

**Monday, August 20, 2012**

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in regular session in the Annex meeting room, Knox, Indiana, with Kathy Norem, Dan Bridegroom and Jennifer Davis present and the following proceedings were held to wit:

The meeting was called to order by Commissioner President, Kathy Norem, at 7:20PM. President Norem noted a change to that meeting's agenda: Move the Auditor's business to the end of the agenda, move up the representatives from JW Hicks, add the representatives from Skillman and DLZ in regard to the proposed jail project, table the EMS job description and table the worker's compensation insurance physician provider until the Sept. 4<sup>th</sup> meeting. Commissioner Bridegroom made a motion to approve the agenda changes, seconded by Commissioner Davis. The motion passed with all ayes.

**RE: REQUEST FROM JW HICKS**

James W. Hicks, the President of JW Hicks, appeared before the Board to request permission for the installation of a multi-strand fiber optic cable to be ran adjacent to the Knox Industrial Park Rail spur connecting JW Hicks' new building, at 501 S 300E to their original plant located at 20 S. Kloeckner. He advised the cable would be buried running parallel to the railroad spur, under Pacific, and under Kloeckner. He stated he has received permission from Toll Brothers since the cable will run north just inside their fence line. He noted he will be seeking a legal easement from Toll Brothers to document their agreement, for future liabilities. Commissioner Davis made a motion to approve this request, seconded by Commissioner Bridegroom. The motion passed with all ayes.

**RE: REQUEST FROM SKILLMAN AND DLZ**

Scott Cherry, from Skillman requested the Board give their authorization/approval to allow Skillman and DLZ move ahead with the schematic design phase of the new jail project. He noted they will return at the October meeting to present the work product. Scott Carnegie, of DLZ, advised there are three separate phases: schematic design, design development phase, and the contracting process. Commissioner Bridegroom made a motion to authorize Skillman and DLZ to move forward with the schematic design process. Commissioner Davis seconded the motion, and it passed with all ayes. President Norem noted the next major issue, in regard to the jail project, is locating a site for the new county jail.

**RE: BRIDGE 51 CONTRACT CHANGE ORDER**

Mark Wilson, of Wightman Petrie, appeared before the Board to request a change order to the County's contract in regard to the replacement of Bridge 51. He advised, change order # 1 includes the following changes to the contract: correction of the estimated under-run on the steel shell encased concrete pile, removal of unforeseen concrete foundation, and undistributed back fill. The net results of the change order would be -\$518.00, a reduction of .2% of the original contract, making the contract total \$223,810.25. Commissioner Bridegroom made a motion to approve the change order, seconded by Commissioner Davis. The motion passed with all ayes. Mr. Wilson then submitted two invoices from LaPorte Construction, the first invoice # 1 in the amount of \$53,463.60 and the other, invoice # 2, in the amount of \$1,638.00. He noted the two invoices reflected the change order items also. Commissioner Davis made a motion to approve the two invoices to be submitted through the normal claims process, seconded by Commissioner Bridegroom. The motion passed with all ayes.

**RE: REPORT FROM IT DIRECTOR, JOE SHORT**

Director Short appeared before the Board to present an update on the county's communication equipment that was damaged by the storm in June, and also the storm in July. He advised, as a result of the first storm there is now a buzzing sound in the San Pierre Fire Department's radio reception, and the MDS, remote link needs replacing. He noted the Washington Twp. Fire Department's antenna was blown over, but has been straightened causing the antenna to not be as strong as it should be, and is suggesting a new bracket be installed to reinforce it. He advised the Koontz Lake antenna needs to be repaired, and also the coaxial cable needs to be replaced. He stated he does not have any extra in his budget, to cover these expenses. Commissioner Bridegroom inquired if the township trustees could cover part of these expenses at Koontz Lake since it doesn't appear to be storm damage. He asked Director Short to speak with Mark Allen, the Oregon Twp. Trustee, to see if he has funding available in this year's budget to help with those repair costs.

Director Short noted, as a result of the July storm, the county has two items, so far, that will not be covered by the insurance: the sidewalk in front of the jail that was damaged by a tree falling over, and also the stump removal of all the trees that fell over during that storm. President Norem asked the Director to contact the city to see if they are responsible for the repairs to the sidewalk. She also noted that they had received price quotes to have the stumps removed, but the lowest bidder, TD Tree Service is not interested in removing the stump in front of the jail, due to the fact removing that stump would leave a large hole that would need to be filled in. She advised she had spoken with Travis Davis that day to see if he could bid on that stump, otherwise they can't compare the quotes as "apple to apple". He stated he was not interested in that particular stump removal. Commissioner Davis then made a motion to award the work to Statewide Tree Service, who had submitted a price quote of removing ten stumps, at a total cost of \$550.00. Commissioner Bridegroom seconded the motion, and it passed with all ayes. Commissioner Bridegroom advised he will check to see if Statewide has their liability insurance coverage on file, with the County. As a backup, in case the City is not responsible for the sidewalk in front of the jail, Commissioner Bridegroom made a motion to move forward with the sidewalk repair, seconded by Commissioner Davis. The motion passed with all ayes.

