

MONDAY, FEBRUARY 3, 2020

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in Regular Session at 5:30PM in the Annex Meeting Room, Knox, Indiana, with Kathy Norem, Bryan Cavender, and Charles Chesak present and the following proceedings were held to wit:

The meeting of the Board of Commissioners was called to order by Commissioner President Charles Chesak at 5:30PM.

2020 MEETING OF THE FINANCE BOARD

Treasurer Katherine Chaffins was present for the meeting. She presented the Board with a yearly financial report showing investments made during 2019. She advised the County currently has three investments, Save the Hospital Fund, at 1st Source Bank, in the amount of \$5,441,771.71, which is earning 2.86% interest, Ditch Maintenance Fund, at 1st Source Bank, in the amount of \$410,000.00, which is earning 2.86% interest, and Rail Fund, at 1st Source Bank, in the amount of \$400,000.00, which is earning 2.91% interest. Treasurer Chaffins advised during 2019 the County had earned interest on their regular checking account at 1st Source Bank, a total of \$209,748.56 ending the year with an interest rate of 1.55%.

BID OPENINGS FOR BRIDGE 158

Rik Ritzler came before the Board of Commissioners for the bid opening of Bridge 158. Attorney Lucas asked Auditor Oesterreich if all bids had been turned in a timely manner. Auditor Oesterreich agreed. Attorney Lucas read the bids as follows:

JCI \$488,526.50
Laporte Construction \$560,861.20
Ellas Construction \$475,402.24

Superintendent Ritzler recommends that Mark Wilson, himself, and Bob look at the bids and see why they are higher. They will also look at some other alternatives. They will have to see why the bid is coming in so high because the design is the same design they have been using for bridges that come in at the \$300,000 to \$350,000 price range. Commissioner Norem asked if this is the second time we have opened bids on this particular bridge. Superintendent Ritzler explained that the bids came in too high last year as well but he thought it was because there was a stipulation to get the bridge done before the end of the year last year. Commissioner Norem made a motion to reject the bids and move forward as Superintendent Ritzler stated. Commissioner Cavender seconded the motion and the motion was approved with all ayes.

COUNTY HIGHWAY MONTHLY REPORT

Rik Ritzler, Superintendent of the County Highway Department, appeared before the Board to present his monthly departmental report. He advised that January was a relatively mild month compared to the last few Januarys. They have taken advantage of the weather to get caught up on patching and fixing problems at intersections/shoulders/small roadways blowouts by using some of the grindings we received last year. They have also been able to haul in more material. He presented a chart to the Board of Commissioners comparing 2018/2019 snow/ice events to 2019/2020 snow/ice events. He stated their ratings of the roadways using PASER system will begin on February 21st, the day after LTAP's PASER training. The road list will be created after the PASER is complete. He advised he had met with INDOT along with Marty Lucas. INDOT discussed the options for the intersection improvement. Safety was the primary concern. Do nothing, a stoplight, and a grade separation were all deemed unacceptable alternatives. Although a decision has not been made yet but it looks like they will choose a type of RCI (reduced collision intersection). He has a hard copy of the INDOT engineer's assessment and would be happy to explain the alternatives in his office with anyone who is interested.

Superintendent Ritzler advised that the next round of applications of CCMG opened today. We will be submitted the two project listed below for consideration. The first round applications begins now, the second begins in July. The maximum grant award for calendar year 2020 is \$1,000,000.00 Please refer to the truck route handout for the current state of our truck route plan:

1. Range Road from SR10 to Toto Road
2. CR250N from US35 to Range Road

Bridge 158 (CR700E over the Jain Ditch, North of CR600N) Re-Bid

We attended the January 14th Starke County drainage board meeting to discuss the plans to replace the collapsed culvert with a bridge. All in attendance were generally favorable to replacing the culvert with a bridge. The soil reports do not support the use of a pipe or an aluminum box culvert. He explained a culvert replacement would cost approximately \$85,000 were as a bridge would cost approximately \$342,000, however the bids came in far above that. This bridge will be addressed more during their next meeting.

Bridge 7 (CR1200E over the Yellow River, just North of 250S)

The design for this bridge is being finalized. It will be sent out for bid and constructed in 2021. We are coordinating this project with the Surveyor's office and their bank stabilization plans for the Yellow River.

