

MONDAY, MARCH 2, 2020

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 Kathryn 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 6:00PM.

DLZ COURTROOM RENOVATIONS

John Kirk with DLZ came before the Board of Commissioners to give an overview of the 3rd Flood Courthouse renovations. He wants to go over the direction he and the Judge went with the renovations. He advised that they were to keep the historic nature of the courthouse in mind when going through the design process as well. He advised they will be repairing the leaking that is taking place in the air handler in the attic, they will be replacing the flooring throughout, the carpeting took a little while for the selection but they now have very nice carpet selected. They will also be redoing all the bathrooms, there will be a tile on the floors as well as on the walls in the bathroom, and he explained that it is a lighter tile than what was done in the prosecutor's bathroom. There will be a new vanity, smaller hot water heater, and new fixtures. The next item on the list is fixing up the jury rooms and the library. He explained they are going to take out the ceiling tiles, put in new ceiling tiles, and then paint. He advised they will then be working on the small Magistrate's Court. Originally the idea was trying to do paneling from the ceiling to the floor but the pricing came in extreme. They have decided to do a wainscoting paneling around the edge to protect the walls from chairs and things like that. He said they will be re-carpeting this room and installing new lights. They will also be taking the wall paper off the walls, fix the plaster, and then just repaint the walls. The next item they will be working on is the large courtroom. He explained the doors they will be replacing and functions of the doors they will be installing.

Mr. Kirk advised they will be replacing the curtains as right now the curtains are completely falling apart. He explained they will be bringing power and audio and visual abilities to the tables where the attorneys usually sit. They are going to use the current tables, take out the drawer portion, and then put a console in there that they will be able to hook up to. He said the cords will go down the table legs and then under the carpet. He advised they have also been working on the seating for the public as well as seating for the jury. They will also be replacing the countertops and the paneling. The paneling right now is furmica and is turning green. Mr. Kirk also brought up the installation of a fire alarm. He explained this item was added by Commissioner Norem after the initial discussions. He explained that right now the elevator is the only item that has a fire alarm attached to it, there are no fire alarms that are through the rest of the building. In this renovations they have designed for there to be fire alarms throughout the entire building as well as pull stations on each floor. He advised they will have to get with the fire marshal to verify that the design for the fire alarm system will pass inspection. They have worked with the fire marshal before and he is very good to work with especially when it comes to historic buildings. He explained the next item is the re-lamping, in the past they have done LED lighting, he stated that they will be changing to LED on the first and second floor as well since they will be there working on the 3rd floor. This will provide an energy savings for the county. He explained that in there is funding available they will be changing some levers on different doors on the first and second floor for handicap accessibility.

He explained that for the bidding process, the bidders will be bidding on these items as listed by priority. They will be selecting the contractor who will be able to do the most items on the list by priority for the budget amount given. Mr. Kirk asked if we would be going by the union scale for the project.

Commissioner Norem advised they do not do the Construction Wage Hearings anymore but they do have a Responsible Bidders Ordinance. Mr. Kirk stated that if they have an agreement in place then the county is obliged to pay the union scale pricing. Commissioner Norem asked if Mr. Kirk was sure about that obligation. Mr. Kirk stated he has been working with it a lot in Indiana because all the counties in Indiana are union counties more or less. Attorney Lucas stated the Responsible Bidder Ordinance has the same effect. After some further discussion regarding pass project and the Responsible Bidder Ordinance it was decided that Attorney Lucas and Mr. Kirk will review the ordinance. Commissioner Cavender stated that in speaking with some union representatives, including contractors, they said as long as these people have gone through an apprenticeship they do not have to be in a union. He stated if they can prove they are trained then they can bid on these projects. Commissioner Norem stated this is what the Responsible Bidders Ordinance is for and as a result of this they have had a mix of union and

nonunion laborers. Mr. Kirk advised that he has brought a sample of the schedule for the bidding process. He asked what the deadline for the ad is, Auditor Oesterreich advised that the deadline is Wednesday for the next Friday.

