

**Monday, December 3, 2012**

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in regular session at 9:00AM in the Annex meeting room, Knox, Indiana, with Kathy Norem, Jennifer Davis, and Dan Bridegroom present and the following proceedings were held to wit:

The meeting was called to order by President, Kathy Norem. She inquired if there were any additions or corrections to the posted agenda, noting the addition of the jail project, and the Assessor's request to attend a conference. Commissioner Davis made a motion to approve the agenda with the additions, seconded by Commissioner Bridegroom. The motion passed with all ayes.

**RE: MINUTES, PAYROLL CLAIMS, VENDOR CLAIMS, & COUNTY GENERAL FUND—MISC. REVENUE REPORT**

Commissioner Davis made a motion to approve the vendor claims as presented except the claim to Kim Kennedy, of SCCC, reimbursement for a meal, and two claims to Rhonda Adcock also for meal reimbursements, noting all three claims were being denied due to the lack of proper documentation. Commissioner Bridegroom seconded the motion, and it passed with all ayes. The total net amount of vendor claims approved: \$ 271,518.68.

President Norem advised they had received a request from Assessor, Rhonda Milner, for her office to attend a conference. There is an \$18.00 lunch fee/registration associated with the conference. Commissioner Davis made a motion to approve attending the conference; seconded by Commissioner Bridegroom. The motion passed with all ayes.

Commissioner Bridegroom made a motion to approve the payroll claim, for the payroll ending November 24, 2012, in the total gross amount of \$ 188,033.53. Commissioner Davis seconded the motion, and it passed with all ayes.

Commissioner Davis made a motion to approve the minutes from the November 19, 2012 meeting, seconded by Commissioner Bridegroom. The motion passed with all ayes. Commissioner Bridegroom made a motion to approve the minutes from the November 27, 2012 meeting, seconded by Commissioner Davis. The motion passed with all ayes.

Auditor Chaffins presented an updated report on the misc. revenue received in the County General Fund. She advised as of Friday, November 30, 2012, the misc. revenue was at an increase of 22.62% over the predicted cash revenue of that fund, for the year. Also, Auditor Chaffins advised she had submitted to the Board an updated listing of the fund financial balances/fund ledgers balances report noting there are some funds out of balance between the Auditor's office and the Treasurer's Office.

Auditor Chaffins advised she had prepared the anti-nepotism certifications for signatures. She noted the State requires the Board of Commissioners, and the County Council, certify they followed the County's Anti-Nepotism Ordinance in regard to county contracting; and the County's elected department heads need to certify they have followed the County's Anti-Nepotism Ordinance in regard to employment. County Attorney, Marty Lucas, advised the County Ordinance also includes the appointed department heads follow the ordinance in regard to employment, and even though it is not required by the State, he advised the County have the appointed department heads also certify they followed the County's Anti-Nepotism Ordinance in regard to employment. Commissioner Davis made a motion to require the appointed department heads also certify their enforcement of the ordinance, seconded by Commissioner Bridegroom. The motion passed with all ayes. Auditor Chaffins advised she will give a report at the December 17<sup>th</sup> meeting as to the certification progress.

Auditor Chaffins inquired as to the status of the pop machines in the County Courthouse, and the County Annex Building. She reminded the Board of the SBOA audit report: Since the pop machines are not being relocated and they are both in public areas, the revenue received from the pop machines needs to be receipted into the County General Fund. Commissioner Davis advised she will speak with County Clerk, Evelyn Skronski, who has been in charge of those receipts in the past. The Auditor inquired if the Board would want to reduce the price on the pop in those machines from \$ 1.25 to \$1.00; and it was decided to have the prices remain at \$1.25.

**RE: EMS DEPARTMENT MONTHLY REPORT**

EMS Department Clerk, Mary Lynn Ritchie appeared before the Board, along with EMS Director Paul Mathewson. Clerk Ritchie presented to the Board, for their signatures, the updated write-off policy which now includes the elderly. It had been approved at an earlier meeting. Clerk Ritchie advised they had received a check from Collection Attorney, Jonathan O'Hara, in the amount of \$617.19, and one from the County Clerk, in small claims collections, in the amount of \$ 104.00.

Director Mathewson advised the month of November had been a little slower than the month of October in regard to the number of runs, but they had more scheduling issues dealing with the holiday, in the month of November. He advised they have been revamping protocols with the hospital, and updating policies specific to the EMS Department. He is addressing the creation of a paramedic release form; and also addressing the PRN/part time status and the fact there are no guaranteed hours, that it is based on availability only. He noted the ultimate goal is to clear up the roster. He also noted they are working on obtaining a copy of a truck status report from the Superintendent of the County Highway.

