

**Monday, December 16, 2013**

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in regular session at 7:25PM 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. She advised in regard to the Council's approval of having the Umbaugh Financial Services Company act as the investor of the proceeds of the County Jail Bond, it will be necessary for the Board to approve the Starke County Commissioners' Ordinance 2013-1216: Investments—Authority to Deposit in Certain Out-of-County Institutions. She read the ordinance into the record. Commissioner Danford made a motion to approve the ordinance, seconded by Commissioner Davis. The motion passed with all ayes and the ordinance was signed by the Board. President Norem advised since there were no more additions to the posted agenda, the agenda will be as written.

**RE: STARKE COUNTY FOREST UPDATE**

Bruce Wakeland, the property manager for the Starke County Forest appeared before the Board to present them with a check in the amount of \$1,325.00 which he advised was the proceeds from the land being in the federal conservation reserve program. President Norem requested a copy of the payment notice he would have received from the federal government. Mr. Wakeland advised the forest was being used by not heavily used. He stated some timber had been sold to an Amish Company who will be clearing the land with their horse drawn wagons and requested to know if the forest should be closed to the public while they were clearing the timber. The Board advised him to close the forest to the public while the loggers are there, because of the liability factor. Mr. Wakeland advised there are open cross country ski trails there in the forest, and he would also be interested in holding a cookout later on this year to attract the public and inquired of the budget process. He advised he will be in contact with the auditor's office during 2014 in regard to submitting a 2015 budget.

**RE: HIGHWAY SUPERINTENDENT REPORT**

County Highway Department Superintendent, Rik Ritzler, appeared before the Board and advised they had received six responses for the consultants/bridge inspections. He noted the companies scoring the highest were USI and BLN. He stated he will forward the information to INDOT to have them also score the responses. He noted they had received four responses in regard to the Consultants for the Bridge 154 replacement. He advised BLN had received the highest score. He also advised BLN will be doing the under-water inspection of the Yellow River Bridge in the Industrial Park, in regard to the 300E-SR8 Project. He also noted he had reviewed the request from Lawson-Fisher, Amendment # 2, and recommends the Board sign the document, as long as County Attorney, Marty Lucas, is in agreement.

**RE: EMS DEPARTMENT REPORT**

EMS Director, Paul Mathewson, and Clerk, MaryLynn Ritchie appeared before the Board to present information in regard to the growth of the paramedic program. President Norem advised the Board should proceed with an abundance of caution due to the budgets cuts the County just received notice of from the State. She also advised she had Auditor Chaffins prepare some statistics for her on the revenue versus the expenditures of the EMS Department for the last five years. President Norem noted that expenses have increased during that time by 51% but revenue has only shown a 3% increase for the same time frame. She advised the program remains at status quo for now and to review the program again in six months.

Director Mathewson advised the Committee that reviewed the price quotes in regard to the purchase of an ambulance is recommending the purchase of the ambulance from Fire Services in the amount of \$113,250.00. He noted the Council approved the appropriation of the CAGIT Fund to purchase the ambulance, and also appropriated from that same fund, the purchase of the decals for the ambulance, not to exceed \$2,000.00. Clerk Ritchie stated she would also check with the Graphics Department of the Knox High School to see if it would be feasible for them to label the ambulance.

Commissioner Danford made a motion to approve the purchase of the ambulance from Fire Services in the amount of \$113,250.00. Commissioner Davis seconded the motion, and it passed with all ayes. Commissioner Davis made a motion to also approve the purchase of the decals for the ambulance with a price not to exceed \$2,000.00. Commissioner Danford seconded the motion, and it passed with all ayes.

