

EXECUTIVE SESSION
Monday, March 6, 2017

The Starke County Board of Commissioners meet in an Executive Session, at 5:30PM, in the Meeting Room of the Starke County Annex Building with Commissioners Kathy Norem, Charles Chesak, & Don Binkley, County Attorney, Marty Lucas, and County Auditor, Katherine Chaffins present, and the following proceedings were held to wit:

The meeting was held to receive information per current employee,
Pursuant to I.C. 5-14-1.5-6.1 part (b)(6) in the position of EMA Director.

I can attest the only issue discussed at this meeting was in regard to receiving information and discussing the pay of the current EMA Director.

The meeting was adjourned at 5:57PM.

Katherine Chaffins, Auditor &
Secretary to the Board of Commissioners

MONDAY, March 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 Charles 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 \$505.85 from Collections Attorney Jonathan O'Hara and \$923.15 from Small Claims Court. She noted the 2017 Revenue received in the months of January and February was up by \$29,000.00 over the same time frame of 2016. Clerk Richie advised she had finally been able to bill Blue Cross electronically through Ability which works the same way as the billing of Medicare. She also noted she had completed another class with Medicare/WPS called Exploring Ambulance Documentation. It had to do with the necessary documentation needed for submitting a bill. She stated she has shared this with the staff.

Director Keith Emigh stated he has been working with the Minor Company to get the 800 updates completed on all the P25 radios in the County.

He stated he had met with Lutheran Air because they were still experiencing problems with their radios. He stated they were on Fire Direct but their radios only communicate through Fire Repeat and now the EMS Department can communicate with the Lutheran Helicopter.

Director Emigh stated his staff has completed more PR work last week with the Knox Youth Club. He advised his staff thoroughly enjoys working with the students.

In regard to Personnel, Director Emigh advised he has hired one part time EMT and one part time Paramedic during the month of February.

In regard to Education, he advised he had attended a DPC meeting in Plymouth and the Blood Born Path session in the County. He also noted they had their second QA session with the hospital. He stated it went very well and they have another one scheduled for the end of March.

In regard to Rig Maintenance, Director Emigh stated Rig 3308, the ambulance purchased in 2011, had four sensors replaced and the DEF System worked on. The Rig is currently at Fire Services in St. John getting a cot put in it and the back door latch fixed. All the other Rigs had routine maintenance completed.

In regard to Base Maintenance, he advised routine base maintenance was performed at all bases.

In regard to Safety, Director Emigh advised one of their employees went to the clinic to get checked for a back strain but didn't miss any work because of it. That was the only injury in the month of February. Director Emigh also advised he is constantly looking for ways to save money on the purchase of supplies and services.

COUNTY HIGHWAY DEPARTMENT MONTHLY REPORT

Highway Superintendent Rik Ritzler presented his departmental report to the Board. He advised they had no snow events in the month of February. He noted the most significant savings was in fuel usage. He provided diesel totals for the months of January and February for the last four years. Superintendent Ritzler advised he just received notification from the State that he could now prepare their salt bid amounts for 2018. He noted they are hoping to stockpile a year's worth of salt at next year's lower prices.

In regard to the Heavy Truck Ordinance, he advised he held the Heavy Truck Ordinance Committee meeting on March 2nd and they reviewed the initial draft of the ordinance and discussed the possible changes and or additions to it. The two primary functions of the ordinance will be to outline a system of hot mix truck routes and to provide a reasonable method of enforcement of weight and route limits. The Committee will review and possibly amend the designated routes before the final draft is presented to the Commissioners on April 4th.

In regard to PASER ratings, Supt. Ritzler advised Purdue LTAP published their Indiana 2016 Local Road and Bridge Conditions Report. It reported 44% of Indiana roads were rated poor, 45% were fair, and 11% were rated good. Starke County roads are rated 14% poor, 70% fair, and 16% good. He noted it is the goal of their 15 year road improvement plan to both eliminate all the poor roads and increase the number of hot mix roads in the County from 13 miles to over 75 miles. In regard to the Current Bridge Projects, Supt. Ritzler stated he had received the RFP for Bridges # 36 & 58 with the lowest received from Jones, Petri, and Rafinski in the amount of \$48,868.00. He stated he thought they could also add in Bridge 154 and JPR had given them a price of \$25,000.00 for that bridge. Commissioner Norem made a motion to approve JPR for the RFP of Bridges 36 and 58 in the amount of \$48,868.00 and an additional \$25,000.00 for Bridge 154 pending County Attorney Marty Lucas' review. Commissioner Chesak seconded the motion, and it passed with all ayes. Supt. Ritzler reviewed the Cumulative Bridge Future Budget, the Bridge Maintenance Budget, Culvert Maintenance Budget, and Construction Inspection and the work they propose doing on each. He noted they had recently completed their second County Wide culvert inventory and it cataloged 703 culverts throughout the County. Thus far they have scheduled thirteen pipe/culvert replacements for this spring. Last year they replaced over thirty pipes/culverts. In regard to the CR300W Drainage Project he advised the project is almost complete. The water levels have lowered on both sides of the road and they just need to pave the road from the County Line to CR800S. He also advised they had zero accidents and zero workman's compensation claims this winter. Supt. Ritzler advised they had purchased the two New Holland tractors which were approved last month by the Board of Commissioners. The tractors will be mowing later this spring. He also noted that when the weather improves they will be replacing the roof over the office area and resealing the garage roof area. Supt. Ritzler advised he traveled to Indianapolis with Bob Troike of Farm Bureau to visit with the local State Representatives and speak to them about House Bill, HB1002.

RESPONSIBLE BIDDING ORDINANCE

Attorney Lucas addressed the Responsible Bidding Ordinance and advised this was considered the 1st reading of the ordinance. He noted the proposed ordinance will be posted on the County's website and the Public Hearing and Adoption will take place at the March 20th Board of Commissioners' meeting.

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

Commissioner Norem made a motion to allow the Auditor's Office to begin posting the finalized Commissioner and Council minutes to the County's Website without going through the IT Department. Commissioner Chesak seconded the motion and it passed with all ayes.

Commissioner Norem made a motion to approve the minutes of the February 20th meeting as presented. Commissioner Chesak seconded the motion and it passed with all ayes.

Commissioner Norem made a motion to approve the Vendor Claims of the Building Corporation in the total net amount of \$360,172.41. Commissioner Chesak seconded the motion and it passed with all ayes. Commissioner Chesak made a motion to approve the Vendor Claims Docket in the total amount of \$398,563.12. Commissioner Norem 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 Feb. 25th, with a pay date of March 3rd, in the total gross amount of \$223,861.64. Commissioner Chesak seconded the motion and it passed with all ayes.

IN OTHER BUSINESS TO COME BEFORE THE BOARD

President Binkley advised the Board will be recommending a pay raise for the EMA Director Jacob Lippner. The pay raise is pursuant to his employment agreement and his bachelor's degree has been completed.

PUBLIC COMMENT

Debbie Mix thanked Commissioner Norem for attending the Leadership Meeting.

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 6:37PM.

March 6, 2017

Don Binkley, President

Kathryn Norem, Vice-President

Charles Chesak

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