

MONDAY, MARCH 2, 2015

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in regular session at 6:10PM in the Annex meeting room, Knox, Indiana, with Kathy Norem, Kent Danford and Donald Binkley present and the following proceedings were held to wit:

The meeting was called to order by Commissioner President Kent Danford.

RE: EMS DEPARTMENT MONTHLY REPORT

EMS Director Keith Emigh and Clerk MaryLynn Richie appeared before the Board to present the EMS monthly departmental report. Clerk Richie presented the monthly statistical report listing the number and classification of runs, and accounts receivable.

PERSONNEL:

Director Keith Emigh advised he has hired one new Part Time Medic and will be interviewing two more that week. He stated it is an ongoing process and will proceed until all three bases are covered 24/7. He also stated he had received a resignation that day from one of the two Full Time Medics on staff.

UPDATE STATUS OF ALS AT ALL THREE BASES:

Director Emigh advised they have always had ALS service at Medic 3 in Knox but now only have the other two bases ALS covered 75% of the time. He stated because of this he has ordered drug vaults for the outlying bases, noting it was necessary for the times those bases are operating as BLS or Advanced. He stated he will be able to monitor who opens and closes the vaults at all times from a report which will be sent directly to his laptop.

EDUCATION:

Director Emigh advised he is looking into web based credit classes for all their employees, trying to facilitate their completion of training hours.

RIG MAINTENANCE:

Director Emigh noted, in regard to Medic 5, rig 0086, they replaced six tires due to wear, mounted a computer with GPS and a Think map allowing medics to receive the dispatched information and for the dispatcher to track the locations of all calls. In regard to Medic 1, rig 3308, he advised they replaced six tires on that rig also. In regard to Medic 3, rig 0514, he stated an oil change and a changing of brakes were completed at the County Garage. They also replaced the neutral safety switch, center bearing in rear axle, and installed new starter wiring. In regard to the back-up vehicle, rig 0084, a vacuum pump was replaced at the County Garage due to the non-functioning brakes.

BASE MAINTENANCE:

Director Emigh advised he has contracted to have work done on the Medic 3 garage door and is having the windows replaced in it also due to the rotting wood. He noted he also ordered a front door for the Medic 3 Base, and he has been working on the water lines at the Medic 5 Base, but that is an ongoing process.

SAFETY:

Director Emigh reported there were no accidents or injuries in the month of February.

COST SAVINGS:

Director Emigh reported he has been doing some comparative pricing in regard to the rental and refill charges on the tanks of air the department uses, especially the portable oxygen tanks, the M size tank, and the K size tank. He noted they are presently purchasing from Praxair out of South Bend, but has received price quotes from American Welding and Gas out of Plymouth at a considerable savings, potentially allowing the County to save over \$6,000.00 a year in the tank related purchases.

WORKING WITH EMA DEPARTMENT:

Director Emigh noted, thanks to the EMA Department, the EMS Department now have three new printers at all three bases and he would also like to thank the IT Department for the installation of those printers. He advised he is also working with the EMA Director to locate grants for funding other equipment for their department.

President Danford advised the Director of the nice job on his reporting. Commissioner Binkley inquired in regard to getting the Director's vehicle painted. The Director advised he has received a price quote of \$350.00 and will be getting more price quotes for the installation of new lights on his vehicle. Director Norem inquired about the two tows the department had recently. The Director advised in both incidents the rigs had mechanical issues and needed to be towed to the County Garage.

Clerk Richie advised she had collected a total of \$244.38 from Small Claims Court and \$752.77 from Collections Attorney, Jonathan O'Hara. She also advised of an issue they had recently in regard to the billing and payment of the transfer of inmates from the jail to the hospital for treatment. Director Emigh advised the transfers are done via the EMS due to the inmates having seizures. There was a brief discussion in regard to the EMS billing the County Jail and that department paying the EMS when it would all be coming out of the County General Fund.

RE: COUNTY HIGHWAY DEPARTMENT REPORT

County Highway Superintendent Rik Ritzler appeared before the Board to present his monthly departmental report.

SNOW PLOWING:

He stated February was a busy month for snow removal. They plowed just less than 50,000 miles of roadway and used up 683 tons of salt. He presented statistics comparing this winter's snow removal to last winter's. He advised the Department still has plenty of salt and sand available in the event the County sees any more winter weather.

ROAD IMPROVEMENT PROGRAM:

The Superintendent advised they will not begin their asphalt operations until the weather is nicer, noting asphalt requires at least a month to cure before using it. He stated their goal is to pave 30+ miles and to chip seal 30+ miles, and they will continue also their crack sealing and gravel road repair operations.

INTERSECTION SAFETY

Superintendent Ritzler noted they have begun the installation of the four way stop at the intersection of CR350E & CR250N. They will also be installing new signs at all about 200 feet prior to approaching the stop signs on each of the four roads stating "new traffic pattern ahead".