**RE: COUNTY HIGHWAY DEPARTMENT REPORT**

County Highway Superintendent, Steve Siddall, appeared before the Board. The subject of the Highway Department's 2013 vendor bids once again came up for discussion. Attorney Lucas stated all those vendor bids were only creating a vendor catalog for the highway department use during 2013, noting any public works projects would require bids for that project.

Attorney Lucas then announced the opening of the bids for the engineering of Bridge 43. He inquired if the bids were received in a timely manner, and the Auditor confirmed they had. The bids received were as follows:

1. Butler, Fairman, & Seufert, 8450 Westfield Blvd., Suite 300, Indianapolis, IN  
Field Survey: \$3,300. Design: \$32,700. Geotechnical: \$6,500. Environmental: 0  
Total Bid: \$ 42,500.
2. Anthony Hendricks, 512 Lincolnway, LaPorte, IN;  
Field Survey: \$4,500. Design: \$19,800. Geotechnical: \$4,500. Permits: \$ 900.  
Total Bid: \$ 29,700.
3. Jones, Petrie, Rafinski, 4703 Chester Drive, Elkhart, IN  
Field Survey: \$10,390. Design: \$23,615. Geotechnical: \$ 4,885. Permits: \$ 500.  
Total Bid: \$ 39,390.
4. Beam, Longest and Neff, 8126 Castleton Road, Indianapolis, IN  
Field Survey: \$ 13,000. Design: \$ 28,000. Geotechnical: \$ 7,700. Permits: 10,400  
Total Bid: \$ 59,100.

It was noted the only company that submitted a price for a field inspection was JPR, at a cost of \$ 22,400. Commissioner Bridegroom stated he would like to see someone else, other than the engineering company, conduct the inspections. Lee Nagai, who was present at the meeting, stated usually any costs for professional services being considered by a County are provided through QBS, Qualifications Based Selections. He also noted the company who designs the bridge would usually conduct the inspection, to verify the construction company was building the bridge per the engineer's design. He also noted it was premature to be looking at the inspections at this time. President Norem stated she wants to verify they are comparing apples when looking at these bids. Commissioner Bridegroom made a motion to take these bids under advisement, seconded by Commissioner Davis. The motion passed with all ayes.

Superintendent Siddall presented to the Board the specs for a new County Highway Department truck, and noted he will be appearing before the Council at their next meeting, to request the transfer of appropriations to purchase the truck.

Siddall also presented to the Board a report listing each County Highway vehicle, and the total dollar amount of repairs that have been made over the lifetime of the vehicle, while owned by the County. He advised they had the software program for a while now, but lack the available employee who could input the repair information, in their spare time.

Superintendent Siddall advised there is an issue at Bass Lake, at Cottage Ave., where landscaping rocks have been placed in the way of the snow plows. He stated he is sending a letter to the homeowner to move the rocks back out of the way.

President Norem inquired as to the status of the Marshall County-Starke County Coop Agreement. Auditor Chaffins advised, after it was approved and signed by the Board, Commissioner Bridegroom noted he would get it to Marshall County for their approval, and it has not been returned yet. Commissioner Bridegroom advised he will look into it. President Norem requested an update at their next meeting. President Norem advised she had received a complaint from a County Highway worker who is on a volunteer fire department. He advised he had gone out on a fire call early in the AM, and was late getting into work. He stated he had been paid for that time, but his sick day time was docked for his absence. President Norem advised that is not the county policy, and the employee's sick day time should be credited back. Superintendent Siddall advised he will see it is corrected.

#### **RE: EMA DIRECTOR UPDATE**

EMA Director, Ted Bombagetti, appeared before the Board to present an updated report of the 2012 grant proceeds. He advised in the year he had received a total of \$ 99,730.17 in salary reimbursements. He noted the reimbursements for the year 2010, and the year 2011, were both received in 2012. He advised his salary is reimbursed at a rate of 50%, and the EMA Clerk, MaryLynn Ritchie's salary is reimbursed at a rate of 25%. He noted if there was a Director's Assistant, they would be eligible for a 25% reimbursement also.

Director Bombagetti presented a resolution for the Board to create an ADA Coordinator position, and then advised he would be available to be the Coordinator. Commissioner Davis inquired if this Coordinator would work with all departments, or would the Court be responsible for their own. Director Bombagetti advised he will look into that. He also noted, in the paperwork he presented, is also a sample grievance procedure form. President Norem noted INDOT also has that information online. Commissioner Bridegroom made a motion to name Ted Bombagetti as the County's ADA Coordinator, and to adopt the resolution, adopting the American with Disabilities Act (ADA) Coordinator and Procedures. Commissioner Davis seconded the motion, and it passed with all ayes. President Norem requested he presents regular updates.