Director Short advised, since the insurance company was requesting two price quotes for the repairs to the Courthouse roof, now he has received the second quote and will be forwarding that on to the insurance company. He then advised, in regard to the communications tower located at the jail, which was severely damaged in the July storm, the location of the replacement tower is still in question. He noted if the tower is not located near the dispatch center, a remote link has to be established. He added, when the County completes their jail project, the cost to move a tower is just as expensive as installing a brand new tower. Commissioner Bridegroom inquired if it were possible to place the County's antenna on an existing communications tower. The Director advised he is still gathering information on the tower situation. He advised the tower that is currently not being utilized in the Industrial Park, belongs to Tower Co. When he spoke with them in regard to using that existing tower, he was informed that the tower was in the process of being sold. But, Tower Co did suggest another scenario. The County gives them the specifications of what the County would require with a tower, and they would install a tower on the County's property at their expense. They advised they would lease the land from the County, and would then bill the County for the use of the tower. They also noted if any other communications company would also utilize that tower, the County would receive a portion of their monthly lease amount.

Director Short then inquired about the repairs to the handrail and the fence that was damaged during the July storm, noting those repairs would be covered by the insurance company. Commissioner Davis made a motion to have Tennis Reiss Construction repair the handrail, at the proposed cost of \$400.00. Commissioner Bridegroom seconded the motion, and it passed with all ayes. Commissioner Bridegroom then made a motion to accept the price quotes from Tennis Reiss Construction, to have the fence repaired at the north side of the Annex Building. Commissioner Davis seconded the motion, and it passed with all ayes.

Director Short also advised the County will be receiving a check in the amount of \$75,000.00 from the insurance company to use that to cover the initial bills from the storm damage. Auditor Chaffins requested the Board make a motion to allow her to create a new Fund in which the insurance check will be receipted, in order to account for those storm related transactions separately from the regular County transactions. Commissioner Davis made a motion to allow Auditor Chaffins create a special Fund, seconded by Commissioner Bridegroom. The motion passed with all ayes.

Director Short advised, in regard to the communications issues with dispatching to the County's fire departments, they were advised to monitor dispatched calls at 800Mghz while the temporary communication problems were being addressed. Dave Pearman, in the audience, advised he would like for the dispatcher, who has sent out the call to the fire department, to follow through with a telephone call, in the event they have no response from that fire department.

Director Short then spoke of the renewal of the FCC licenses in the County. He presented a list of the County's licenses, their call letters, and what type of communication was handled per license. He advised one of the licenses had expired in Sept. 2011, and now there is a cost of having that license renewed, since the County will need to reapply for the license. He stated he had received a quote from both Miner and also from J & K. J & K advised the fee to reapply for the one license and to update the other license would be a total fee of \$1,942.00. He added, each license is for a period of 10 years, and advised J & K would maintain the schedule of the license renewals. County Attorney, Marty Lucas, advised the FCC will fine the County if it continues to operate without the license renewal. Commissioner Bridegroom made a motion to accept the proposal from J & K and move forward with the license renewal, seconded by Commissioner Davis. The motion passed with all ayes. Because of the limited budget balance of the IT Department, President Norem advised the billing could be paid from the Commissioner's CREDIT Fund.

#### IN OTHER BUSINESS:

Amberly Fletcher, of Paterson Estates 3<sup>rd</sup>, appeared before the Board requesting an amendment to the covenants for that subdivision, leaving all the current covenants in place, but omitting #7, which does not allow for any animals or animal husbandry. She is requesting they omit that covenant to allow her sister and herself to be able to own horses and/or 4-H animals. She noted between the two of them, they own all the lots in that subdivision. Commissioner Bridegroom made a motion to approve their request, seconded by Commissioner Davis. The motion passed with all ayes.

President Norem advised they had received a request from Building Commissioner, Bruce Williams, asking permission to attend a conference regarding the Residential Inspection Institute, based on 2012 I-codes, that will be held at Lisle, IL, in November, 2012. Commissioner Bridegroom made a motion to approve his request, seconded by Commissioner Davis. The motion passed with all ayes.