WAGE SCALE ADJUSTMENTS

The Superintendent stated the Department's proposed wage adjustment spreadsheet calculation has been completed, and he is currently working with the Sheriff's Department and the EMS Department so that they can present them together to the Council.

BRIDGE INSPECTIONS

Superintendent Ritzler advised the biennial bridge inspections have begun. USI Consultants is performing the work and the first round of inspections should be completed this spring. He stated the formal, engineer led inspections are in addition to their Department led maintenance inspections for each bridge. He stated the maintenance inspection focuses on erosion control, bridge cleaning, brush control, and minor pavement and drain repairs. The consultant led inspections focus more on the structural integrity of the superstructure, substructure, and deck.

SAFETY AND TRAINING

The Superintendent advised they have continued their weekly safety sessions. In regard to training, he advised currently there are four employees who are taking the required tests required to become State certified construction inspectors. He noted they have to pass six, three hour long tests in Bridge Repair, Asphalt Paving, Concrete Paving, Construction Earthworks and Construction Techniques 1 & 2. He advised three have passed the bridge test and all four will be taking another test at the end of March.

EQUIPMENT PURCHASING

The Superintendent, Garage Foreman, and the Senior Driver are attending the National Work Truck Show in Indianapolis that week. He stated they will be talking with vendors and salesmen in regard to their budgeted purchase of a work truck and necessary road equipment. He noted presently they are looking at boom movers to increase their ability to control brush, and also at distributors and loaders.

COUNTY ROAD INVENTORY

He advised in December they had submitted to INDOT changes to the County's road inventory which had been previously approved by the Commissioners. He stated they recently heard from the State that a net total of 8.9 additional miles were approved and added to their County total road mileage by the State. He noted those additional road miles will equate to approximately \$30,000.00 more a year of the MVH funding. He stated they will continue to further "clean up" the road inventory, and are working on a few other roads in question and will be presenting them at a future Commissioner's meeting.

INDOT/LPA FUNDING SURVEY

The Superintendent advised the State is considering changes to the funding levels and sources for Local Public Agency road and bridge improvement. He noted the Department recently completed a survey for the State in that regard.

PROPOSAL FOR A THIRD MECHANIC POSITION

The Superintendent advised prior to 2010 the Department had three mechanic positions to work on approximately 78 Highway Department vehicles and pieces of mechanical equipment (loaders, wood chipper, grader, etc.). He noted about five years ago one of the mechanic positions was eliminated to save costs. He stated in 2012 the maintenance of all the County vehicles was added to their Department's responsibilities. He stated it was done to save the cost of sending the other Departments' vehicles to outside mechanics. He noted this added 25 more vehicles for a total of 106 vehicles and pieces of equipment to their repair lists. He advised top priority was given to the repair of ambulances and Sheriff Department vehicles. The Highway vehicles and equipment were third on the priority list and the other Departments were fourth. He presented a listing of the pros and con of the creation of the third mechanic. He also proposed that the other departments, beginning next January, begin paying \$18.50 per hour for the labor cost rate for their vehicle repairs. This amount, a projected \$14,000.00, will help supplement his department's funding, and be applied toward the new proposed position. He stated he was requesting approval to present it to the Council for position funding. Commissioner

Norem made a motion to approve the creation of the third mechanic position and to present it to the Council for funding approval. Commissioner Binkley seconded the motion, and it passed with all ayes.

RE: SHERIFF BILL DULIN, REQUEST FOR EQUIPMENT & ADDITIONAL STAFFING

Sheriff Bill Dulin and Chief Deputy Kenny Pfof appeared before the Board to present revised price quotes on the two vehicles requested earlier and the accompanied extra equipment for each vehicle. The Sheriff advised from the time he had first received the price quotes from Best Ford until now the proposed price for two new vehicles had increased. He explained that the 2015 SUV was no longer available and now Best Ford presented a price quote for 2016 Ford Interceptor Utility Vehicles in the amount of \$30,490.00 each. He noted the total price for the first vehicle and the accessories to equip that vehicle was \$35,505.72 and the other was \$34,952.01. Commissioner Norem stated they should verify those price quotes were indeed for 2016 vehicles, and that in the future the dealership should have a date on it as to when the price expires. Commissioner Norem made a motion to approve the purchase of vehicle one with the equipment accessories in the amount of \$35,505.72 and to approve the purchase of vehicle two with its equipment in the amount of \$34,952.01. Commissioner Binkley seconded the motion and it passed with all ayes.