Bridge 137 (CR300E over the Yellow River, just South of CR50N)

He advised last month they presented the proposal to INDOT regarding Bridge #137. He explained everyone seemed to be happy with the presentation and they will find out later this month if they will be receiving the funds for that. He said INDOT asked if they could move the bridge replacement up from 2025 to 2023. He advised that as it stands now we should be getting the grant for the replacement of this bridge.

Superintendent Ritzler advised that the Stellar executive committee met last week to discuss the 2020 application effort. Next week they are meeting with OCRA to discuss our 2019 effort and the path going forward into 2020. After that meeting the executive committee will meet to discuss the \$333,000 we received as a runner-up. We will also discuss a reorganization of the committee and selection of a consultant. He explained that they will also be discussing the Project Coordinator Position. In the application last year it was the Construction Inspector. We discussed switching that to our asset manager position. We have a plan to combine the Office Manager and Asset Manager position and create an office clerk position to do payroll, answer phones, take complaints, data entry etc. This would save the county \$5,000 in salary and benefits and also allow Mary Perren to be the project coordinator for Stellar. This year it would just mean being a member of the executive committee. When we win Stellar, Mary would coordinate the project management. He also explained that the county's representation on the Stellar Board last year was himself and Attorney Lucas. Ritzler stated he would like to continue on this board and Attorney Lucas stated he would as well if the Commissioner's would like him too. Commissioner Norem made a motion to reappoint Rik and Attorney Lucas to the Stellar Executive Committee. Superintendent Ritzler then presented the Board of Commissioners with the Training and Conference schedule for the Month and March and April. Commissioner Norem stated she is assuming he will be checking on why the bids were so much for the Bridge 158 project because, it is not a heavily traveled road and even if each culvert lasted 22.5 years the cost of replacing all of those culverts would still be less than the cost of the bridge. He also explained that there is another alternative, modular bridge that he would like to explore as well.

EMS MONTHLY REPORT

EMS Clerk MaryLynn Ritchie appeared before the Board to present their monthly departmental report. She advised that 41% of their runs last month came from transfers from Starke Hospital. Her reported revenue for the month of January was \$110,573.10. This is up from January of 2019 in the amount of \$38,621.00. She then presented the Board of Commissioners with the monthly report from Director Clary.

Operations

We are continuing on a great financial path, and have been operating smoothly. The transfer unit continues to operate 12 hours a day from 8AM until 8PM.

Personnel

The part-time staff I had hired just prior to the last meeting has now completed their orientation time. They have been filling some voids in our schedule, and working out nicely. I will be announcing the

new full-time Paramedic and full-time EMT in the near future. They will be starting March 1st. I appreciate the council, and commissioners giving us permission to move forward with those positions.

Training

We held our monthly audit & review with Starke Hospital. We had a great audit and review with Dr. Marovich this last month. We were able to sit down, and look over some potential protocol changes. We are now looking into a potential lifesaving medication that is relatively cost effective. The drug we are looking at is called TXA. TXA is given to trauma, or medical patients who are experiencing massive hemorrhages. It is a clot promoter medication. We would give the initial dose, and then a local trauma center would continue with the loading dose for the patient until they could get to surgery to correct the hemorrhage. They have been using this drug nationwide recently, and have seen some excellent outcomes. We are always trying to steadily improve our service to provide the best patient care possible. We continue to work on updating our Basic EMT protocols as well. We will soon start training on that. We have been picking up training with our local fire departments as well. We recently visited Washington Township Fire for a stop the bleed presentation, Knox Fire for CPR, & San Pierre Fire for a stop the bleed presentation. I have the Starke County Sheriff's Department CPR courses scheduled for this Wednesday in a couple of different sessions and I will also be going to Koontz Lake Fire for a training with them. We also have another ACLS opportunity coming up this month for our staff.

Safety

We had an injury free month in January.

Ambulance Maintenance

Medic 5 (0514) received a full service from our County Highway Department

Medic 1 (0085) received a full service from our County Highway Department

Medic 3 (4230) received a full service from our County Highway Department

Medic 1 (0085) will go to Sherwood Tire tomorrow for a front end alignment, and two new front tires.

Medic 2 (0086) will go in this week for a full service

Base Maintenance

Medic 5 had a garage door operator fail and that was replaced by Industrial Door.