Judge Hall stated that they have spent a fair amount of time looking at everything that needs done. He knows that there is a certain amount of money, so he put together the priorities and then John put together the design for the priorities. He stated if you consider the last time the 3rd Floor of the Courthouse had been remodeled, which was in the 1960's, which is going back over 50 years. He explained that currently the seating is not wide enough for the public and the jury seating is not as comfortable as they should be. He stated as they have gone through the idea was to upgrade the comfort to the public and to the jurors. The seats are going to be wider for the public and they are going to put a bench in the back in case police officers come in. Currently with the equipment police officers carry around their waist they can't sit in the seats. He advised they have been trying to go with items that are half way descent quality. They are not picking the top of the line items but are trying to go with items in the middle. Judge Hall stated they are focusing on the future and not things that look trendy or for this time period. It should still look good 30 years from now. He explained they are trying to keep in the means on traditional stuff. For example, the curtains are new but they will look like the curtains that are in the courtroom now. He explained with money left over from last year's budget they got a larger much newer television so the jurors can see whatever the exhibits are that are put up on the screen. Judge Hall explained the audio will be improved greatly, this is going to help because we want everyone to be able to hear the proceedings taking place.

Mr. Kirk then explained that when the elevator was put in the tile that was up there would never match because you could never find it. They have devised a plan to work off the tile pattern a bit and see if we can't do something to bring it back to a mosaic pattern. Judge Hall advised the Board of Commissioners if they have any questions at all they can come up to the 3rd floor and they can take a walk-through. Commissioner Norem asked Mr. Kirk when they will be able to beginning the advertising process and put this out to bid. Mr. Kirk explained that he can have everything to go within a few hours. He would like to shoot for Monday, March 9th but it does not seem like they can go that fast. Mr. Kirk will be speaking with Attorney Lucas for a few hours about a few things but after that he will be able to get everything ready to go for the advertisement. Commissioner Norem stated on behalf of the Starke County Commissioners she would like to thank John as he has gone above and beyond in this project and many others that were at the same financial cost. She also believes he had put a lot of his own personal time into this. She really appreciates his work, he has been great to work with, and as a Board they are ready to go forward on this project. They will also provide Mr. Kirk with a good reference. Commissioner Norem advised that the fire alarms came up after the budget was approved. The fire alarms is something that cannot be ignored, therefore, they are outside of the budget. Commissioner Norem made a motion to accept Mr. Kirk's drawings as presented. Commissioner Cavender seconded the motion and the motion was approved with all ayes.

EMS MONTHLY REPORT

Travis Clary, Director of EMS and Clerk Mary Lynn Ritchie came before the Board of Commissioners to present their monthly report. Clerk Ritchie presented the collection totals to Commissioner Chesak. Commissioner Chesak stated they had received \$930.60 from Attorney Johnathan O'Hare and \$120.00 from Small Claims Court. Clerk Ritchie stated that their run volume was a little bit less, 32% of their runs for the month were transfers. Even with the runs being a little bit less they still generated \$92,072.19 in revenue and are up \$2,668.32 from their February, 2019 collections. She explained that from April, 2019 through February 2020 their total collections was \$1,093,812.93 and revenue from January 2019 through December 2019 was \$1,132,767.70. She said it will be an interesting total when they look at one full years' worth of the transfer unit being in operation. Director Clary advised that today marks 9 years as an ALS Paramedic service for Starke County. He advised our operations continue to run smoothly with 4 ambulances for 12 hours of the day, and 3 24 hour ambulances throughout out county. Our newest full-time members just joined our roster. They were individuals that I hired within our service thus they jumped right into their respective roles as an EMT/Paramedic. We are excited to now be up to 11 full time EMT's and 11 full time Paramedics. We now have only 120 hours per week for our part-time staff to assist with. We will continue to cut down on overtime costs with the addition of these staff members.

He advised they held their monthly auditor & review with Starke Hospital. He taught CPR classes to approx. 30 employees at the Sheriff's Department recently. They had jailers, deputies and dispatchers present for the classes. He taught a stop the bleed course to Koontz Lake Fire Department, and San Pierre Fire. He has also started doing monthly training for Washington Township Fire Department. He

advised they went over allergic reactions this past month and took them through our ambulances so they could become more familiar with the equipment they carry. We did a stop the bleed presentation to them in January. We will continue going out there on the last Monday of the month. We continue to engage many hours into our local Fire Departments. We will hold another ACLS class tomorrow, and another towards the end of the month. We will also host another Pediatric Advanced Life Support (PALS) course next Monday. We have invited hospital staff to join us in these trainings. We recognize the importance of training together. In safety Director Clary reported they had another injury free month. Under ambulance maintenance he reported that 3308 was out of service for a gasket issue around the turbo, and other repairs to prevent it from over charging. It is now back overcharging and will be going into get it serviced again. We will be getting trucks in for regular service again this month. We have been on a steady maintenance schedule with our county highway department. It seems to be working out well. He advised that they had no major base maintenance issues for February. Director Clary stated he received all the ambulance quotes as follows:

Wheeled Coach: \$138,379.00

Osage: \$139,495.00

Demers (Crossroads) \$140,990.00

Road Rescue: \$190,731.00

Medix: Did not get a quote back to me.

