

MONDAY, FEBRUARY 6, 2017

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in Regular Session at 6:00PM in the Annex meeting room, Knox, Indiana, with Kathy Norem, Don Binkley and Charlie Chesak present and the following proceedings were held to wit:

The meeting was called to order by President Commissioner Binkley.

RE: EMS MONTHLY REPORT

EMS Director Keith Emigh and Clerk MaryLynn Richie appeared before the Board to present their monthly departmental report. Clerk Richie advised they had received a total of \$512.29 from Collections Attorney Jonathan O'Hara and \$19.86 from Small Claims Court. She noted the 2017 Revenue received in the month of January was up by \$27,155.38 over January 2016. Clerk Richie advised the amount set for Estimated Revenues for her department was \$900,000.00 and stated she didn't believe that would be a problem arriving at that amount by the end of the year.

She also stated she has been working with Ability to get the claims payer software set up. They are still working through problem issues with the Datamed update but she is hoping to send her first test batch to Ability yet this week. Clerk Richie also noted she has completed another class with Medicare WPS called The New Web Portal. She stated they have been working currently with CSNAP and now they are combining CSNAP and the WPS portal so you just have to log in to one place.

Director Emigh stated they are still working on ironing out a few problems with the radios and the towers to allow for good communications between all entities. He stated they had performed some public relations (PR) last month taking the ambulance to the Girl Scouts of Hamlet, and to the Starke County Youth Clubs at the North Judson and Oregon Davis Schools. His staff presents a little talk and gives them a tour of the rig. He also advised he has met with the EMS Coordinator at the hospital. They have established a schedule for monthly Question and Answer meetings. Any staff member can be attending those meetings as it will count as part of their training hours for recertification.

In regard to Personnel, Director Emigh noted he has hired four part time EMTs last month. They have completed their ride time and are on the schedule in February. Director Emigh noted he is still hiring because some months they struggle to fill the schedule because most of the part time employees have other jobs and limited availability.

In regard to Education, Director Emigh stated he completed a program with the Bass Lake Fire Dept. on EMS Operations. He attended a pipe line class at Swan Lake and a DPC meeting at the Plymouth Christos. He met with the State Administrator in regard to the Salamander Program along with EMA Director Jacob Lippner and IT Director Brian Pinson.

He noted the rigs all had routine maintenance and also routine maintenance was completed at all EMS Bases. Director Emigh stated one of their employees went to the Clinic to get checked out for a back strain but didn't miss any work because of it.

He also noted he is constantly looking at ways to save money on their supplies and services.

RE: COUNTY HIGHWAY DEPARTMENT MONTHLY REPORT

Highway Superintendent Rik Ritzler appeared before the Board to present his monthly departmental report. He provided a chart of the Winter Operations and compared the stats to the previous three years. He noted due to the relatively mild January they were able to save money on diesel fuel, snow plow blades, overtime, and other winter related expenditures. He noted if the weather holds they will be able to get a jump start on their spring maintenance activities such as bridge cleaning, culvert replacements, road berming, etc.

Superintendent Ritzler advised he would like to propose a Heavy Truck Ordinance that would address the preservation of the County Roads that have been damaged by heavy truck traffic; address roadway safety; the ordinance would have little or no impediments to local business and farms; and address enforcement issues. He stated he would like to see a committee formed to address this proposed ordinance consisting of one Commissioner, one Council member, the Sheriff, the Highway Superintendent, a farm representative, economic development representative, and possible others.

Superintendent Ritzler advised they have completed their 2017 PASER (Pavement Surface Evaluation and Rating). The evaluation is required by the State to qualify for matching funds. He advised he will be presenting a report of 2015, 2016 and 2017 PASER ratings and submit them next month to the Board and show how the ratings are relevant to the roadway funding and also to the roadway maintenance program. The roadway maintenance program is designed to formalize their department's road maintenance activities such as patching, mowing, brush control, minor road resurfacing, shoulder repair, shoulder berming, etc.

Superintendent Ritzler advised Starke County has been named County # 88 with County # 92 being the best in the field of Roadway Safety and the number of accidents in a year's time. He stated he believed having his crew cutting brush down allows the county roads to be more safer roadways.