Mobile Response Team Update

The Mobile response team has been working out great with Healthline. We have a total of 5 scheduled for this week alone. We had two individuals this morning, one Wednesday and one scheduled for Friday as well. We continue to be a part of this team, and in turn are very excited to see individuals get help! We have now reached over 20 referrals, and helped many with this pilot program.

Permission for Ambulance Quotes

I am looking for permission to start reaching out to ambulance manufactures for quotes on a new ambulance. We are due this year per our 2 year rotation to obtain a new ambulance. Current ambulance mileages:

0085-2003 Chevy 6.6 with 126,000 miles on it.

0086-2009 Ford 6.0 with 218,000 miles on it.

0514-2015 Chevy 6.6 with 116,000 miles on it.

3308-2011 Chevy 6.6 with 220,000 miles on it.

4230-2019 Ford Gas with 15,000 miles on it. (Purchased in 2018).

Current ambulance manufacturers are stating that the production time for a new ambulance is around 220 days. It would be a 2021 chassis, and expected delivery of this fall/winter if we were to move forward with a quote next month. We will have to stay with a gas engine due to the diesel engine only being produced on a large truck style chassis verse the van. A truck style chassis will unfortunately not fit in any of our garages. Commissioner Norem advised she agrees with the need for a new ambulance but would like a mechanic's report from the Starke County Highway Department Mechanics regarding the current conditions of all of the current ambulances. Commissioner Chesak mentioned that the 2009 had the new engine installed so the engine has less miles than what was reported. Commissioner Chesak advised EMS to get the maintenance reports along with quotes on a new ambulance, to be presented at a future Commissioner's meeting.

CIRCUIT COURT REQUEST

Rachel Meadows and Georgette Gibbs came before the Starke County Board of Commissioners to request \$15,117.00 to be able to upgrade their court FTR Gold Software. Court Administrator Gibbs explained that the Starke Circuit Court is a "Court of Record". Consequently, all Court hearings are required to be recorded. If the recording software crashes, all court hearings will be cancelled until the recording equipment is working again. The Court, out of the Court's budget for 2019 purchased the entire upgrade of all computers to Windows 10, at the cost of \$16,670.66. They are unable to install new Windows 10 computer system in the courtrooms due to outdated FTR compatibility issues. FTR is so outdated that even with running on the old Windows 7 system, is now starting to malfunction. There have already been several incidents where this has occurred while hearings were going on, requiring everyone to wait until the system is operational again. Commissioner Norem made a motion to approve the purchase of the upgrade of the FTR Gold Software from New Era Technology in the amount of \$15,117.00 to be paid from Cumulative Capital Development Fund. Commissioner Cavender seconded the motion and the motion was approved with all ayes.

SHERIFF ALARM ORDINANCE AMENDMENT AND SEX OFFENDER REGISTRATION AMENDMENT

Starke County Sheriff Bill Dulin came before the Board of Commissioners for the amendment of the Alarm Ordinance as well as the request for a Sex Offender Registration Ordinance. Attorney Lucas explained that the existing sex offender registration ordinance began in 2008 under ordinance number 15, indicating a \$50.00 annual registration fee as well as a \$5.00 change of address fee. These fees has been paid to the State of Indiana since the establishment of the ordinance. The statute has now changed allowing the county to retain 90% of those fees according to IC 36-2-13-5.6 and IC 11-8-8-21. This will replace the previous ordinance of 2008-15. Commissioner Norem made a motion to suspend the rules and approve the Sex and Violent Offender Registration and Address Change Fees. Commissioner Cavender seconded the motion and the motion was approved with all ayes. Sheriff Dulin advised the second request is an amendment to the existing alarm ordinance. Attorney Lucas advised that the change to the ordinance is reflected in the schedule of fees. Commissioner Norem made a motion to suspend the rules and approve the First Amendment to the Starke County Alarm Systems Regulation Ordinance. Commissioner Cavender seconded the motion and the motion was approved with all ayes.

