

**Monday, November 18, 2013**

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in regular session at 7:00PM in the Annex meeting room, Knox, Indiana, with Kathy Norem, Kent Danford and Jennifer Davis present and the following proceedings were held to wit:

President Norem called the meeting to order and inquired if there were any additions or corrections to the posted agenda. There being none, she advised of the addition of County Employee Health Insurance option, and a part time Building Inspector to “Also to be Discussed” portion of the agenda.

**RE: 2014 JAIL INMATE HEALTHCARE**

Lisa Scroggins, of Quality Correctional Care, and Sheriff Oscar Cowen, appeared before the Board to discuss the Jail inmate healthcare coverage for 2014. Ms. Scroggins presented the benefits of the coverage Quality Correctional Care could provide. (A copy of the company’s documentation is on file in the Auditor’s Office.) Sheriff Cowen advised the contract with the current insurance carrier expires at the end of 2013 and he believes they have no desire to present a proposal to extend the County’s coverage. Commissioner Davis suggested a letter be sent to the existing carrier to allow them a chance to present a price quote for the 2014 coverage. Ms. Scroggins advised she had submitted a proposed contract for Attorney Marty Lucas’ review, noting the term of the contract is for one year, since their contracts will normally be consistent with the existing Sheriff’s term. President Norem stated they would be interested in looking at a two year agreement, since the newly elected Sheriff, on January 1, 2015 would be required to establish inmate healthcare coverage, and that would allow for continual coverage. It was decided to take this under advisement until the next meeting allowing time for Ms. Scroggins to present to Attorney Lucas a revised proposed contract, for his review, prior to the December 2<sup>nd</sup> meeting.

**RE: STARKE COUNTY COMMUNITY CORRECTIONS 2014-2015 BUDGET APPROVAL**

Kim Kennedy and Shawn Mattraw of Starke County Community Corrections appeared before the Board. Mr. Mattraw advised since Director Hinojosa could not appear for this meeting he was taking his place, in presenting an announcement to the Board of Commissioners. He advised Starke County has been chosen to participate in a State study group which will be evaluating the effects to the County of the recent legislation that was passed, House Bill 1006, which is the overhaul of the criminal justice code. He advised the study will take place on Monday, November 25<sup>th</sup>, and will consist of two focus groups, one at Noon and the other at 1:30PM. He noted participation in the focus groups is by invitation only. Kim Kennedy advised she was present to receive the Board of Commissioners’ approval of the SCCC 2014-2015 Budget. She stated the budget has slightly increased from the previous year’s budget. She noted one increase in the budget is due to making one of the two part time case managers a full time manager, and increasing the pay of the other part time case manager to make the pay consistent with the current jailer pay. She advised their budget has already been approved by their Budget Committee and their Advisory Board. She noted the proposed budget total is \$414,000.00 and the estimated revenue for the same time period is \$429,000.00. She stated the budget goes into effect on July 1, 2014. President Norem confirmed that their funding comes from a state grant and not county funding. Ms. Kennedy stated their revenue is from a state grant, project income, and CTP fees, which are reimbursement fees received from the State. Commissioner Danford made a motion to approve their proposed budget, seconded by Commissioner Davis. The motion passed with all ayes and the budget letter was signed.

**RE: AUDITOR’S BUSINESS: MINUTES, PAYROLL CLAIM, VENDOR CLAIMS, MONTHLY FINANCIAL REPORTS**

Commissioner Danford made a motion to approve the minutes of the November 4<sup>th</sup> meeting, seconded by Commissioner Davis. The motion passed with all ayes. Commissioner Danford made a motion to approve the payroll claim for the pay period ending on November 9<sup>th</sup> with a pay date of November 15<sup>th</sup>, in the total gross amount of \$179,001.43. Commissioner Davis seconded the motion, and it passed with all ayes. Commissioner Danford made a motion to approve the vendor claims, in the total amount of \$217,858.77. Commissioner Davis seconded the motion and it passed with all ayes. Auditor Chaffins gave a brief report on the Departmental Monthly Financial Reporting, advising they were all received and in compliance, but noted the SCCC report needs to be corrected, and she will be meeting with the SCCC Clerk the next morning. President Norem advised she would like to receive a copy of all the financial reports that are submitted each month.

**RE: LETTER OF ENGAGEMENT**

Attorney Marty Lucas presented to the Board a Letter of Engagement with a Forensic Accountant in regard to a litigation case. Commissioner Danford made a motion to approve the Letter of Engagement and instruct Attorney Lucas to sign the letter, seconded by Commissioner Davis. The motion passed with all ayes, and the letter was signed by Attorney Lucas.

**RE: UTILITY VEHICLE ORDINANCE**

Attorney Lucas advised he has drafted a proposed Utility Vehicle Ordinance based on the 2007 Marshall County Ordinance, and the State Statute regulating those vehicles. He advised there are certain criteria such as not allowing for license fees or can’t require a driver’s license but it does require insurance. Since the ordinance contains penalties for violations, it will be required to be advertised before the ordinance is passed. There was a discussion in regard to the difference between a UTV and an ATV and proposing this ordinance only address the UTV since the ATV is regulated by the DNR. President Norem advised the reason for the creation of the UTV Ordinance is to promote safety, and suggested the Board take the issue under advisement and asked Attorney Lucas to draft a more focused ordinance concentrating on only Utility Vehicles and not ATVs.

