

MONDAY, NOVEMBER 6, 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 Don Binkley and Charlie Chesak present and the following proceedings were held to wit:

The meeting was called to order by Commissioner President Don Binkley at 6:00PM. Commissioner Kathy Norem was absent from the meeting.

RE: EMS MONTHLY REPORT

EMS Director Travis Clary and EMS Clerk MaryLynn Richie appeared before the Board to present their monthly departmental report. Clerk Richie advised the number of total runs has slightly improved over September however the total number of the monthly transfers has decreased to 10 from 14 in September and 66 in July. She did advise she had looked into the amount of transfers for the last two weeks of October and the number has picked up some. She also noted the amount of accounts receivable received so far for 2017 is above the same time period from 2016. Clerk Richie stated she has received a total of \$3,418.31 from Collections Attorney Jonathan O'Hara; and a total of \$646.70 from Small Claims Court. Clerk Richie also announced she has finished the recertification of Medicare and is awaiting the acceptance letter from them. She advised she needed to submit a payment along with the recertification paperwork and will be submitting a claim for her reimbursement in the amount of \$560.00 because she had used her personal credit card for payment. She advised she had recently completed another Medicare class this time on Claim Denial Tools teaching her how to correct a Medicare denial online and to get claims processed quickly.

EMS Director Travis Clary advised a full time Basic EMT had recently resigned but he was able to fill the vacant spot rather quickly which will reduce the amount paid on Overtime. Director Clary advised he had personally worked shifts on the ambulance last month to help keep down the cost of Overtime. He advised they continue to advertise for Part Time Paramedics.

In regard to Education, Director Clary stated the EMS Service had recently completed their monthly Audit & Review with Knox Hospital. He noted that was the first training they had with the new Hospital EMS Coordinator. He advised they also held training on using an EZ IO gun which is used in an emergency situation when an IV cannot be obtained. Director Clary noted they will be participating in a large scale mass casualty exercise with the hospital and nursing homes on Tuesday.

In regard to Ambulance Maintenance, Director Clary advised that routine services were performed on most of their fleet during October. He also noted they had another ambulance go through its rotation of tires leaving just one more ambulance to get new tires this month.

In regard to Base Maintenance, he advised no base maintenance was performed in October.

In regard to Safety, Director Clary advised they had no injuries during that month. He stated he had attended last month's Safety Committee meeting and will have a representative from worker's compensation insurance in to examine their bases for any workplace hazards. He stated they are still looking into purchasing a power cot to potentially reduce their biggest workplace injury of lifting patients.

In regard to Meetings, Director Clary stated he had attended multiple meetings last month to create better communication with the hospital and local nursing homes.

He also noted they are continuing to look for the best prices from their suppliers.

RE: COUNTY HIGHWAY DEPARTMENT MONTHLY REPORT

County Highway Department Superintendent Rik Ritzler advised he had submitted three different projects for the Federal Rural Call for Projects. He stated he had submitted: 1. The Bass Lake Intersection at CR210 and the old SR10, which would include plans for a bike trail station that would be coordinated with the local trails group; 2. The replacement of Bridge 154; 3. Four hot mix truck route projects; possibly CR1100E, CR700E, Range Road; and CR400S.

Superintendent Ritzler advised he will be replacing Bridges 36 & 58 in 2018 and is planning on addressing Bridges 154 and 7 during 2018 also.

Superintendent Ritzler stated he had requested the RFP for the 2018-2021 Bridge Inspections as it was due October 27th and he had received six Letter of Interest (LOI) and they are: Butler, Fairman, and Seufert Civil Engineers, Indianapolis, IN; Ciorba Group Consulting Engineers, Michigan City, IN; Lochner, LaPorte, IN; Primera Engineers, Munster, IN; United Consulting, Indianapolis, IN; and USI Consultant, Indianapolis, IN. He advised they will be scoring the LOIs base on INDOT guidelines. Once the scoring is complete they will be sending their choice to INDOT for their approval. The Superintendent advised they are currently using USI Consulting but they have a policy of changing the

inspection consultant to get a fresh look at the bridges during the inspection cycle. He also noted they had recently completed their fall bridge cleaning and clearing as part of their bridge maintenance program. He stated bridges have the capability of lasting 75-100 years.

In regard to Roadway Safety, the Superintendent advised he has obtained reflectors that he is using on all the County Bridges. He advised he has recently found them for \$3.00 a reflector compared to the old price of \$17.00/reflecter. He stated you would usually use 50-60 reflectors per bridge and he is using the reflectors on all recently replaced bridges. He will be installing the reflectors on all of their bridges soon.

Superintendent Ritzler advised they have been conducting traffic studies on the County Roads that intersect with US30 due to the planning phase the US30 corridor is experiencing in regard to the proposed project. He stated the traffic studies include data, speed data, vehicle types, traffic counts, etc. He noted the information will be used to improve their presentation on the US30 project to INDOT. The Superintendent advised he has asked Purdue/LTAP to do three intersection studies for them and they are: CR210 and Boa Shores Drive at Bass Lake, a crosswalk installation; CR300E and CR700S, a request for a four way stop; CR275S/Elcona Drive/Second Ave. in Borne's Park for a four way stop near a daycare; and a removal of a tree by the Koontz Lake Beach. He noted though he is looking into the jurisdiction of the tree matter as it may fall into the discretion of the Starke County Park Board instead of the Highway Dept.