Director Clary stated he had a gentleman contact him today, who was in town with a demo unit, and he used to work for crossroads. The demo unit he has contains 8,000 miles and they are asking \$112,000.00 for the demo. Director Clary advised that they went through their service records and over the past 3 years they have spent over \$8,000 per year on the ambulance. He advised that a lot of these that these repairs are mainly turbo, electrical, DEF system repairs and this is not even a front line truck. Commissioner Norem asked what a front line truck was. Director Clary advised it is running as a back-up unit at the moment. Commissioner Norem stated that if they are spending \$8,000 or \$9,000 per year in repairs on this unit, they could go another 14 years before they reach the cost of a new ambulance. Commissioner Norem asked how many spars they have. Director Clary stated they have 5 total ambulances, 3308 is a back-up unit to any of the other units that go down. He stated now that they have the transfer unit running that is 4 units running and 1 spare. Auditor Oesterreich asked Director Clary when they would be getting the new "used" rig they just purchased. Director Clary stated they did just pick up that rig. Commissioner Norem asked if that was on the list. Director Clary stated it was not as it is no in service yet. Commissioner Norem stated that the new "used" ambulance could replace 3308 and they would not need a new one. Director Clary advised that they will have to get into some sort of rotation as the mileage is creeping up on all of these.

Commissioner Norem asked what other rural small communities do. She agrees with the rotation and there should be a rotation of some sort, but we have never been able to define what that is. Director Clary advised he spoke with Bliss-McKnight, they stated the rotation should be every 4-7 years or 150,000 to 225,000 miles. Commissioner Norem asked Director Clary if Bliss-McKnight can give something to the Board of Commissioners in writing regarding the rotation. Commissioner Chesak asked Director Clary again about the demo unit. He stated it is a lower end demo meaning it has the switches and not all the touch screen things. He asked it is a gas rig. Director Clary stated they will have to switch to gas as the new diesel rigs do not fit into their garages. He stated the current ambulance manufactures 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 chassis vs. the van. The truck style chassis will not fit in any of the garages. Director Clary presented the ambulances and each of their mileage as follows:

0085-2013 Chevy 6.6 with 131,000 miles on it

0086-2009 Ford 6.0 with 220,000 miles on it

0514-2015 Chevy 6.6 with 120,000 miles on it

3308-2011 Chevy 6.6 with 221,000 miles on it

4230-2019 Ford Gas with 17,000 miles on it (Purchased in 2018)

Commissioner Norem asked why 4230 only has 17,000 miles on it. Director Clary said it was just put in service last March. Although they purchased it in 2018, it takes so long for it to be built that they did not receive it until 2019. Commissioner Chesak asked what an average amount of miles on each rig would be. Director Clary stated it depends, they are currently using the gas truck at their base in Knox. Commissioner Norem suggested getting the information from the insurance company and then have

Director Clary present the quotes to the council. Director Clary then advised they just received a grant for \$17,500.00 from the Hardesty Memorial Fund to go towards the purchase of a new ambulance cot. We couldn't have done this without the help of the Starke County Community Foundation. We thank Mr. Hardesty for his generous donation. With that being said, with the \$17,500.00, Stryker offers a 0% financing option for 5 years and they also offer a bundle type deal. He thought they could possibly put the \$17,500.00 towards cots and then pay \$14,900.00 per year for the next 4 years. The cots are 16-19 years old and if they break they are unable to get a part. Commissioner Norem asked Director Clary if they have \$14,900.00 in their operating budget every year to pay for this. Director Clary stated they do not. Commissioner Norem asked if there would be an additional discount if they paid cash. Director Clary was not sure. Commissioner Norem asked him to find out. Auditor Oesterreich reminded the Board of Commissioners that they already have Stryker payments coming out of Cum Cap every year but was unsure on the exact amount. Director Clary advised that was for the cardiac monitors. Commissioner Norem asked Director Clary to find out about a possible cash discount on the purchase of the cots and asked Auditor Oesterreich to look into how much they are paying out with Stryker every year. Commissioner Norem also asked Director Clary to look into how long the \$112,000.00 ambulance quote is good for.