In regard to a request from the property owners of Koontz Lake for the Board of Commissioners to address the issue of people jumping off the bridge in Koontz Lake, President Norem stated since the Board does not have the jurisdiction to create an ordinance, she suggested the Board drafts a letter to INDOT stating they support the issue to be addressed by the State. She asked Attorney Lucas to compose the letter.

**IN OTHER BUSINESS:**

GOLF CART ORDINANCE

Attorney Lucas presented the final draft of the Golf Cart Ordinance that was approved at a previous meeting, for their signatures.

2014 HOLIDAY SCHEDULE

Commissioner Davis advised at the November 4<sup>th</sup> Department Head meeting, it was suggested the County close their offices at Noon on December 24<sup>th</sup>, Christmas Eve, and then have December 25 and December 26<sup>th</sup> off which will be a Thursday and Friday. Commissioner Davis made a motion to approve the 2014 Holiday Schedule with the modification for 2014 Christmas Holiday, seconded by Commissioner Danford. The motion passed with all ayes.

FINAL OFFICIAL BOND STATEMENT

For the County’s file the Board officially signed the Final Copy of the Jail Bond Statement. The bond issue closed on November 12<sup>th</sup>.

SCCC APPOINTMENT

President Norem advised due to the resignation of Annette Zupin, Principal of the NJ-SP High School, from the Starke County Community Corrections Advisory Board and the Board of Commissioners will need to replace her with another person with an education background. President Norem asked the media to announce the Board opening.

REPORT FROM THE ANNEX BUILDING CUSTODIAN, JIM COAD

Custodian Coad advised, in regard to the recent inspection by Simplex, he has replaced the defective heat detector, and has moved the majority of the smoke detectors that needed to be placed at least three feet away from the air vents. He noted he only has four left to move. He also advised, in regard to the recommendation from Simplex, to label the electrical panel with the specific department office, instead of the general location, he had checked with Council President Pearman, who is a fire department instructor, who had advised it was not necessary to re-label the panel at this time.

BASS LAKE UPDATE

Commissioner Danford advised he had received a telephone call in regard to water running at Bass Lake. He stated he had checked into the situation and there was a faucet running at the Beach. He stated he attempted to call the Callahans but could not reach either the Father or the Son, and so he called their Attorney, Dave Wallsmith. He stated Mr. Wallsmith advised the Callahans were in the process of flushing out the water lines. They were presently purchasing an air compressor in order to finish the process. Commissioner Danford also advised their Attorney that the building were left unlocked, and Mr. Wallsmith assured him the buildings will be locked up when they have completed the water project.

OPTION FOR COUNTY EMPLOYEE 2014 HEALTH INSURANCE

President Norem advised, in regard to the feedback from some of the County employees about their 2014 health insurance coverage she suggested the Board offer to the employees an optional coverage plan. She noted Anthem’s Plan 14 would supply better coverage, but since the Anthem Core 28 was the Board’s choice for the 2014 health insurance plan, she suggested any difference in the monthly premium between Plan 28 and Plan 14 would be paid completely by the employee. Commissioner Danford made a motion to approve Anthem Plan 14 as an optional plan, with the employee being responsible for the increase in monthly premium if Plan 14 is chosen. Commissioner Davis seconded the motion, and it passed with all ayes. President Norem advised she will contact their insurance agent, Debbie Rykovich with this information.

PART TIME BUILDING INSPECTOR

President Norem advised the County has encountered a situation with building inspections that need to be completed. She stated she was notified that the County’s Building Inspector, Terry Stephenson, was in the hospital and it was unknown when he would return to work. She was advised there was a list of eighteen individuals that were waiting on building inspections and she worked with Planning Commissioner Clerk Starkey and was able to reduce the list down to five individuals who were awaiting inspections for their utility permits. She advised the Department does have a position already created for a part time building inspector but the position now needs to be filled. She noted the position is currently paying \$9.43 an hour, and they already have a budget line item for the part time inspector. She stated in order to increase the current pay rate it would require council approval for an amendment to the current salary ordinance. President Norem suggested the position be advertised and posted so they could have a part time inspector. Commissioner Danford made a motion to approve the posting of the part time inspector position, seconded by Commissioner Davis. The motion passed with all ayes. Commissioner Davis inquired as to what the backup plan will be if Mr. Stephenson would not be able to return to work right away. President Norem stated they could call either Marshall County or Pulaski County for assistance.

Commissioner Davis inquired if the Summer Intern, Evan Coad, could present his salary project that he worked on during his summer internship, at their next Council meeting on December 16<sup>th</sup>. Councilman Pearman advised to place the item on that meeting’s agenda.

Commissioner Davis reminded everyone of the public health forums that will be held on November 19<sup>th</sup> at the Nancy Dembowski Community Center and on November 20<sup>th</sup> at the Oregon-Davis School.

There being no further business, Commissioner Danford made a motion to adjourn the meeting, seconded by Commissioner Davis. The motion passed with all ayes, and the meeting was adjourned at 8:33PM.

**November 18, 2013**

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Kathy Norem, President

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Jennifer Davis, Vice-President

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Kent Danford

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Katherine Chaffins, Auditor &  
Secretary to the Board of Commissioners