He also noted that the Hamlet Lions Club picked up trash on CR600E from CR25N up to Hamlet which was a part of the County's Adopt-a-Road Program. The Highway Department supplies the vests, trash bags and signs in return for their volunteer hours.

Superintendent Ritzler provided a listing of the current bridge projects and advised Bridges 50, 46 & 47 will begin construction in April and Bridge 7 will be constructed using federal funding. They just collected consultant LOIs for the bridge project and had received seven.

The RFP for Bridges 36 & 58 were sent out last month. The deadline for LOIs is Feb. 27, 2017.

Superintendent Ritzler advised they are currently completing their second County-wide culvert inventory. Their first inventory cataloged 624 culverts throughout the County. They currently have 13 pipe/culvert replacements scheduled for this spring with 30 pipes/culverts being replaced last year. He noted the County Surveyor and a local property owner have been working with the Highway Department in regard to flooding/drainage problem on CR300W, ¼ mile south of CR800S. They will be replacing the damaged drainage tile that crosses CR800S

from the south, just west of CR300W. An additional pipe will be installed on CR300W, south of CR800S and the roadways will be repaved when the project is complete.

In regard to Personnel, Superintendent Ritzler noted they have been working with Work One and will have a new employee beginning their employment on 2/15/17 and Work One will be paying his salary through May 15th. They will take this time to evaluate the employee and to train them in facility maintenance. They currently have three full time employees through Work One and three part time employees from Work one returning to mow this summer.

In regard to Safety, he advised they had zero accidents and zero Workman's compensation claims this winter. He also noted they will be eliminating their current uniform service.

In regard to Training, he noted they will be participating in the Bloodborne Pathogens training on Feb. 13th, CPR/First Aid Training will be provided by the EMS Dept., LTAP Chainsaw and Poison Ivy Training, LTAP Road Builder/Master Road Builder Program, Highway Construction Inspector Certification, and several more trainings scheduled for this year.

In regard to Equipment, Superintendent Ritzler provided a listing of their trucks, the size, VIN #, Model Year, Mileage, Estimated Replacement Year, and vehicle usage. He advised they will be receiving a new single axle truck with underbody sometime next week which will be replacing truck # 31 in the Koontz Lake area. He also noted they are currently soliciting updated quotes for a new tractor to replace tractor # 75 as part of their gradual modernization of their mowing fleet.

In regard to facilities he advised as weather permits the roofing contractors will be replacing the roof over the office area and resealing the garage area roof. The money for those repairs was allocated last year from monies received from permits, scrap sales, insurance reimbursements, etc. He also noted they will begin reorganizing and cleaning the main garage area to prepare for the parts room inventory. They will remove all the parts and install new shelving. The parts will be entered into their inventory program before being re-shelved. He added he would also like to see a new salt/sand storage building and a garage addition.

Superintendent Ritzler advised he will be addressing HB1002 and alternative funding sources at their next meeting.

NORTH JUDSON-SAN PIERRE SCHOOL REQUEST FOR COUNTY GIS

Commissioner Norem advised the IT Director Brian Pinson was ill and would not be available to present this at tonight's meeting. Commissioner Norem made a motion to accept the North Judson-San Pierre Schools request to access the County's GIS free of charge to improve the logistics of their bus routes. Commissioner Chesak seconded the motion and it passed with all ayes.

RESPONSIBLE BIDDING ORDINANCE

Josh Wagner and Marcella Kunstek appeared before the Board to present a copy of a prepared Ordinance establishing responsible bidding practices and submission requirements for submitting bids to perform construction work on public works projects. They advised a public hearing would need to take place before the ordinance could be passed. County Attorney Marty Lucas advised he had read the proposed ordinance and stated the draft of the ordinance was very well drafted. Commissioner Norem made a motion to advertise for a public hearing. Commissioner Chesak seconded the motion and it passed with all ayes. (A first reading of the ordinance will take place at the March 6th Commissioner meeting and the Public Hearing will occur at their March 20th meeting.)