RECORDER PLAT CABINET RECYCLING REQUEST

Mandy Thomason, Starke County Recorder, came before the Board of Commissioners to request the purchase of a new plat cabinet and along with that purchase be able to recycle the old cabinet. She explained that at this time the envelopes that the plat maps are kept in, are destroying the plat maps. She explained that they currently have 316 envelopes that need replaced at the cost of \$9.80 each. They also have other documents that need envelopes to be placed in the Plat cabinet. The total amount of envelopes needed would be 600. The total for the purchase of just the envelopes would be \$5880.00. That total does not include hangers or shipping. The envelopes are cabinet specific and she could only find one quote for replacing envelopes. She advised she started researching other cabinets and requested other quotes. She received two other quotes, one from Safeco and one from Easifile. The Safeco system doesn't use envelopes. It attaches a tape strip to the document and the document then hangs in the cabinet on that tape strip. The cost of the Safeco system would be \$3713.00. She advised the Easifile system uses envelopes. The cost of the Easifile system with the envelopes included would be \$4168.52. They would give us a \$1000.00 recycling credit if we recycled out old unit within 180 days which would bring the total to \$3221.52. Commissioner Norem asked Recorder Thomason if she had money in her budget for this purchase. Recorder Thomason stated yes it would be coming out of the Recorder Perpetual fund. Commissioner Norem made a motion to approve the request to recycle the old plat cabinet so that we can gain the additional \$1000.00 discount as long as the new cabinet will be paid from the Recorder Perpetual fund. Commissioner Cavender seconded the motion and the motion was approved with all ayes.

PARK BOARD REQUEST

Commissioner Norem advised that she had spoken to Attorney Lucas and they both decided they needed to put a little formality to the Veteran's Memorial group. Attorney Lucas explained there is an existing memorial that is going to be removed and moved elsewhere, this memorial is on county property and the Commissioners are the trustees of county property. After researching this further he had found that

projects of this manner are being completed by park boards in cities and counties. Attorney Lucas presented a resolution to be passed by the Starke County Commissioners names as Starke County Veterans Memorial 2020. Attorney Lucas read the resolution as follows:

WHEREAS, the Board of Commissioners of Starke County (the “Commissioners”) act on behalf of the citizens of Starke County as the lawful trustees of the land, property and improvements owned by the county and its departments and subdivisions: and,

WHEREAS, among those properties and improvements, none is more cherished by the citizens of the county nor is any more a more widely recognized symbol than is the 19th century Romanesque county courthouse and the courthouse square upon which it is sited in Knox: and,

WHEREAS, in addition to the courthouse, that southwest corner of the courthouse square is the site of the Starke County War Memorial, and the courthouse square grounds also feature two ancient and imposing iron canons, all of which are maintained there as monuments to the service, heroism and sacrifice of soldiers, sailors, and marines from Starke County: and,

WHEREAS, the existing monuments, are not sufficient to pay tribute to all of Starke County’s veterans and are in need of enhancement and updates; and,

WHEREAS, the Veterans of Foreign War posts in Starke County, and others, have initiated a plan for a renovation of the Starke County Veterans Memorial, with the ambitious goal of opening the updated facilities to the public on or before Veterans Day, 2020; and,

WHEREAS, it is the intention of the undersigned Commissioners that this project shall be financed in substantial totality by donations, grants, and in-kind contributions, and without substantial use of tax revenues; and,

WHEREAS, because the new memorial will involve removing the existing monument for the installation of a new one on county property, approval and continued involvement of Starke County Government will be necessary.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. Statement of Support. The Commissioners hereby express and commit to support the Starke County Veterans Memorial 2020 project as it is outlined herein.

Section 2. Summary Description of Memorial Project. The existing Starke County War Memorial shall be removed from its current site at the southwest corner of the courthouse square, and an entirely new Starke County Veterans Memorial shall be promptly installed in the southwest corner. It is anticipated that the footprint of the new memorial will be substantially larger than the existing memorial, but shall be placed to be harmonious with the historic Starke County Courthouse, both aesthetically and from an engineering standpoint. The new memorial shall incorporate the names of the Starke County service men and women killed in action, or as a direct result of action, in all US wars since the formal creation of Starke County, to wit: all wars and major military actions beginning with the Civil War and continuing to the present, including all listed on the existing memorial. Such fallen service person’s names shall be etched or carved in black marble on slabs organized according the war or military action in which they fell. An additional monument, in the form of a spire or obelisk topped by bronze eagle, will pay tribute to Congressional Medal of Honor recipients amount Starke County veterans. A paved courtyard, an array of flags, appropriate lighting and retaining walls shall be included. Additional details are underdevelopment, including moving the canons to harmonize with the new memorial, but retaining them on site with new foundations.

