTS

Jean Nier, Starke County EMA Director came before the Starke County Council and Board of Commissioners to provide an update of grants received and applied for. She presented a spreadsheet of grants that have been applied for since she has been employed by Starke County Government. She explained for 2020 she has put in for the salary performance grants, and SHSP which was specifically for technology. The SHSP application was submitted on March 12th, 2020 for the amount of \$91,881.00. She explained the Edward Memorial Grant was denied because this is when they found out they had to renew ours DUNS number every year. They denied this grant application at the time because we had an expired DUNS number, but that is fixed now. She explained the Hazardous Material was only put in for \$399 because no one could figure out what they wanted to spend it on. She advised the FEMA grant that we have going on now is standing at \$41,812.07. She explained she is waiting for the overtime from the Sheriff's Department to be entered into the FEMA grant as well. Director Nier advised that for calendar year 2021 she applied for two foundation grants; one for the police department and one for the IT department. The police department grant will be for a thermal camera. The iPad grant for IT is for Richard so that he has the ability to remote into the CAD system from anywhere. She explained that for 2021 their Hazardous Material grant went up to \$15,000. She will be purchasing starter kits for each of the Fire Departments and for the EMA trailer.

Commissioner Norem requested to have a column added to the spreadsheet that included the amount requested for the grants so that they can compare them to the amount rewarded. She stated it appears that in 2020 they have only been awarded \$2,905.84 for the IDHS Foundation grant as well as \$399 for hazardous materials. Director Nier agreed and she also advised there are two more grants that she will be putting in for. Commissioner Norem then asked about the Emergency Management Performance Grant

salary reimbursement. Director Nier advised that it has been put in. Commissioner Norem asked why there was a difference in the performance grant award amounts. She stated that in 2018 they received \$46,600 and in 2019 we only got \$17,979. Director Nier advised that the \$17,979 was half of her salary, she stated that the \$46,600 encompassed Director Clary's salary as well. Councilman Pearman asked if it is still possible putting in for a partial salary reimbursement for Director Clary's salary. Director Nier advised they are not doing that right now and the entire salary reimbursement system is being revamped. She advised that Starke County's cap right now for salary reimbursement is \$18,000. Commissioner Norem asked what she is waiting for on the FEMA grant. Director Nier advised she is waiting for the Sheriff Department's overtime. Councilman Pearman asked if the FEMA grants covers technology as well. Director Nier explained it is only PPE and staffing. She explained that the CARES Act funding is being used for PPE and the FEMA is being used for overtime. Councilman Pearman requested Director Nier to come before the board again for their October meeting.

PUBLIC COMMENT

B. P. from the audience made a comment regarding the good work that Veterans Service Officer Randy Johnson has done.

AUDITOR – CORONAVIRUS RELIEF FUND PROGRAM DISCUSSION

Commissioner Norem explained that because of the potential of us having to spend the money and then possibly not be reimbursed, which would force us to come back to the council to ask for additional appropriation, the Board of Commissioners felt it should be a joint discussion. Auditor Oesterreich advised as we discussed last month, Starke County has been allotted \$744,000 from the Coronavirus Relief Fund Program for COVID-19 eligible expenses. To date, Departments as well as the meal program has used approximately \$80,000. The CARES Act committee met last Monday and it was decided that any purchases departments want to make (related to COVID-19) but do not have money in their budget to cover the costs (if it were to be denied) would need to come before the Board of Commissioners and Starke County Council.

A week ago I began email correspondence with the Indiana Finance Authority about covering the cost of new cots for Starke County EMS. Based on the initial argument I gave, the email correspondence I've had, and the Stryker Analysis, EMS Director Clary gave to me to send to them, they have approved the purchase of new cots (in the amount of \$83,000). EMS may begin the purchasing procedures of these cots as long as there are no objections from the Board of Commissioners or Starke County Council. Commissioner Norem made a motion to approve the purchase of the cots in the amount of \$83,621.16. Commissioner Cavender seconded the motion and the motion was approved with all ayes.

Auditor Oesterreich stated I would like to upgrade all of the technological equipment within this meeting room, including 2 new screens, new computer equipment and also the wiring needed to move the existing screens to the hallway in case we have an overload of individuals attending meetings. The departments listed on the agenda tonight all have purchasing requests to present. While we have these department heads present I cannot stress the important of being frugal in your purchases for the remainder of the year. Our revenue is down \$200,000 this year. What was approved as your budget for 2020 is an estimate based on revenues and property tax collection. Just because you were approved a certain amount for your 2020 budget does not mean that there will be enough cash in county general to cover those purchases. Please please be frugal with your purchases for the remainder of the year. Commissioner Norem would like to keep track of the purchases made so they do not over extended the purchases. She advised from what she understands they are encouraging the purchase of technology upgrades so that people do not have to come to the meetings in person. Commissioner Norem asked if the \$41,000 FEMA reimbursement would help with the shortage in county general. Auditor Oesterreich advised that around \$32,000 was overtime from the highway department and that would be going back into the MVH funds and not County General. Commissioner Norem asked if all of these requests are things that the departments want not what they have already purchased. Auditor Oesterreich agreed.