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

Commissioner Danford made a motion to approve the minutes of the December 2<sup>nd</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 December 7<sup>th</sup>, with a pay date of December 13<sup>th</sup>, in the total gross amount of \$184,556.52. Commissioner Davis seconded the motion, and it passed with all ayes. In regard to the vendor claims, President Norem inquired if it was usual practice for the County to pay the SBOA for the audit report of one of the towns in the County. Auditor Chaffins advised it was, and that amount is subtracted from their property tax settlement amount and receipted into County General. Commissioner Danford made a motion to approve the vendor claims in the total gross amount of \$170,397.21. Commissioner Davis seconded the motion, and it passed with all ayes. Auditor Chaffins advised all of the Monthly Financial Reports had been

received, all in a timely manner, without having to remind any of the departments. President Norem advised she had received copies of all the reports and found it quite interesting. President Norem advised the Board is required to sign the annual certification of the Anti-nepotism in contracting, and also the certification for anti-nepotism in employment, the hiring and supervision of relatives. The certifications were signed by all Board members. A vendor claim had been submitted to the Board for approval in regard to the refund of tax money involving eleven different parcels, and as a result of C&Es due to assessment errors. Commissioner Danford made a motion to approve the claim, seconded by Commissioner Davis. The motion passed with all ayes. (The vendor claim has since been voided due to the insufficient advertisement compliance of the claim.)

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

President Norem advised the County had received correspondence from Circle R, a vendor of the County Jail Project, requesting the Board sign a document with the instructions for the payment of their vendor claims. Attorney Lucas advised he saw no problem with the document and advised them to sign the form. Commissioner Danford made a motion to approve the document, seconded by Commissioner Davis. The motion passed with all ayes.

Commissioner Danford made a motion to approve the signing of the Amendment # 2 of the Lawson-Fisher Agreement. Commissioner Davis seconded the motion and it passed with all ayes. The document was signed by the Board.

Commissioner Danford made a motion to sign the Professional Claims Management Dental Agreement for 2014. Commissioner Davis seconded the motion, and it passed with all ayes. Attorney Lucas inquired as to how their services were paid. Auditor Chaffins noted the employees received a payroll deduction for the dental insurance and also the Dental Self Pay Fund is utilized in the payment of the dental claims.

Attorney Lucas advised he is currently still working on the creation of an UTV Ordinance. He stated he is still in the process of obtaining similar ordinances from other counties for comparison, and is also still obtaining more research on the subject

President Norem gave a brief update on the Jail Construction Project since a more detailed update will be presented at the Commissioner's first January meeting. She noted since the County was able to save on interest costs due to the good bond rating they received, and on some of the construction material choices made, there has been an ongoing discussion in regard to the building of a courtroom at the jail site. She noted they had originally been informed the County would not be able to afford to do both a courtroom, and an extra jail pod, but because of the recent change in State legislation of Class D Felony Offenders, and the savings on bond interest, she advised the building of a courtroom in the facility could take place in approximately 18 months down the road. She noted the County would receive an additional expense from the DLZ Company but not from the Skillman Company. She advised in order to allow for the construction of the courtroom some change orders will need to be made to the current plans and they include moving the Detectives' Offices upstairs, and converting the video arraignment room into a jury room. Commissioner Danford made a motion to allow DLZ to make the changes to the plans to include a courtroom, seconded by Commissioner Davis. The motion passed with all ayes.

In regard to the assessment of the cost per parcel of the parcels being offered for sale at the upcoming Commissioners' Tax Sale, Commissioner Danford made a motion to set the price of each parcel at \$35.00 each, seconded by Commissioner Davis. The motion passed with all ayes.

President Norem advised the list of Board Appointments openings are now posted on the County's website and she will be presenting a listing to WKVI. She noted the listing also included those Board appointments that require the Council's approval.

In regard to the outstanding invoice from Kone, Attorney Lucas stated he would like to meet with one of the Commissioners. Commissioner Danford volunteered for the meeting.

#### **PUBLIC COMMENT**

Veteran's Officer Terry Turner advised he will be attending a State meeting on Wednesday, December 18<sup>th</sup>.

Tom, of Fire Services, advised he will be submitting the contract for the purchase of the ambulance to Attorney Lucas for his review.

There being no further comment, 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 8:25PM.

**December 16, 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

