

STARKE COUNTY BOARD OF COMMISSIONERS
MINUTES
TUESDAY, JANUARY 18, 2022

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in Regular Session at 9:30 AM, in person at the Starke County Annex Building, Knox, Indiana, with Charlie Chesak and Bryan Cavender, present and the following proceedings were held to wit:

The meeting of the Board of Commissioners was called to order by Commissioner President Charlie Chesak directly at 9:30 AM.

NORTHWEST STARKE HOSPITAL

Northwest Starke Hospital CEO Keith Nichols advised he joined the team about 6 weeks ago. He advised that our community is much like the small community he grew up in himself. He is impressed with what Starke Hospital does here and with the physicians we have access to here. He advised Starke County is typically in the top quartile which is in the 80th percentile or better. This is in comparison to everybody across the county. They will be using this in their continued support of how they recruit and build things here. They are to continue to work on what does this community need and increase the services they are able to provide.

HIGHWAY MONTHLY REPORT

Starke County Highway Superintendent Dan Dipert came before the Board of Commissioners to present his monthly report as follows:

Personal

- currently we have 5 open spots for cdl drivers, on 1/24/22 we will be down 6 drivers. That will Leave with 10 full time drivers
- ran ads this month for part- and full-time drivers, along with construction inspector
- hired Ashleigh Filley as a part time driver, she has INDOT plowing experience
- hired Angela Schwenk, as our asset manager
- meeting with the council about raises for the drivers, we can do it without raising our over all budget, hopefully this will stabilize our workforce

Grant Status

- CCMG 2022-1 open call starts Jan 3 and runs thru Jan 28
- going to submit hot asphalt projects,600E from Robbins's ditch to hwy 30 and range road from 250N to 300S
- CCMG 2021-2, going to advertise the bidding for HMA project locally 1/20 & 1/26, with the sealed bids being opened at commissioners meeting on 2/7

Equipment

- working on a spec sheet for a new tandem truck
- working with Kurz inc. of Knox, on the dump bod

Bridges

- bridge #7, currently doing a selection rating for the construction inspection
- bridge #137, is on schedule
- bridge #59, have a meeting today at noon today to ask for more funding

Hot Mix

- nothing to report

Chip Seal

- have started a list or roads to be considered for 2022.

Shop

- continue 5S cleaning project
- all the shop lights have been switched to LED bulbs, much brighter
- we need to run an electric line along fence where we are currently parking the trucks, so we Can plug in the trucks during winter.

Roadsides

- we are finishing up our list of patching roads, we started using the hot box for patching.
- we have finished brush cutting in solar farm area.
- going to send brush cutter to 700E
- past couple of weeks we have been trimming trees with the bucket truck on 700E

Training

- on Dec 29, 4 drivers attended a LTAP sponsored snow plow training in Marshall County
- on Jan 11, 4 employees attended underground pipeline locating and training in Plymouth, 3 more will go on 1/19

Solar project

- waiting on road usage agreement from the lawyer
- meeting with first era next week, hopefully they will have road usage maps
- mammoth is applying for driveway permits, I let them know we are not going to issue any permits until we have a road use agreement

EMS MONTHLY REPORT

EMS Clerk Nancy Coad came before the Board of Commissioners and presented the financial report. Commissioner Chesak advised they have received \$242.16 from Attorney O'Hara and \$50.00 from Small Claims. EMS Director Eric Wood then came before the Board of Commissioners to present his monthly report. He advised they have had a couple employees out due to COVID, one is still out and one is back. They also have an individual out due to a back injury but they are back as well. He advised they have changed a couple policies. He has mandated that if you work full time you have to sign up to work one weekend day every three weeks. He has also mandated for part timers that they sign up to work at least 24 hours per month. He stated he has hired a full-time paramedic from the part-time list. She is due to start in February, he has also hired a part time paramedic and they are still trying to figure out their hire date. He advised that the county got a grant for education, it is \$50,000 per entity or \$5,000 per employees per year. As a part of the project he is going to talk about later is one of them as a medic he can go to a class, has to be more than 40 hours, critical care paramedic is 80-100, two-week process, anywhere from \$1000 to \$1500 for the class, but if he applies for it and gets accepted they will pay for that.

