

**Monday, March 17, 2014**

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in regular session at 7:00PM in the Annex meeting room, Knox, Indiana, with Kathy Norem, Kent Danford and Jennifer Davis present and the following proceedings were held to wit:

The meeting was called to order by President, Jennifer Davis, at 7:18PM. She requested all bidders of the SR8-CR300E project (the second bid opening) to sign the EDA sign-up sheet.

**RE: CYCLICAL REASSESSMENT BIDS**

Assessor Rhonda Milner advised the bids are scheduled to be opened for the Cyclical Reassessment, New Construction, Maintenance & Trending Adjustments for the years 2015 through 2018. County Attorney Marty Lucas verified with Auditor Katherine Chaffins that all bids were received in a timely manner, and Auditor Chaffins verified they had. Attorney Lucas opened the bids as follows:

1. Tyler Technologies, Moraine, OH: \$528,452.00
2. Accurate Assessments, Fort Wayne, IN: \$598,900.00
3. Nexus Group, Zionsville, IN: Attorney Lucas advised each bid category's price was listed separately, with no posted total (the proposed bid total was \$574,525.00)
4. Appraisal Research Corporation, Findlay, OH: \$570,500.00.

Commissioner Norem made a motion to take the bids under advisement and have Assessor Milner review the bids for compliance and to report back at the April 7<sup>th</sup> meeting. Commissioner Danford seconded the motion and it passed with all ayes.

**RE: CR300E – SR8 PROJECT**

Attorney Lucas verified with Auditor Chaffins that all bids were received in a timely manner, and verified the bid process was adequately advertised. Auditor Chaffins advised the closing time posted for the submittal of the bids was 7PM. She advised each bid received was submitted prior to that time, and she had recorded the date and time received on each bid. Attorney Lucas opened the bids as follows:

1. HRP Construction, South Bend, IN: \$506,900.00
2. LaPorte Construction, LaPorte, IN: \$658,117.83
3. Geyer Construction, Lakeville, IN: \$532,339.41
4. Gariup Construction, Gary, IN: Attorney Lucas noted there was no total on this bid; each category had a total, but there was no summarized total of all categories. Attorney Lucas stated he felt the bid should not be accepted, nor considered.
5. Phend & Brown, Milford, IN: \$506,500.00
6. E & B Paving, Rochester, IN: \$753,707.91
7. LGS Plumbing, Crown Point, IN: \$550,162.00

Commissioner Norem made a motion to take the bids under advisement, seconded by Commissioner Danford. The motion passed with all ayes. Since Bob Aloji, of Territorial Engineering, Shawn Cain and Emily Gross of KIRPC, and Charlie Weaver, Director of SCEDF, were all present for the bid opening, they advised they would review the bids in the next room and check for compliance, and then report back to the Board before the end of the meeting with their report of recommendation.

**RE: WORK POLICY FOR 2014 ELECTION WORKERS**

Attorney Lucas advised he has prepared a Special Work Policy for Certain Election Workers for Calendar Year 2014. He advised there are actually two separate issues that need to be addressed in regard to election workers. The first issue is to address the part time election worker for the Absentee Board, who will need to work over 130 hours in the month prior to the election. He noted, even though it is not yet a federal mandate, a part time employee working more than 130 hours per month would violate the established County Policy. The other issue deals with the extra Saturday hours, which, according to Clerk Skronski, the State has mandated the County's Election Office be open for seven hours on Saturdays prior to the election instead of the four hours that was the County's schedule. He advised that issue would need to be addressed by allowing the part time deputy to work extra hours. Attorney Lucas advised the special policy is as followed:

1. For a primary election, two temporary employees for the Absentee Board, during the months of March, April and May, not to exceed 266 hours per employee in total, and not to exceed 163 hours per employee in April.
2. For a general election, two temporary employees for the Absentee Board, during the months of September, October, and November, not to exceed 266 hours per employee in total, and not to exceed 163 hours per employee in October.
3. Provided that no temporary employee for the Absentee Board may otherwise be an employee of Starke County for any purpose.
4. In addition, the Clerk may authorize 27 additional hours of work by one election Deputy in April and an additional 27 hours of work by one Election Deputy in October. The Election Deputy may also be a part-time County employee.