Councilman Hazelton asked if there was a potential for certain things to not be reimbursed. Auditor Oesterreich advised as long as they stay within those five categories there should be no problem with reimbursement. Commissioner Norem asked what the five categories were. Auditor Oesterreich stated the five categories are 1. Medical expenses, 2. Public health expenses, 3. Unforeseen payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating to responding to COVID-19 public health emergency. Over time hours associated with these types of expenses will be prioritized for reimbursement, 4. Expenses of actions to facilitate compliance with COVID-19 related health measures, 5. Expenses associated with

the provision of economic support, 6. Any other COVID-19 related expenses reasonably necessary to the function of government that satisfy the CARES ACT Fund's eligibility criteria.

IT – CORONAVIRUS RELIEF FUND PROGRAM DISCUSSION

IT Director Richard Franks came before the Board of Commissioners to request upgrades for the network. He advised he has been working with the Consulting Company to put these quotes together. He advised all the upgrades can be applied to working remotely. He advised that the main part of the \$106,004.51 he is requesting for the Storage Array Solution-Network Data Storage. Councilman Pearman asked if this includes cloud storage. Director Franks advised he could put the cloud storage in this equation. He stated since COVID-19 they have had 20 laptops added to their infrastructure as more and more people are working remotely. He stated there is more and more of a demand for the storing of documents digitally so that they can be accessed from home. Councilman Hazelton asked what the cloud storage costs per year. Director Franks stated we pay about \$9,000 per year for our cloud retention. If anything were to happen to the servers we have all the documents backed up on the cloud. He did discuss the possibility of putting in a request for our internet services as everyone uses the internet to access the servers remotely. He advised Mediacom is still willing to give us the extra 100MG for an extra \$1200.00 per year, he said we may be able to get that covered with the COVID relief for this year. A discussion was held again regarding the lists of departments request as presented. Auditor Oesterreich explained that the departments have already submitted amounts to be reimbursed that they are already purchased on COVID related items. They were also told to make a "wish list" of any items that may make their department run smoothly related to COVID-19, but do not have funds in their budget to cover if they were to not get approved by the Indiana Finance Authority as a COVID-19 expense. Commissioner Norem made a motion to approve the request of the IT Department in the amount of \$106,004.51 as well as the addition of cloud storage for reimbursement. Commissioner Cavender seconded the motion and the motion was approved with all ayes.

ASSESSOR – CORONAVIRUS RELIEF FUND PROGRAM DISCUSSION

Michelle Schouten, Starke County Assessor came before the Board of Commissioners to request Laptops and Software from this relief fund. Commissioner Norem advised the total would be \$33,301.36. Assessor Schouten explained that they have absolutely no capability to work remotely right now. Commissioner Norem said the request is for three laptops and the Microsoft License for those laptops, and three X-Soft licenses. She asked if the annual fees for X-Soft is available in their budget. Assessor Schouten advised it was not in the budget for next year but they could try and find those funds. Commissioner Norem advised that it appears they will need to make an initial purchase of laptops, licenses, and software in the amount of \$33,301.36 and then will have a reoccurring fee of \$3,600 per year. Assessor Schouten agreed to those amounts. It was discussed that if the amount of \$3,600 could not be compensated for in the Assessor's Budget for 2021 then they would have to go down to one maintenance renewal rather than three. Commissioner Norem made a motion to approve the request of the Assessor's Office in the amount of \$33,301.36 with the caveat that if they cannot find the money for the licensing around September of 2021 in the amount of \$3,600 they will have to cut back on their licensing and Attorney Lucas will review the contract to make sure that could be done (cutting back on the licensing). Commissioner Cavender seconded the motion and the motion was approved with all ayes.

Auditor Oesterreich had mentioned that Clerk Manuel brought up the matter of paying for the E-Poll Books out of this relief fund. Commissioner Norem asked how the E-Poll books were initially paid. Auditor Oesterreich advised the first installment was paid for out of the Cumulative Capital Development Fund. Clerk Manuel advised there are several reason related to COVID-19 as to why these had to be purchased. Auditor Oesterreich advised that they need to keep in mind the Judge as he will be making purchases for the court as they are only having Zoom Court Hearings for the remainder of the year and they need to purchase new hardware and technology upgrades for this. Director Franks advised it would be around \$10,000.