Director Wood advised them only stipulation is that when he passes this there has to be an incentive from the county. He then gave a report on his ambulances:

- 3308 (2021 Ford –Gas-North Judson) – No issues. Oil change scheduled for next week.
- 4230 (2019 Ford-Gas-Knox) - No issues.
- 0514 (2015 Chevy-Diesel-Grovertown) – There is no heat in the back of the rig.
- 0086 (2009 Ford – Diesel-Backup) – No issues.
- 0085 (2013 Chevy-Diesel-Medic 2) – No issues.
- 0084 (2012 Chevy –Diesel-Backup) – No issues.
- 4149 (2013 Ford – Gas) – Oil leak noticed. Loud noise coming from left rear side. A Knuckle and bushing needs replaced. \$1,228.57 quote to fix.

Director Wood advised that he installed cabinets so far for the Grovetown and Knox bases. At Medic 3 the garage door was snapped, the coil and spring at the top snapped in two places and has been replaced. He presented a quote to have brackets fixed as well as garage doors to be replaced because they are 32 years old. The quote total for this would be \$3625.68, this quote is from DC garage doors. He did get another quote but it was over \$8,000. Commissioner Cavender made a motion to approve the quote received from DC garage doors in the amount of \$3625.68 to be paid from the Cumulative Capital Development fund. Commissioner Chesak seconded the motion and the motion was approved with all eyes. Director Wood then presented the Ambulance quote he has received to the board. Total price for a 2023 Ford E 450 Gas ambulance with a Stryker Power load and Stryker Power Cot is \$206,004.54. Auditor Oesterreich asked if this was the only quote he had received because with this amount of money he will need multiple quotes from other companies. Commissioner Chesak asked for two more quotes.

Director Wood then talked about the Advanced EMT position he is requesting. He stated that an Advanced EMT is in the middle between an EMT and a Paramedic. To become an Advanced EMT the employees would need to go through the training talked about through the grant mentioned earlier. Director Wood then presented job description for the Advanced EMT position. After review of the job description Commissioner Cavender made a motion to approve the job description of an EMT-A position. Commissioner Chesak seconded the motion and the motion was approved with all eyes. Director Wood asks that the Board revisit restructuring his department's vacation, sick and bereavement time. It was decided that Director Wood would work with Attorney Schramm in understanding the current policy and possibly coming up with a new policy. Auditor Oesterreich asked Attorney Schramm if the Starke County Handbook need to be updated with the new implemented policies Director Wood

has come up with being the part time employees are required to work 24 hour shifts and that the full time employees must work one weekend day shift every 3 weeks. Attorney Schramm agreed.

SCEDF/SCILL CONTRACT

Lisa Dan, Director of the Starke County Economic Development Foundation came before the Board of Commissioners to request approval of the submitted SCEDF and SCILL contract. Director Dan introduced Dr. Reichhart, he is the Knox Community School Superintendent and the Interim SCILL Director. The SCILL Director Job posting will be posted by the end of the month. They are hoping to have a SCILL Director in place by the 1st of April. Director Dan advised the main reason for her visit today is to provide the updated contract for the SCEDF and SCILL for approval. Commissioner Cavender made a motion to approve the Contract for Support of the Starke County Economic Development Foundation for Economic Development Programs and Services and also to approve the Contract for Support of SCILL Center Trainings Program as presented. Commissioner Chesak seconded the motion and the motion was approved with all ayes.

EMA ADA REQUEST

Joesph Williams, Starke County EMA and ADA Director came before the Board of Commissioners to go over updates regarding his process with the ADA transition plan. Director Williams presented the Ordinance for the Board of Commissioners of the County of Starke, Indiana, Adopting the Notice Under the Americans with Disabilities Act and the Grievance Procedure and also A Resolution of the County of Starke, Indiana, Adopting the Americans with Disabilities Act (ADA) Coordinator and Procedures. Director Williams advised that he had worked with Director Wood from EMS about doors located in his EMS bases that are not ADA compliant. He believes there are 6 doors total from all three bases and he was quoted for labor alone \$2500. They do not have a quote for the doors. He stated with ADA it is not a requirement to fix everything at once. These projects would be projected out and tiered by severe, no severe, and minor. Attorney Schramm advised he would recommend adopting both the ordinance and resolution. Commissioner Cavender made a motion to approve Ordinance for the Board of Commissioners of the County of Starke, Indiana, Adopting the Notice Under the Americans with Disabilities Act and the Grievance Procedure and also A Resolution of the County of Starke, Indiana, Adopting the Americans with Disabilities Act (ADA) Coordinator and Procedures. Commissioner Chesak seconded the motion and the motion was approved with all ayes.