Director Bombagetti advised he will be attending a Conference which will be totally funded by District 2, as part of the continuing accumulation of assessment points.

Commissioner Davis questioned why the position of ADA Coordinator would not be added to the job description of the EMA Director. Director Bombagetti advised, if he were to leave his employment, the Board might want to name an employee with a different job classification, as the ADA Coordinator. Commissioner Davis noted she is afraid it will fall through the cracks.

#### **RE: COURTHOUSE ELEVATOR SERVICE CONTRACT**

Carl Goodrich, the Courthouse Custodian, appeared before the Board to discuss the service maintenance contract on the Courthouse elevator. He advised he had received a proposal from Oracle, the company who had recently repaired the elevator, but the present service contract is with the Kone Company. Commissioner Bridegroom advised there is a problem when the elevator repair is still under warranty with Oracle, and then Kone comes in to do an inspection and makes some repairs, which are then questioned by Oracle. Mr. Goodrich advised there is a 90 day notification clause in the contract with Kone, in order to end the agreement. He proposed the County enters into a maintenance agreement with Oracle. He also questioned why the elevator inspections are not sent to the State. Commissioner Bridegroom advised only the annual inspection is required to be sent to the State. Attorney Lucas noted the policy states the agreement can only be ended at the end of the five year term with a notice, within the 90 days of the anniversary date. He also advised it bothers him that the company takes no responsibility for their work. Custodian Goodrich was advised in the future to contact the Oracle Company for elevator repairs.

#### **RE: STARKE COUNTY COMMUNITY SERVICES**

Community Services Director, Joan Haugh, Community Services Board President, Judy Ahlenius, and Board Treasurer, Frank Skronski, appeared before the Board of Commissioners. Director Haugh advised, due to a cut in federal funding at a rate of 24.3% for the fiscal year 2013, the funding of the transportation division of Community Services will be short by \$20,000.00. They advised they have already made adjustments to their 2013 budget, and are now asking the County for their help in facing the shortage in funding. They advised most of the contributions Community Services receive is earmarked specifically for the food pantry.

Starke County Council President, Dave Pearman, was present at the meeting, and he advised Director Haugh, besides the budget reductions for 2013, they might also consider raising the rate being charged to utilize the Arrowhead transportation services. He advised the 2013 County budget has already been approved by the Council, and therefore someone else's budget would need to be cut. President Norem advised Director Haugh to look at other reductions of expenses and increases in revenue, and also present to the County Council, at their Dec. 17<sup>th</sup> meeting, the present status of their 2012 budget expense line items. Commissioner Davis also advised they would like to see the estimated transportation figures for 2013. Commissioner Bridegroom made a motion to make a recommendation to the Council, to have the Council look at any possible sources of monies available for them. Commissioner Davis seconded the motion, and it passed with all ayes. They advised they would return on Dec. 17<sup>th</sup>.

#### **RE: IT DIRECTOR REPORT**

IT Director, Joe Short, appeared before the Board to give an update on the narrow banding compliance. He advised since the narrow banding mandate was first announced in 2007 in would be impossible now to be able to obtain an extension from the FCC. He also advised, due to the damage to the County's antenna, when the narrow banding goes into effect, it will cut down the range of radio coverage by at least 30%, noting areas such as San Pierre and Koontz Lake may not receive any coverage at all. He advised the departments in those areas are already aware of the back-up plan, to monitor the 800 frequency. Director Short presented the three price quotes for the reprogramming of the dispatch and radio tower equipment: Miner \$2,172; RA-COMM \$1,540; and J & K Com \$1,437. Commissioner Bridegroom made a motion to accept the price quote from J & K Communication, seconded by Commissioner Davis. The motion passed with all ayes.

Director Short advised there are still presently two licensing applications pending: the fire license that had expired and the police department's that needed to be renewed. He also advised there are radio replacements that are needed: the radio in the County Highway Department's equipment room, the panic button radio in the Courthouse, and the EMS pager and base station, but advised these updates could be held off until 2013. The Director then advised there are approximately 20 radios of the Sheriff's Department, and 12 radios of the EMS Department that require reprogramming, at a cost of \$20.00 each. Commissioner Bridegroom made a motion to approve the reprogramming of the radios, seconded by Commissioner Davis. The motion passed with all ayes. Director Short advised he currently has the appropriations in his 2012 budget to cover the expense of the radios.

Director Short presented to the Board a job description for the IT Department Assistant. He advised the County Council had approved the pay for the position as part of his 2013 budget. Commissioner Bridegroom made a motion to approve the job description, seconded by Commissioner Davis. The motion passed with all ayes. Attorney Lucas stated he believed the position will be a non-exempt employee. President Norem advised Director Short to begin the hiring process.