Commissioner Norem advised she had recently met with the Sheriff and the Judge to discuss the newly constructed jail. The Judge advised of an invitation by the State for the County to participate in a drug rehabilitation program. She advised there is a possibility the DOC will be housing inmates in Starke County. Sheriff Dulin advised it is a Pilot Program by the State and they would be housing DOC inmates from Fulton County, Pulaski County and Starke County for a proposed fee of \$35.00 a day, per inmate. Commissioner Norem stated they should begin having meetings to come to an agreement as to the terms, and also they should do a cost benefit analysis to make sure that fee would cover the costs associated with housing those inmates. She suggested instead of creating two new full time jailer positions they instead create two new part time jailer positions for now and then if the need is there, move them up to full time. Commissioner Norem made a motion to approve the creation of the two part time jailer positions, seconded by Commissioner Binkley. The motion passed with all ayes.

The Sheriff advised he had received some applications for the position of Part Time Maintenance Person. He noted the job position posting will close on March 6th. The Sheriff also advised he has received some lawn care price quotes but is currently waiting on a couple more. Commissioner Norem stated she had seen the quotes submitted and doesn't believe they are all comparing apples to apples. There was then a discussion on the issue of snow removal at the new jail and the different possibilities for that issue.

Sheriff Dulin also advised of a problem they are experiencing with the generator at the current jail. He advised the repair company will charge them a service fee of \$500.00 to come out to look at the generator. He stated he didn't know if the County wanted to pay for the possible repairs or to wait since when they move into the new facility they will no longer have a need for this generator. He noted the new generator will have a warranty and the maintenance person will be the one maintaining that generator. No action was taken at that time on the generator repair.

The Sheriff also stated they will need to look into the situation of the Sheriff's Department receiving the paperwork from the Clerk's Office following the move out to the new Jail.

IT DIRECTOR REQUEST FOR EQUIPMENT

IT Director Joe Short appeared before the Board. He advised, in regard to the generator at the current jail, he needs the generator as it is his back up when the power goes out. The Board advised they had never thought of that and called the Sheriff back up to the Board and advised him to go ahead with the service call on the generator.

Director Short advised he is in need of purchasing a new server for the County. He stated he originally had \$30,000.00 in his departmental budget for the purchase of equipment but the Council had taken that out of his budget. In addition to the new server he also advised he is in need of purchasing six new computers to replace seven existing County computers that have the Microsoft XP operating system as that system is no longer supported by Microsoft. He advised it also makes those computers more vulnerable for security breaches. Director Short stated recently one of the computers in the Clerk's Office went down but he was able to repair it by robbing parts from a computer of a Part Time Staffer. He stated of those seven computers one of them is for the 911 Dispatchers and suggested that computer be added to the equipment list for the new jail. He then advised he was officially requesting the purchase of six computers and an additional two extra to use as spares. He estimated the cost of one computer to be approximately \$1,000.00, for a total expense, with the server of \$24,000.00.

Commissioner Norem made a motion to approve the purchase of the server and the eight computers, which the funding for the server to be paid out of the Cumulative Capital Development Fund, and the computers to be paid from the CAGIT Certified Shares Fund. Commissioner Binkley seconded the motion and it passed with all ayes.

CLERK'S REQUEST FOR TITLE IVD CONSULTANT

Clerk Vickie Cooley and Charles Malinowski from the MALCON Consulting Group appeared before the Board. Clerk Cooley advised in speaking with the Jasper County Clerk she received a referral for the use of a consultant in her department's preparation of their Title IVD expenses for reimbursement. She advised instead of the mass amount of time that is spent by her department in the preparation of this monthly report instead they could engage the services of this Consulting Company to submit those reports. Mr. Malinowski advised the fees for his services could be paid out of Fund 8895, the Title IVD Incentive Fund and advised the Board as to the balance in that fund at the end of the year that he obtained from the County's Annual Report posted on Gateway, the balance being \$97,825.00. He advised if the consultant expenses were paid from County General Fund they would be 66% reimbursable to the County. He advised there were expenses that were not currently being reported. He stated he could do a review and advise the Board. President Danford inquired as to how much more in reimbursements he could get the County and the Consultant advised he would need to do a review first. He noted it would probably take him between 30 to 45 days to complete the review but he was sure it would be more than what they are seeing now. He stated his consulting rate was \$750.00 a month. Auditor Chaffins advised the Judge is currently using the Maximus Company to complete their monthly paperwork at a cost of \$550.00 a month and that expense is paid out of the County General Fund. The Consultant also implied that the expenses the Clerk is currently reporting could be questionable in an audit of those reimbursements. There was a brief discussion in regard to the termination of an agreement with that consultant, and he noted the agreement could be terminated at any time. The Clerk advised as it was not currently in her budget for a Consultant she would like to pay the fee out of the Title IVD Incentive Fund. Commissioner Norem inquired if the consultant was hired would the Clerk be able to reduce the number of staff she has, and the Clerk advised no but it would make them more productive. Commissioner Norem suggested the Board table this issue for two weeks.