RECORDER - CORONAVIRUS RELIEF FUND PROGRAM DISCUSSION – TRANSFER REQUEST

Mandy Thomason, Starke County Recorder came before the Board of Commissioners to request indexing services as a part of the coronavirus relief fund program. She presented a quote from crowdForce, who had done a scanning project in 2016 for the county. She explained the total for this would be approximately \$9,900. She stated she also wants to do another scanning project but has not received a quote yet about this. Commissioner Norem asked this would be paid for by the month. Recorder Thomason stated we would pay for whatever was indexed for that month. Commissioner Norem stated per the quote they are looking at indexing 11,000 documents at \$0.97 per document. Recorder Thomason explained they are only scanned back to 1983 and indexed back to 1994. She advised that most of their searchers complete a 50 year search but there are some that still complete a 100 year search. They would like to get scanned back to the 50 year mark, she is waiting on a quote but the last scanning project was around \$30,000 that they did back in 2016. Commissioner Norem asked Recorder Thomason if in order for people to search a document they need the indexing and the scanning. Recorder Thomason agreed and she stated they are only scanned by until 1983 and they would like to go back for at least 50 years so that a searcher can complete a 50 year search online. Commissioner Norem asked when she would be able to get the scanning quote. Recorder Thomason advised she hoped to have it for tonight's meeting but will at least hopefully have it for their next meeting. Commissioner Norem advised they will have to table her request until their next meeting when they receive a quote. Councilman Pearman advised that Recorder Thomason also have a transfer request brought before the council. Councilman Hazelton made a motion to approve the transfer request of \$30.80 from 1000.30200.000.0004 to 1000.20100.000.0004. Councilwoman Gudeman seconded the motion and the motion was approved with all ayes. Councilman Pearman asked if Recorder Thomason if she had an estimate on the scanning project. She advised that the last scanning project was about \$30,000. Commissioner Norem advised Recorder Thomason to get the quote and bring it to the next Commissioners meeting, she advised the council is comfortable with another \$30,000 but if it a lot more than that they will have to discuss further. Recorder Thomason advised that this does fall under the Recorders Perpetuation Fund if this falls through and the claim is not approved with the relief funds. Commissioner Norem advised they could allow up to \$50,000, broken down into \$40,000 for scanning and \$10,000 in indexing. Commissioner Norem advised her to still get the quote to the Board of Commissioners for the scanning.

SHERIFF - CORONAVIRUS RELIEF FUND PROGRAM DISCUSSION

Bill Dulin, Starke County Sheriff came before the Board of Commissioners to request several items for his department related to the relief fund. Commissioner Norem advised that with the information presented Sheriff Dulin is requesting for Dispatch – monitors, printer, headsets, and battery backups for a total of \$10,604.81. For the Sheriff's Office he has requested dock stations, ticket printer, antennas, dl scanners, and tru narc. Commissioner Norem then asked what tru narc was. Sheriff Dulin explained that tru narc is a field machine that tests drugs in the field so that they don't have to go to the Lowell State Post or Bremen State Post. Councilman Hazelton asked how this ties into being related to COVID-19. Sheriff Dulin advised that everything on the list breaks down into less physical contact with the public. Also, going to the Lowell and Bremen posts, they have more of a concentration of COVID. Commissioner Norem then asked what Cellebrite was. Sheriff Dulin explained it is a tool used to break into cell phones and computers. They do have a machine but it is not high tech enough so they have to go to Fort Wayne or South Bend to have this process completed. Commissioner Norem then asked what license plate readers do. He advised it is a machine that is attached a machine that will scan all license plates in parking lots or going down the road. It will alert the officers of any stolen vehicles or suspects, this will also allow for less contact with the public. Commissioner Norem advised they will be removing the radar speed sign request. She then asked what the caliber-pocketcop is. Sheriff Dulin stated that it is an app that connects to their new caliper system that is located on the officer's phone. The officer would have access to caliper as if they were in office.

Councilman Pearman asked if this was a onetime fee. Director Franks advised that the annual fee is a percentage of the total bill. It would bump the bill up about \$1200 per year. Commissioner Norem asked how this would connect to COVID. Sheriff Dulin asked that the officers would have the ability to work remotely from home. It also has the ability to scan driver's licenses and the officer would not have to physically touch the license. Commissioner Norem then went through the list of items that were already purchased and they are asking for reimbursement for those include, thermometer, laptop with webcam, wall hanger, 40 inch TV, and PBT & kits. Sheriff Dulin explained that the laptop, wall hanger, and 40 inch TV is for zoom meeting for the court. Councilman Pearman asked if they already have something in place to measure the temperatures of all incoming. Sheriff Dulin advised he purchased these devices before COVID but he would like to have two devices on each shift. Councilman Hazelton advised with the license plate readers they are not positive that that would be approved through the relief fund, so

Auditor Oesterreich can ask the Indiana Finance Authority about that purchase, like with the cots. Commissioner Norem agreed with that as well as the purchase of the remaining requests, other than the radar speed sign. Commissioner Norem made a motion to approve the Sheriff's request, minus the \$10,000 for the radar speed sign and also the license plate readers pending a comment from the State Board of Accounts as to whether or not that will qualify. The remaining stuff is approved as presented. Commissioner Cavender seconded the motion and the motion was approved with all ayes.