#### **IN OTHER BUSINESS:**

Auditor Chaffins inquired, if beginning in 2013, employee paychecks could be mandatory direct deposits. The Board advised this subject has come up in the past and was never moved on since there are some employees not able to obtain a bank account. The Auditor advised they now have debit cards available that the paycheck could be directly deposited to that doesn't go through a bank. President Norem reminded

the Board that is the way social security checks are paid by the federal government, through direct deposits. Commissioner Davis advised she will speak to the department heads that afternoon when she meets with them, to get their input on the subject. A decision was tabled until the next meeting.

Auditor Chaffins inquired about the time for closing on Friday, December 21<sup>st</sup>, so that the county employees could attend the employee Christmas Party. She noted Judge Hall, through his employee, Donna Brooks, was OK with the 2:00PM closing time. President Norem advised the County offices will close at 2:00PM, and it is their decision to attend the party, or not.

Commissioner Bridegroom made a motion to allow the WIC Office, who normally stays open until 7:00PM on a normal Monday evening, to close at 4:00PM on Monday, December 31<sup>st</sup> (New Year's Eve). The motion was seconded by Commissioner Davis, and passed with all ayes.

Commissioner Davis made a motion to approve the Extension Contractual Services Agreement between Purdue University and Government of Starke County for 2013. Commissioner Bridegroom seconded the motion, and it passed with all ayes.

Commissioner Davis made a motion to table for now the request of retired County Police Department Officer, Ron Lawson, noting if an officer is not scheduled to work during a holiday, they will not receive extra holiday pay. Commissioner Bridegroom seconded the motion, and it passed with all ayes. Commissioner Davis advised they will be reviewing the whole county pay structure in 2013, using the Owen County pay structure as a reference, and possibly that policy might be adopted in the future.

Commissioner Davis made a motion to approve the renewal of the Juvenile Detention Contract, the Cedarbridge Contract, at a renewal rate of \$99.00 per day, for a total of 125 pre-paid days. Commissioner Bridegroom seconded the motion, and it passed with all ayes. The period of the contract is January 1, 2013 through December 31, 2013.

President Norem clarified a statement that was made at the last meeting in regard to the employee percentage paid for health insurance. The flat 22% employee expense is for the employees with employee-spouse coverage, employee-child coverage, and employee-family coverage. The employees with employee only coverage are only charged at a rate of 15% of the premium, not the same 22%.

President Norem also advised the contract for the jail nursing, which is in the 3<sup>rd</sup> year of a three year contract, will be increasing in cost by 4%. She noted that expense will be covered in the Sheriff's 2013 jail budget. Commissioner Davis noted she would like to see some statistics of their work.

Commissioner Bridegroom made a motion to approve the resolution, "Declaration of Official Intent to Reimburse Expenditures", the resolution which the Board agrees to reimburse the preliminary costs of the jail project, from the proceeds from the sale of the jail bond issue. Commissioner Davis seconded the motion, and it passed with all ayes. The resolution was signed by the Board. Attorney Lucas advised the Super Majority of the Council will have to approve the appropriation of the Rainy Day Fund, and then also approve the jail project to move forward with the property appraisals, and land survey. He advised the Council was meeting, in a special session, that evening at 5:30PM, to address those issues.

#### **BASS LAKE REPORT**

Commissioner Bridegroom advised, in regard to the conditions are the Bass Lake Beach and Campground he still has not been able to get in touch with the Callahans. He noted he would like to speak with Brian Callahan before he discusses these issues with their attorney, Mr. Dave Wallsmith. Clyde Hanaford passed out a paper listing issues at Bass Lake. President Norem advised they will be taken under advisement. Mr. Hanaford thanked Commissioner Bridegroom for all his assistance during the last four years.

#### **PUBLIC COMMENT:**

Betty Dotlich advised the neighbors of the EZ Campground are experiencing the same complaints/issues with recreational vehicles appearing to be used as permanent homes. She also noted she has had people complain to her they don't want to file a signed complaint with the planning commission for fear of retaliation by the County/planning commission in the future.

President Norem gave a brief review of the board appointment openings for 2013, and advised that current board members need to reapply for their appointments, noting it is not an automatic renewal.

With there being no further business to come before the Board, Commissioner Bridegroom made a motion to adjourn the meeting, seconded by Commissioner Davis. The motion passed with all ayes, and the meeting was adjourned at 12:05PM.

**December 3, 2012**

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Kathy Norem, President

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Dan Bridegroom, Vice President

ABSENT

\_\_\_\_\_  
Jennifer Davis

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Katherine Chaffins, Auditor &  
Secretary to the Commissioners