REQUEST OF THE RAILROAD TOWNSHIP FIRE DEPARTMENT

Andy Tilleras Fire Chief of the newly created Railroad Township Fire Department appeared before the Board to ask permission for use of the radio license that was previously used by the former San Pierre Fire Department. Attorney Lucas stated Starke County is the owner of the tower and the township is the owner of the real estate where the tower is located. He explained the Railroad Twp. Fire Dept. is requesting to use License 6 of the listing of County radio licenses. The Board agreed to the use of the license. Attorney Lucas asked that the Fire Chief report back to the Board when the fire department becomes a member of the Starke County Fire Association.

RE: AUDITOR'S BUSINESS: MINUTES, VENDOR CLAIM DOCKET

Commissioner Norem made a motion to approve the Building Corporation Claims Docket in the total amount of \$720,716.07. Commissioner Chesak seconded the motion and it passed with all ayes. Commissioner Norem advised the claims docket had been approved by the Building Corporation that morning at their monthly meeting.

Commissioner Norem made a motion to approve the Vendor Claims Docket in the total amount of \$448,471.02. Commissioner Chesak seconded the motion and it passed with all ayes.

Commissioner Norem questioned an invoice in the Coroner's Building Vendor Claims Docket and advised they would not be paying for the extra dirt that was brought in to raise up the building. The total cost of the dirt was \$650.00. Commissioner Norem made a motion to approve the Vendor Claims Docket without the dirt invoice for a net amount payable of \$10,783.62. Commissioner Chesak seconded the motion and it passed with all ayes.

Commissioner Norem made a motion to approve the payroll claims docket for the period ending on January 14th with a pay date of January 20th in the total gross amount of \$231,029.59. Commissioner Chesak seconded the motion and it passed with all ayes. Commissioner Norem made a motion to approve the payroll claims docket for the pay period ending on January 28th, with a pay date of Feb. 3, 2017 in the total gross amount of \$234,596.52. Commissioner Chesak seconded the motion and it passed with all ayes.

Commissioner Norem made a motion to approve the minutes of the January 17th meeting. Commissioner Chesak seconded the motion and it passed with all ayes.

IN OTHER BUSINESS TO COME BEFORE THE BOARD

Commissioner Norem made a motion to approve the Maximus 3 Year Contract which provides services regarding the Title IVD Program. The contract covers the years 2017, 2018 and 2019. Commissioner Chesak seconded the motion and it passed with all ayes.

EMA Director Jacob Lippner appeared before the Board to present papers to be signed. He advised the paperwork had to do with the District Planning Commission (DPC). He advised when he is not available IT Director Brian Pinson will be his proxy for the DPC.

In order to complete the County's Convention and Visitor's Commission (CVC) Board, the following appointments were made: Commissioner Norem noted Patty Bush was previously appointed to this board. She motioned to appoint Dan Boyer (D), Bernadette Manuel (R), Sandy Johnson (R), Mark Rippy (R), and Alicia Mier (D). Commissioner Chesak seconded the motion and it passed with all ayes. Debbie Mix questioned why they only appointed six members. Commissioner Norem stated the City of Knox has appointed Jerry Gurrado to the Board. Debbie stated the Board should be appointing eight members. Attorney Lucas advised he will look into the situation.

Commissioner Norem then re-appointed John Wilson to serve on the City of Knox Planning Commission. Commissioner Chesak seconded the motion and it passed with all ayes.

PUBLIC COMMENT

Commissioner Chesak advised Debbie Mix, the Park Board President, about the rough crossing at the Starke County Forest. He advised it was a hazardous crossing over the water.

A member of the public inquired as to how to have a speed limit installed on CR150E by the new edition of the Round Lake Cemetery. They were told to contact the Highway Department Superintendent.

A person inquired as to how to get more gravel installed on CR800S between CR700W-CR900W. He was also advised to contact the Highway Department.

There being no further public comment and no further business, Commissioner Norem made a motion to adjourn the meeting. Commissioner Chesak seconded the motion and it passed with all ayes. The meeting was adjourned at 7:00PM.

FEBRUARY 6, 2017

Don Binkley, President

Kathryn Norem, Vice-President

Charles Chesak

Jill Rhoda, Deputy Auditor
Katherine Chaffins, County Auditor & Secretary to the Board of
County Commissioners