IN OTHER BUSINESS

EMA Director Ted Bombagetti appeared before the Board to request signatures on the Grant paperwork for the 2014 Emergency Management Performance Sub-Grant Agreement, CFDA # 97.042, EDS # C44P-5-757B, in the total grant amount of \$31,799.50. The Board signed all copies.

In regard to the County's Golf Cart Ordinance, Commissioner Norem stated she had been contacted by some golf cart owners who were wondering if the existing ordinance could be amended to require inspections once every two years or more. Commissioner Binkley made a motion to keep the ordinance as is, requiring an inspection each year. Commissioner Danford seconded the motion and it passed with all ayes.

President Danford advised he had received a request to sign the 2015 Health Board Appointment verification. Commissioner Norem made a motion to approval the signature of the form, seconded by Commissioner Binkley. The motion passed with all ayes, and the paper was signed.

President Danford advised he has a grant reporting form to sign. Auditor Chaffins advised it was in regard to the SR8 CR300E Intersection Project. Commissioner Binkley made a motion to authorize the President to sign the grant report, seconded by Commissioner Norem. The motion passed with all ayes and the form was signed.

President Danford stated they had received a letter from the American Legion Post 131, Knox, advising they would be willing to reduce the amount they receive by \$1,000.00 if the Hamlet Post would cover the Washington Township cemeteries, and North Judson Post cover the California Township cemeteries. He noted they had also submitted a print out of an order showing the purchase order for 15 gross of 12"x18" American Flags @ \$109.00/gross for a total of \$1,635.00; and 40 5" bronze Legion emblem grave markers @ \$34.95 each for a total of \$1,398.00. The total order was \$3,277.36. Commissioner Norem stated the Board may need to increase the amount that is spent on Memorial Day flags and noted they may need to start reimbursing the Posts, or by paying directly the invoices for their actual expenses. Matt Gourley of the Hamlet American Legion noted that they have been experiencing problems with scappers stealing the bronze flag holders off the Veteran's graves at the cemeteries and they will need to replace those also. He stated they currently are paying \$65./gross for flags. Mr. Gourley was asked to compile the actual expenses of the Hamlet American Legion Post and Commissioner Danford was asked to talk to a representative of the North Judson American Legion Post to obtain their actual expenses also.

Commissioner Norem advised she had received a notice in regard to a Hospital Needs Study the IU-Health Starke Hospital will be conducting on Wednesday March 25th, and she will not be able to attend as she will be out of town that day. She noted Councilwoman Davis will be attending and representing

the County Council. Commissioner Binkley advised he could attend. Commissioner Danford advised he would be the backup.

Commissioner Norem advised she had received an email from Lisa, of the SCEDF, advising her that Dan Coats will be speaking about legislation at the Fair Oaks Farm at Noon on Saturday, March 7th. She noted this was for their information only.

Commissioner Norem advised she had received information from the Indiana Association of Counties that the Association will be holding an essay contest for the third graders in the State with a winner in each of the AIC's six districts. She noted the theme of the essay is Counties Moving America Forward: The Keys are Infrastructure and Transportation. She advised the AIC suggests the County Commissioners talk to their county's third graders about these issues in their county. She also asked the Media to spread the word of the contest.

RE: AUDITOR'S BUSINESS: MINUTES, PAYROLL CLAIM, VENDOR CLAIMS

Commissioner Norem made a motion to approve the Building Corporation Claims Docket that was approved by the Corporation at their meeting that morning in the net claim amount of \$607,927.94. Commissioner Binkley seconded the motion and it passed with all ayes. Commissioner Norem made a motion to approve the payroll claim for the pay period ending on February 14th, with a pay date of February 20th, in the gross amount of \$205,688.59. Commissioner Binkley seconded the motion and it passed with all ayes. Commissioner Norem made a motion to approve the vendor claims docket minus the claim to Commissioner Binkley in the amount of \$37.84, a mileage claim for attendance of a KIRPC meeting (KIRPC reimburses for mileage directly to their board members), for a net total vendor claims docket amount of \$99,531.66. Commissioner Binkley seconded the motion and it passed with all ayes. Commissioner Norem made a motion to approve the minutes of the February 16th meeting, seconded by Commissioner Binkley. The motion passed with all ayes.

PUBLIC COMMENT

Coroner Adam Gray advised the month of February was a busy month for his department. He noted he has good communications with the EMS Department in being able to use a rig. Now he is working on how he could reimburse the EMS Department for the amount of diesel fuel he uses while transporting bodies. He stated he recently went to Fort Wayne for an autopsy, and advised the autopsies will continue to be conducted at Fort Wayne.

There being no further business, Commissioner Norem made a motion to adjourn the meeting. Commissioner Binkley seconded the motion and it passed with all ayes. The meeting was adjourned at 8:14PM.

MARCH 2, 2015

Kent Danford, President

Kathryn Norem

Donald Binkley

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