EMS - CORONAVIRUS RELIEF FUND PROGRAM DISCUSSION

Travis Clary, EMS Director, came before the Board of Commissioners to request funding from the relief fund. He stated that they are looking to replace desktops computers. It would be one for each base and then 2 for the office location at the annex building. The next line item would be the Microsoft licenses for those desktops. He asked they also need to update all of their printers, scanner, and fax machines. He advised they are looking at upgrades their laptops with brackets, consoles, and antennas for the hot spots. They would like to upgrade their ventilator, requesting to purchase a Hamilton Ti Ventilator. The current ventilator they have does not have a nice bi-pap feature, this request would be directly related to COVID. Director Clary stated they are also requesting an ambulance. They checked into this further today and found that some counties are looking to purchase an ambulance with the relief funds. This is a remount ambulance that would be done by the end of this month or the first part of September. They are also requesting the Portable Air Cleaner with UV Lighting. They would like to purchase one for each base. It is an air purifier that has a UV lighting in it that kills any bacteria or viruses in the air. He also checked into UVC lighting for the ambulances but no one in this area is installing those yet. Commissioner Norem stated that Auditor Oesterreich will have to check with the State Board of Accounts to see if an ambulance is an item that can be reimbursed. A discussion was also held regarding the portable air cleaners with UV lighting for the bases and the new ambulance regarding the transfer of COVID patients. Commissioner Norem asked Director Clary if the amount he is requesting is \$45,325.26 without the ambulance. Director Clary agreed. Commissioner Norem made a motion to approve everything requested by EMS except for an ambulance in the amount of \$45,325.26. Commissioner Cavender seconded the motion and the motion was approved with all ayes.

HIGHWAY - CORONAVIRUS RELIEF FUND PROGRAM DISCUSSION

Rik Ritzler, Starke County Highway Superintendent, came before the Board of Commissioners to request funding from the relief fund. He explained that his department has the funds to pay for the item that he is asking for if the request were to be denied by the Indiana Finance Authority. Superintendent Ritzler advised he is asking for a generator for the highway department. It is \$40,000 and would run the entire garage plus the fuel system. He advised this relates to COVID as during extreme weather they are considered first responders in snow removal and the removal of trees from the roadway. He stated this would also provide temperature control storage for COVID supplies, they have enough space to store these items. He advised that the generator would be beneficial for the fuel system. If the power goes out, EMS and the Sheriff's Department would still have the ability to fuel their vehicles. Commissioner Norem made a motion to approve the request of \$40,000 for the relief funds as presented by Superintendent Ritzler. Commissioner Cavender seconded the motion and the motion was approved with all ayes.

Superintendent Ritzler mentioned that he sent out an email regarding the ambulance that is being retired from the EMS Department. He stated this vehicle is better than the current retired ambulance they are using now as their sign truck. Commissioner Norem advised we need to take care of our own departments first and would agree to the highway using the newly retired ambulance. Commissioner Cavender advised that the SCILL center may want to use the retired ambulance that the highway would be getting rid of for their teaching. Commissioner Norem said it is possible we could donate it to the SCILL center. She advised that the good one will be given to the highway department and the one he wants to get rid of will be donated to SCILL Center. Commissioner Cavender made a motion to allow the highway department to take the newly retired ambulance and then donate the ambulance the highway will be getting rid of to the SCILL Center. Commissioner Norem seconded the motion and the motion was approved with all ayes.

OTHER BUSINESS

PUBLIC COMMENTS

After having no public comments made Councilman White made a motion to adjourn at 7:15PM. Councilwoman Bailey seconded the motion and the motion was approved with all ayes.

**AUGUST 17, 2020
STARKE COUNTY COUNCIL**

Dave Pearman, President

Brad Hazelton, Vice-President

Kay Gudeman

Don White

Howard Bailey

Robert Sims

Freddie Baker

Rachel Oesterreich, Starke County Auditor and
Secretary to the County Council

**AUGUST 17, 2020
STARKE COUNTY BOARD OF COMMISSIONERS**

Charlie Chesak, President

Kathryn Norem, Vice-President

Bryan Cavender

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