HIGHWAY MONTHLY REPORT

Mary Perren, Office Manager of the Starke County Highway Department came before the Board of Commissioners to present their monthly report. She advised several members of their department attended the recent PASER/Asset Management workshop hosted by Purdue LTAP at the Nancy J. Dembowski Community Center in Knox. We started PASER ratings last week, but that process was rudely interrupted by snow or have water standing. We hope to resume that process later this week.

She advised:

Bridge 137 – CR 300E over the Yellow River, just South of CR 50N. We were awarded \$1.28 million in Federal Highway Administration (FHWA) construction and inspection funds to replace this bridge. It is part of the INDOT 2025 Call from Projects and is an 80/20 match. We will have an early coordination meeting with INDOT in the coming days.

Bridge 7 – CR 1200E over the Yellow River- As previously reported, the design is being finalized and will be set out for bid and construction in 2021. We are coordinating this project with the Surveyor's office and their Yellow River bank stabilization plans.

Office Manager Perren advised 700 E over the Jain Ditch, as you know, the second round of bids to replace the failed culvert on 700 E with a bridge came in much higher than anticipated and were rejected. We are in the process of getting quotes for both single and double pipes in order to ensure an appropriate, long-term fix. So far, we have received pricing from two vendors, which is attached. She explained that in 2014 the Commissioners voted to follow INDOT Standard Specifications for all major projects, which is the basis for these recommendations. Doing so will increase the infrastructure capacity and ensure a longer-term solution. The specification for a 138.9 square foot pipe is Q100. By comparison, the collapsed culver was only 42.4 square feet and a new bridge would have the capacity of more than 200 square feet. If the Commissioners choose to deviate from the Q100 specification, a vote will be required. She explained as you can see from the attached chart of single and double pipe solutions, the first option under double pipe solutions is the most cost effective and is what we recommend. It is 2 128" X 83", 8- gauge pipes, with a capacity of 121 square feet. The cost of \$583.63 (per square feet) includes delivery, and the capacity is close to the Q100 standard. However, there are a couple of drawbacks – this type of pipe will require more maintenance, and it will be more difficult to install. However, we believe it is the best and most cost effective solution. We have also factored in the cost of materials and labor, including guardrails and added a 20% contingency.

She explained if they are ready to proceed with this tonight, we will need a motion to deviate from the INDOT specs. Commissioner Norem made a motion to deviate from INDOT specs and go with the recommendation as presented. Commissioner Cavender seconded the motion and the motion was approved with all ayes. Commissioner Chesak advised that the drainage board would pay for some of the costs. He is not sure on how much is available but asked Superintendent Ritzler to work with Surveyor Crase on that matter. She stated they had an unusual situation last week when what we originally thought was a sinkhole turned out to be a failed culvert on 400 S. East of 1000 E. It was discovered Wednesday afternoon February 26th. As you may recall, it snowed all day Wednesday, and our drivers were busy plowing. Initially they thought it would be an easy repair, but they quickly

realized it was more involved than that. We mobilized an emergency response which included road closure, coordination of emergency utility locates, notification to the school corporations, first responders, and neighbors that road was shut down and temporary repairs to shore things up. Thursday morning as soon as they received an all-clear from the utility companies, we sent a crew out to replace the pipe. This is normally a spring/summer project, and it definitely isn't something we do in the snow when the temperature is below freezing. Our garage foreman Ricky Fisher and mechanic Mark Varga got all the necessary equipment started and ready to go, and we got the culvert changed and the road reopened while keeping up with the plowing on Thursday. This is a testament to our training and teamwork. Our entire staff did a great job.