Director Williams advised the board of a grant he has filed for. He stated it is for the fiscal year f 2021 and it's an assistant fire fighters grant and it ends on the 21st of this month. Director Wood requested that his department does not have the correct radios and equipment to handle the mass incident that the county may have. On January 12th he applied for this grant and the amount is for \$213,649. It would cover 8 mobile radios all for his ambulances, EMA trailer, and a back-up. They also applied for Apple Tablets and keyboards as he is having issues with his computers.

AUDITOR BUSINESS

Commissioner Cavender made a motion to approve the vendor claims docket for a total in the amount of \$186,158.36. Commissioner Chesak seconded the motion and the motion was approved with all ayes. Commissioner Cavender made a motion to approve the payroll claims in the amount of \$269,654.31 including deductions in the amount of \$78,402.30 for pay period ending 01/08/2021 and payroll date of 01/14/2021. Commissioner Gourley seconded the motion and the motion was approved with all ayes.

OTHER BUSINESS

Commissioner Cavender made a motion to approve Annex 1 keys to Joseph Williams. Commissioner Chesak seconded the motion and the motion was approved with all ayes.

Attorney Schramm gave an update regarding the contract with Territorial Engineering and the payment for the engineering services being provided through Next Era and Mammoth. He is waiting to hear back from Mammoth but he is assuming they are going to cover just as much and Next Era is covering.

Commissioner Cavender made a motion to reappoint Commissioner Chesak to the Drainage Board. Commissioner Chesak seconded the motion and the motion was approved with all ayes.

Commissioner Cavender made a motion to appoint Kathy Norem to the Hospital Community Board. Commissioner Chesak seconded the motion and the motion was approved with all ayes.

Commissioner Cavender made a motion to appoint Phyl Olinger to the P.T.A.B.O.A. Board. Commissioner Chesak seconded the motion and the motion was approved with all ayes.

Commissioner Cavender made a motion to appoint Judy Caudill to the Internal Controls Committee. Commissioner Chesak seconded the motion and the motion was approved with all ayes.

Commissioner Cavender made a motion to approve the Ordinance Establishing an Order for Temporary Closure of all County Offices to Public Access due to the COVID-19 Pandemic for Starke County, Indiana. Commissioner Chesak seconded the motion and the motion was approved with all ayes. This matter will be revisited at their next meeting on February 7th, 2022.

Commissioner Cavender made a motion to approve A Resolution Allowing Conditional Temporary Remote Work by County Employees in the Event of a COVID-Related Absence. Commissioner Chesak seconded the motion and the motion was approved with all ayes.

Commissioner Chesak advised they have a request from Surveyor Crase to purchase a side by side and also a trailed to haul it. This is to be utilized on the ditch banks and whatever else he has to look at. Commissioner Chesak advised they received a quote from Attica Motorsports in the amount of \$11,915.00 for a 2022 Polaris and then a quote from Patrick Auto Group in the amount of \$2,642.00 for a 2022 Heartland Trailer. Commissioner Cavender made a motion to approve the purchase of the 2022 Polaris from Attica Motorsports in the amount of \$11,915.00 and the 2022 Heartland Trailer from Patrick Auto Group in the amount of \$2,642.00 and to be paid from the Cumulative Capital Development Fund. Commissioner Chesak seconded the motion and the motion was approved with all ayes.

PUBLIC COMMENT

With there being no further public comments and no further business, Commissioner Cavender made a motion to adjourn the meeting. Commissioner Chesak seconded the motion and the motion was approved with all ayes. The meeting was adjourned at 10:44 AM.

TUESDAY, JANUARY 18, 2022

Charlie Chesak, President

Absent
Mark Gourley, Vice-President

Bryan Cavender, Member

Rachel Oesterreich, Auditor and Secretary to
the Board of Commissioners