Commissioner Norem made a motion to approve the special election policy, seconded by Commissioner Danford. The motion passed with all ayes. Clerk Skronski inquired about asking for extra help during the budget planning process for the year 2015. President Davis advised now was not the proper time to discuss her request.

**RE: MANUFACTURED HOUSING APPLICABILITY**

Attorney Lucas advised the Planning Commission had requested an amendment to the Manufactured Housing Applicability, the removal of section 6-12-3-2-3(H)(3) from the code, which states "a manufactured home shall be set by Indiana license set crews only". Attorney Lucas noted the County could remove that section from the County policy but since it is required by state code to comply, the county would still be required to enforce it. Commissioner Norem made a motion to leave the

County policy as is written and to reject the request submitted by the Planning Commission. Commissioner Danford seconded the motion, and it passed with all ayes.

#### **RE: BIDDING REPORT**

Bob Aloï appeared back in front of the Board and advised, just for the record, the total bid received from Gariup was \$751,400.00. He then advised the lowest, most responsive bid received was from Phend & Brown. Commissioner Danford made a motion to accept the bid submitted by Phend & Brown, seconded by Commissioner Norem. The motion passed with all ayes. Commissioner Danford then made a motion to authorize President Davis to sign the corresponding documentation. Commissioner Norem seconded the motion, and it passed with all ayes. Mr. Aloï advised he will create a bid summary report, and he will also create a written recommendation of the Board.

#### **RE: PAYROLL AND VENDOR CLAIMS, MINUTES, MONTHLY FINANCIAL REPORTS**

Commissioner Danford made a motion to approve the minutes of the February 20<sup>th</sup> meeting, seconded by President Davis. (Commissioner Norem was absent from that meeting.) The motion passed with all ayes. Commissioner Norem made a motion to approve the minutes of the March 3<sup>rd</sup> meeting, seconded by President Davis. (Commissioner Danford was absent from that meeting.) The motion passed with all ayes.

Commissioner Danford made a motion to approve the payroll claim for the pay period ending on March 1<sup>st</sup>, with a pay date of March 7<sup>th</sup>, in the total gross amount of \$184,306.83. Commissioner Norem seconded the motion, and it passed with all ayes.

President Davis noted, in regard to the vendor claims, when the invoice is paid for advertising the Commissioners' budget line item for advertising will be over-expended in the amount of \$154.47. Following a brief discussion Commissioner Norem made a motion to approve the transfer of \$500.00 in appropriations from their County General budget line item 30300, due & subscriptions into 30700, advertising. Commissioner Danford seconded the motion, and it passed with all ayes.

Commissioner Danford then made a motion to approve the vendor claims in the total gross amount of \$141,620.01.

Commissioner Norem seconded the motion, and it passed with all ayes.

Auditor Chaffins advised, in regard to the Monthly Financial Reporting, all departments were in compliance with their reporting, and all were filed on time.

#### **IN OTHER BUSINESS:**

President Davis advised Commissioner Norem and herself had advised the Council during the Council meeting that they would approve the Resolution Authorizing the Transfer of Funds from the Starke County CREDIT Fund to the County General Fund. Commissioner Norem made a motion to approve the Resolution which would allow for the cash transfer of \$750,000.00 from the CREDIT Fund into the County General Fund, to be paid back prior to December 31, 2014. President Davis seconded the motion and it passed with two ayes. (Commissioner Danford had abstained from the voting, as he was not present at the Council Meeting at the time this issue was discussed.) The Resolution, # 2014-3-17, was signed by Commissioners Davis and Norem.

Commissioner Danford advised, in regard to the groundwater monitoring by Weaver & Boos, at the old county landfill site, that Weaver & Boos has been very upbeat with the latest monitoring results. He also advised he had received an invoice from Weaver & Boos and he would like to present it for the vendor claims process. Commissioner Danford made a motion to allow the invoice from Weaver & Boos, in the total amount of \$4,295.32, be submitted as a claim for the vendor claim process. Commissioner Norem seconded the motion, and it passed with all ayes.