Section 3. Delegation to Park Board, Instructions, Progress Reports. The Commissioners hereby delegate to the Starke County Park Board primary responsibility for overseeing the construction and maintenance of the new monument, and for overseeing the appropriate management of donations, gifts, and grants in support of the project. The Park Board shall oversee the drafting and execution of an appropriate Site Agreement governing inclusion of names on the monument, including appeals from decision. In addition, the Park Board shall appoint a stakeholders committee to advise and assist them in achieving the goals set forth herein, with the committee to include several veterans, major contributors to the project, and representatives of city, town and governments from throughout Starke County and other stakeholders. All official meetings taking action regarding the project shall comply with the Indiana Open Door Law. Nothing herein shall be construed as authorizing the Park Board to create or collect any special tax in support of the new memorial. The Park Board shall make monthly reports to the Commissioners regarding the progress of the project, which shall generally be held during the Commissioners’ regular first Monday of the month meeting.

Section 4. Effective Date and Amendments. This resolution takes effect instant. It may be amended by the Commissioners at any public meeting.

Commissioner Norem advised of a few amendments to the proposed resolution. She advised that they are no longer putting the new memorial on the southwest corner they will be putting the new memorial on the southeast corner and they will no longer be removing the old memorial as agreed upon with the Knox VFW. She also advised on who sits on the committee for the project: Bob Sims, who is a veteran, councilman, and commander of the VFW; Jeff Berg, who is a veteran, city councilman; Mark Smith, who has had previous experience with several veterans memorials, and a former county council president; J. Weinberg, who is an extremely talented artist; Bryan Cavender, who is a county commissioner and has good rapport with the Knox American Legion. Commissioner Norem made a motion to approve the resolution as read by Attorney Lucas with the noted correction, rescind the Commissioners approval of utilizing the southwest corner of the courthouse square for the new memorial, replant the three trees that were removed from the southwest corner of the courthouse square, donate the southeast corner of the courthouse square for the new memorial, have the county highway department remove one tree located in the southeast corner of the courthouse square. Commissioner Cavender seconded the motion and the motion was approved with all ayes.

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

Commissioner Cavender made a motion to approve the Payroll Claims Docket for the pay period ending on 01/25/2020 with a pay date of 01/31/2020, in the total gross amount of \$259,794.25 and deduction amount of \$78,036.59. Commissioner Norem seconded the motion and the motion passed with all ayes. Commissioner Norem made a motion to approve the Claims Docket in the total gross amount of \$289,613.62. Commissioner Cavender seconded the motion and it passed with all ayes. Commissioner Cavender made a motion to approve the minutes of the January 20th 2020 meeting. Commissioner Norem seconded the motion and the motion passed with all ayes.

OTHER BUSINESS TO COME BEFORE THE BOARD

Commissioner Norem explained that the Health Board has an open position as Debora Windbigler resigned, Carolyn Benolt has submitted a letter of request to be appointed to the board. Commissioner Norem made a motion to appoint Carolyn Benolt to the Health board for the remainder of Debora Windbigler's term. Commissioner Cavender seconded the motion and the motion was approved with all ayes.

Auditor Oesterreich presented a Wellbeing Strategy Proposal to the Board of Commissioners for full-time employees of Starke County Government. She explained that this program will provide onsite wellbeing assessment, remote wellbeing assessment, wellbeing program set up, dedicated and consultative account manager, program implementation & ongoing management, client/admin wellbeing portal, organization profile, custom marketing materials, web portal access, physician connect, financial wellbeing, mindfulness, wellbeing webinars, workweek newsletter, electronic participants results. This will come at no cost to those full-time employees who carry the county's health insurance plan and for those employees do not it would be \$95.00 per participant. She explained there is also a walking challenge option which would cost an additional \$15.40 for all participants. She advised Cigna's wellness program which provided \$10,000 to the county will go toward the purchases of incentives for employees who join and participate in this program. Commissioner Norem made a motion to pay the additional fee of \$95.00 for those employees who do not carry the county's health insurance and for the additional cost of \$15.40 for each participant for the walking challenge. Commissioner Cavender seconded the motion and the motion was approved with all ayes.

PUBLIC COMMENT

There being no further public comments and no further business, Commissioner Cavender made a motion to adjourn the meeting. Commissioner Norem seconded the motion and it passed with all ayes. The meeting was adjourned at 7:02PM.

FEBRUARY 3, 2020

Charlie Chesak, President

Kathryn Norem, Vice-President

Bryan Cavender

Rachel Oesterreich, County Auditor
& Secretary to the Board of County Commissioners