#### RE: PAYROLL CLAIMS, VENDOR CLAIMS, MINUTES AND OTHER AUDITOR BUSINESS:

Commissioner Davis made a motion to approve the minutes of the August 6<sup>th</sup> meeting, seconded by Commissioner Bridegroom. The motion passed with all ayes. Commissioner Bridegroom made a motion to approve the payroll for the pay period ending on Aug. 4<sup>th</sup>, in the total amount of \$167,995.18. Commissioner Davis seconded the motion, and it passed with all ayes. In regard to the vendor claims, Commissioner Bridegroom noted there was not enough in the Commissioners' budgeted line item to cover the total cost of the invoice received from SRI, for the certificate sale that was held in July. President Norem advised the invoice could be paid from the budget balance for that line item, and the remainder from the Commissioners' CREDIT Fund. Commissioner Davis made a motion to approve this payment distribution, seconded by Commissioner Bridegroom. The motion passed with all ayes. There was a discussion in regard to the two claims submitted by Les Jensen, in regard to his seal coating of the Annex Building parking lot, and the parking lots of the three EMS bases. Auditor Chaffins advised the invoices had been received in time to include them in this claims docket. Attorney Lucas stated the claims docket could be revised to include those two invoices since they were time stamped when received. Commissioner Bridegroom made a motion to approve the vendor claims in the total amount of \$228,674.89. Commissioner Davis seconded the motion, and it passed with all ayes.

Auditor Chaffins advised the State Board of Accounts, Auditor Snyder, was very complimentary in regard to the County's Financial Reporting Ordinance, but he did make one suggestion, and that was to require the departments, that have their bank account, file a copy of the reconciled bank statement. She presented an amended Financial Reporting Ordinance that stated that requirement, and also that a summary will be presented by the County Auditor, to both Boards at their combined monthly meeting. Commissioner Bridegroom made a motion to approve the amended ordinance, seconded by Commissioner Davis. The motion passed with all ayes. Auditor Chaffins then

advised of a problem with departments not completing receipts properly, not specifying the type of monies that were actually received—designating the cash or check amounts received, noting that is an existing problem in the Health Department. Commissioner Davis stated she would discuss this issue with Dr. Alexander. Commissioner Davis made a motion to require all departments submit a copy of their receipts along with the money they deposit with the Auditor’s Office, seconded by Commissioner Bridegroom. The motion passed with all ayes. Auditor Chaffins advised she would notify the departments of the changes in policy. Auditor Chaffins they presented a summary of the monthly financial reports from the departments. She noted, it was brought to her attention by SBOA Snyder, the Prosecutor’s Department, does in fact receive monies, and should also be complying with the financial reporting ordinance. She noted the departments that have their own required monthly report forms, and they would suffice for their monthly financial report. Those departments are the Treasurer, the Clerk, the Recorder, the County Corrections, and the Probation Dept.

Commissioner Bridegroom stated he has the equipment replacement report of the County Highway Department, but he would like to receive more details in regard to the equipment, before he submits copies to each Commissioner, and the Council President. He noted the listing of the bridge replacement is in the bridge book that was disbursed earlier in the year, but added the list of bridges could change based on the results of the State’s inspections.

Commissioner Bridegroom noted the County Highway Department is not paving Campbell Drive in North Judson. He advised, what they are actually doing, is dealing with the fact that the road is sliding into the ditch that runs along the south side of the road. That portion of the road is actually CR625S, but also called Leslie St, and Campbell Drive—the road in between the east end of Hubeny subdivision, and CR500W. He advised the solution to the problem will be to move the ditch further south. He also advised the road was not annexed in as part of the Hubeny subdivision, and that is why the County is responsible for that road.

Attorney Lucas inquired if the Board was interested in pursuing the proposal from Mr. Darflinger. President Norem advised they had no interest in approving his proposed ordinance.

Brenda Stenojevic, the Chairwoman of the Starke County Republican Party, advised that Philip Cherry had been chosen to fill the vacancy on the California Township Advisory Board, due to the passing of Board member, Wilkus Minix. She noted Mr. Cherry has already been sworn in.

**PUBLIC COMMENT:**

There were no comments from the public.

There being no further business, Commissioner Davis made a motion to adjourn the meeting, and seconded by Commissioner Bridegroom. The motion passed with all ayes, and the meeting was adjourned at 9:00PM.

**August 20, 2012**

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Kathy Norem, President

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Dan Bridegroom, Vice-President

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Jennifer Davis

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Katherine Chaffins, Auditor &  
Secretary to the Board of Commissioners