Commissioner Norem made a motion to appoint Rita Berger to the Planning Commission Board, in the position left vacant upon the resignation of Board member, Denise Marks. Commissioner Danford seconded the motion, and it passed with all ayes. Commissioner Norem advised since she is replacing a board member Ms. Berger's term will expire on 12/31/14 as that was the term of Ms. Marks.

President Davis inquired as to the status of the renewal of the FIDLAR Software contract for the Recorder Lisa Minix. Attorney Lucas advised the contract had been amended to show the 6% increase, and it was then signed by the Recorder and submitted.

Commissioner Norem inquired of Debbie Mix, who was present at the meeting, if the Starke County Chamber of Commerce would be interested in becoming the chairman for the State's Bi-Centennial Committee. She noted the next Bi-Centennial meeting will be held on March 27<sup>th</sup> at Noon, and she asked Auditor Chaffins to post that as a public meeting. Ms. Mix advised it could be a possibility of the Chamber.

County Highway Superintendent, Rik Ritzler, appeared before the Board requesting their approval of the Indiana Department of Transportation-Local Public Agency, Project Coordination Contract, EDS#: A249-14-320893 for the time period July 1, 2016 through June 30, 2017. He advised the project is for the replacement of the bridge # 7, over the Yellow River on CR1200E, a ½ mile north of CR250S. Commissioner Norem made a motion to approve the contract, seconded by Commissioner Danford. The motion passed with all ayes and the document was signed by the Board. Superintendent Ritzler advised he will be responding to INDOT's call for projects in April.

#### **PUBLIC BUSINESS:**

George Dotlich advised the County Road the Dotlichs live on has been greatly damaged due to the severe winter weather. He advised there is no crown to their road; the center of the road is actually lower than the sides of the road. He noted this will cause other problems if not addressed by the Highway Department. Mrs. Dotlich advised she had spoken with Superintendent Ritzler and he advised their road was on the list of roads that will be repaired.

Clyde Haniford of Bass Lake advised he lives near the Bass Lake Beach and Campground. He noted his home is listed for sale along with 4 of his surrounding neighbors. (5 out of 7 homes in that area are listed for sale.) He advised they are concerned the value of their property has devalued due to the Beach and Campground, and they also fear the facilities will

turn into the next Rannell's Park. He asked for verification that Mr. Callahan, the Father, will indeed be running the Beach and Campground, and not his son. President Davis advised they will check into the issue.

Council President, Dave Pearman, asked the Board to allow for the payment of an attorney to represent the Sheriff's Merit Board in a Sheriff's Department personnel issue. He advised the attorney will be asked to write a letter and set up a meeting between the parties involved. Commissioner Norem made a motion to approve an outside attorney to handle this personnel issue. The motion was seconded by Commissioner Danford and passed with all ayes. Councilman Pearman advised he will speak with the Merit Board President.

Debbie Mix stated she wanted to compliment the Highway Department for the wonderful job they have done during these bad winter months. She also advised Bernadette, who was sitting next to her at the meeting, was interested in serving on the CVC Board.

A member of the audience inquired as to status of the creation of a County Park Board. Councilman Pearman advised the issue was at a standstill since the Council does not want to create any new taxes at this time, but could possibly be brought back up, in front of the Council, for discussion.

President Davis congratulated the Oregon-Davis Lady Bobcats on their State Championship win.

President Davis acknowledged Congresswoman Jackie Walorski's Assistant, Brian Spaulding, who was present at the meeting.

There being no further business, Commissioner Norem made a motion to adjourn the meeting, seconded by President Davis. The motion passed with all ayes and the meeting was adjourned at 8:43PM.

**March 17, 2014**

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Kathy Norem, President

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Jennifer Davis, Vice-President

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Kent Danford

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Katherine Chaffins, Auditor &  
Secretary to the Board of Commissioners