Office Manager Perren advised that they have two LTAP classes coming up within the next week. The first is Core Course #11-Plan Reading, which will take place at the Work Truck Show in Indianapolis Thursday., March 5th. Garage Foreman Ricky Fisher and Senior Driver Ralph Saine will be attending the entire Work Truck Show, and several of our other workers will be making a same-day trip for the LTAP class. The second class is Core Course #6 – Basics of a Good Road. It will take place Monday, March 9th at Purdue Road School. Again several of our workers will be going to West Lafayette for the day to take the class. Rik and I will be staying for Road School. Some of the sessions we have highlighted deal with Asset Management and various funding sources as well as paving, signage, public relations, and ADA. Speaking of the ADA, Rik will be attending the National ADA Symposium in May and was awarded a scholarship to cover the cost of the conference. He is the county ADA coordinator, and he currently has 24 of his 40 credit to complete his ADA certification. He will earn his final 16 credits at the conference, which in turn will open up more grant opportunities for the county by having a certified ADA coordinator. Purdue LTAP is hosting their annual Chainsaw Safety Training in Knox in May. The close proximity means we will be able to send several people to this class as well. We will also be sending people to the LTAP Temporary traffic control class in April. She advised their office renovations are almost complete. The next big project is the flooring installation, which will happen in the coming weeks. She stated that their new rubber tire roller arrived last Friday, she presented photos of the new piece of equipment to the Board of Commissioners.

CLERKS OFFICE – REQUEST FOR FULL TIME POSITION

Bernadette Manuel, Starke County Clerk came before the Board of Commissioners to request a new full time position. She explained since February of last year she has been working with one part time position gone. The individual who worked part time in the elections room moved over to the Prosecutors Office. She advised she had never filled that spot after she had left. She explained that Tiffany, her front desk girl, is also part time. She stated one of her full time deputies that used to primarily work on child support and new cases now spends much of her time in election. She does not feel she should hire another part time person when she already has a part time person that wants to go to full time. Commissioner Norem advised that the only problem from going from a part time position to a full time position is the benefits that the Board of Commissioners cover within their own budget. Unfortunately, she explained that they do not have it in their budget to do that so her suggestion is to request this at budget time for the following year. Commissioner Norem asked Clerk Manuel if she has gone all this time without an additional person why does she need someone now. Clerk Manuel stated this is a presidential election and it much different than last year's election. Commissioner Norem advised Clerk Manuel that she can hire the part time person as this is already in her approved budget.

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

Commissioner Norem made a motion to approve the Payroll Claims Docket for the pay period ending on 02/22/2020 with a pay date of 02/28/2020, in the total gross amount of \$259,337.36 and deduction amount of \$77,617.70. Commissioner Cavender seconded the motion and the motion passed with all ayes. Commissioner Cavender made a motion to approve the Claims Docket in the total gross amount of \$477,587.68. Commissioner Norem seconded the motion and it passed with all ayes. Commissioner Cavender made a motion to approve the minutes of the February 17th, 2020 meeting. Commissioner Norem seconded the motion and the motion passed with all ayes. Commissioner Cavender made a motion to approve the minutes of the February 3rd, 2020 meeting. Commissioner Norem seconded the motion and the motion passed with all ayes. Commissioner Norem made a motion to approve the Annex & Annex 2 Keys to Stephen Miller, IT Department. Commissioner Cavender seconded the motion and the motion was approved with all ayes.

OTHER BUSINESS TO COME BEFORE THE BOARD

Attorney Lucas advised he went down to Indianapolis over the weekend for the Flipping Finance Challenge. He believes it will be useful for input for the Stellar bid this year. Auditor Oesterreich asked Attorney Lucas if he had found anything out about blending in with the Hamlet Lions Club auction this year with some pieces of equipment. Attorney Lucas advised he found no rule against it and just to make sure we comply with all the rules for a county auction. Auditor Oesterreich asked who would be making sure our advertising is correct and within the rules. Commissioner Chesak stated Fishers Auction Services would be doing that. Auditor Oesterreich also advised the county will be going through a federal audit this year for the calendar year of 2019 due to the county receiving over \$750,000 in federal grants in 2019. Auditor Oesterreich advised the Board of Commissioners that March 29th is “Good Deeds Day”. This is a global day that unites people from 108 countries to do good deeds for the benefit of others. Starke County Government employees will be given the opportunity to participate the week before March 29th collecting items for the Redskins Closet at the Knox Middle School. The first 30 employees to participate will receive a “Doing Good” T-Shirt. Auditor Oesterreich advised that because there are two members of the Building Corporation present, she is requesting they met March 17th at 9:00AM.

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 7:20PM.

MARCH 2, 2020

Charlie Chesak, President

Kathryn Norem, Vice-President

Bryan Cavender

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