In regard to Roadway Design and Improvement Superintendent Ritzler advised they had recently met with a vendor who produces a product that binds hot mix asphalt when the asphalt is mixed. He wants to try the product in cold mix asphalt to see if they could use the product to improve the quality of their cold mix asphalt.

In regard to their winter preparations, Superintendent Ritzler advised all of their employees recently attended a snow plow training session held at the County Garage by the Kosciusko County Highway Department employee, Steve Moriarty. He advised Mr. Moriarty has given the same presentation to the annual Purdue Road School and does a great job relaying his knowledge to others.

Superintendent Ritzler advised the Department has a three-phased program for snow plow training which is they conduct trainings beginning in October; they bring in outside speakers such as Mr. Moriarty to present an additional perspective; and lastly the most important part of the training is actual OJT (on the job training).

The Superintendent noted they had no safety accidents in the month of October. They attended the Slips, Trips, and Falls training conducted by Bliss McKnight here in the County. Bliss McKnight will be at their garage on Tuesday, November 14th to conduct additional snow plow training, focusing on liability and safety compared to the operations based training they recently experienced. On October 25th six of their employees attend the Cold-in-Place Recycling Training. The training was conducted by Indiana LTAP and held in Warsaw, IN. He presented a listing of the Department which showed the amount of training and points each employee has received.

Superintendent Ritzler then advised of the equipment he would like to purchase in 2018: a two lane chip box; a skid steer with asphalt grinder; an asphalt distributor; and two dump trucks. He stated they would be sending out for truck bids in the month of December.

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

Commissioner Chesak made a motion to approve the payroll claims docket for the pay period ending on October 21, 2017, with a pay date of October 27th, 2017 in the total gross amount of \$222,787.72.

Commissioner Binkley seconded the motion and it passed with all ayes.

Commissioner Chesak made a motion to approve the vendor claims docket in the total gross amount of \$258,195.50. Commissioner Binkley seconded the motion and it passed with all ayes.

Commissioner Chesak made a motion to approve the minutes of the October 23rd meeting.

Commissioner Binkley seconded the motion and it passed with all ayes.

Commissioner Chesak made a motion to table the GIS Contract the Board had received until the November 20th meeting. Commissioner Binkley seconded the motion and it passed with all ayes.

Commissioner Chesak made a motion to approve the proposal from Skillman, Proposal for Construction Management Services, for the Courthouse Elevator Project. Commissioner Binkley seconded the motion and it passed with all ayes.

RE: UTV ORDINANCE

County Attorney Marty Lucas summarized the subject of the proposed UTV Ordinance. He advised this meeting would be considered the first reading of the proposed UTV Ordinance. He passed out some copies of the proposal and stated it would also be posted on the County's website for the public to read.

He stated the 2nd reading would take place at the Board of Commissioner's November 20th meeting, and the Public Hearing will take place at their December 4th meeting as that needs to be legally advertised. Attorney Lucas noted the reason the County would hold a public hearing is because the ordinance does have penalty provisions.

Attorney Lucas advised the UTV drivers should be careful in their travelling from county to county as one county's ordinance could vary from the other county's ordinance. Darrell Russell inquired if the UTV could receive some type of sticker to show that they are in compliance with the County's UTV Ordinance. Attorney Lucas stated he will check with the DNR to see if the UTV could be marked with a sticker. Attorney Lucas advised the public to read the ordinance and bring any comments to the public hearing, on 12/4. Commissioner Chesak made a motion to approve the 1st reading of the Ordinance. Commissioner Binkley seconded the motion and it passed with all ayes. Attorney Lucas stated without any complications the Ordinance could go into effect on January 1st, 2018.

RE: IN OTHER BUSINESS

Matthew Foster, Uncle to E-7 Sgt. 1st Class Ronald J. Lardino, requested to fly a special American Flag on Veteran's Day at the County Courthouse which could be taken down and given to Sgt. Lardino. Mr. Foster is wishing to compile a set of flags for him as a Christmas present this year. He showed a VFW flag and a POW flag that he has already for Sgt. Lardino. Commissioner Chesak made a motion to approve his request. Commissioner Binkley seconded the motion and it passed with all ayes. The Board advised that James Coad, Building Maintenance Director, would contact him the next day and make the necessary plans for Veteran's Day. Mr. Foster stated he would also like to receive a nice letter from the Board of Commissioners in regard to the flown flag.

PUBLIC COMMENT

Auditor Chaffins advised on the status of the J & K Communications invoice that is outstanding. It is the invoice coordinated with the Koontz Lake Fire Department. Commissioner Binkley advised to give him the rest of the week to get it worked out. He will advise.

There being no further public comment and no further business, Commissioner Chesak made a motion to adjourn the meeting. Commissioner Binkley seconded the motion and it passed with all ayes. The meeting was adjourned at 6:47PM.

NOVEMBER 6, 2017

Don Binkley, President

ABSENT _____
Kathryn Norem, Vice-President

Charles Chesak

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