

Monday, May 2, 2016

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 and Don Binkley present and the following proceedings were held to wit:

The meeting was called to order by Commissioner Vice-President Don Binkley. Commissioner President Kent Danford was absent from the meeting.

SCILL BID OPENING

County Attorney Marty Lucas verified the bid received was received in a timely manner. Auditor Chaffins verified that it had been. Attorney Lucas opened the bid and advised it was received from Advanced Technologies of Northville, MI in the amount of \$339,858.00. Starke County Economic Development Foundation Director Charlie Weaver advised the bid was for equipment for the SCILL Center's Robotic Automation Arm and would be paid by a grant. He advised two different Grant fundings will be available on this project: \$100,000.00 grant from Workforce Development and \$250,000.00 from KIRPC. He stated KIRPC and himself will evaluate the grant asking for the award. Commissioner Norem made a motion to approve the bid pending OCRA approval within five days. Commissioner Binkley seconded the motion and it passed with all ayes.

EMS MONTHLY REPORT

EMS Director Keith Emigh and Clerk MaryLynn Richie appeared before the Board to present their departmental monthly report. Clerk Richie advised due to the fact they have been paying out a lot of overtime pay they created a spreadsheet looking at hiring two full time paramedics and one more full time EMT. She explained the financing and determined the three positions would cost approximately what they are currently paying with the overtime. She also talked about the Medicare Reimbursement received and now they are working, along with the Auditor, on the 2015 reimbursement. She reported she had collected a total of \$926.95 from the Starke County Clerk for Small Claims Court and \$774.77 from Collection Attorney Jonathan O'Hara. She also advised the total number of runs was down for the month of April but receipts are presently higher than last year. Commissioner Norem made a motion to approve the recommendation to the Council of the creation of the 2 full time paramedics and the one full time EMT. Commissioner Binkley seconded the motion and it passed with all ayes. Commissioner Norem stated now they need to present this to the Council at their next meeting. Director Emigh advised he had been reprimanded from the City of Plymouth for not properly utilizing his radio frequency but contacted the City's Hospital via cell phone. He has since gotten his radio problems repaired. He advised in regard to Personnel it will be easier to fill a shift with a full time employee than it is to use part timers. In regard to Education Director Emigh advised he had attended a Meth Awareness class, five firefighting classes, and five FEMA classes. He also took and passed a class online in regard to grant writing. In regard to Rig Maintenance he advised it was not a good month for his fleet since at one point they had no back up rig. He advised all five rigs had repairs last month. He also advised there was routine base maintenance at all the bases and he had no injuries reported last month.

COUNTY HIGHWAY DEPARTMENT MONTHLY REPORT

Rik Ritzler, Highway Department Superintendent, appeared before the Board to present his monthly departmental report. He advised the winter operations are complete. He stated their costs were 75% of last year's costs. They have a full salt reserve (300 tons) and are using the leftover salt (1000 tons) in the summer asphalt mix. He also advised they had used 10,000 less gallons of diesel fuel this year compared to last year's totals. In regard to Industrial Park Traffic he advised Google Maps are changing due to the directions received from the SCEDF. He advised they have been doing some minor repairs around the Industrial Park and have had discussions with the park businesses. He advised they have seen some improvements that more trucks are using the proper truck route off SR8 and fewer trucks are using 300E from the 200S-Toto Road area. In regard to the HB1001/SEA67 State Funding, the Highway Funding Committee met on Monday, May 2nd and will meet again on Monday, May 9th. They have been discussing how the funding will best be used to maximize the available funding match. They should have a report available for the next Commissioner meeting. In regard to Spring/Summer

Operations he advised culvert replacements are still ongoing; they have completed twenty so far this year. Brush cutting is being completed throughout the County. Mowing operations began on April 25th having five mowers operating throughout the County. Drainage problems exist at Bass Lake on CR210 and Elm St. and at CR300W and CR800S in the County. They have hired a consultant to come up with possible solutions. In regard to Road Inventory the approved Road Inventory Listing from the last Commissioner meeting is being submitted to the state. Gus Eckert, Petro St. San Pierre has asked to have the road extended about 250 yards to accommodate a new modular home. Attorney Lucas was asked to look into this situation. Mr. Eckert had stated the roads are currently 40 feet across in the San Pierre area, and if necessary he would pay for the stone to build the road and the Highway Department would maintain it. In regard to Intern/Work One OJT Program Superintendent Ritzler advised he has two workers through Work One and has saved the County \$12,000.00 so far this year. The 18 to 24 year program has been expanded to all ages. He advised he had already saved \$500.00 in wages from that program. In regard to Training, the Superintendent advised he had eight employees attend the LTAP/Purdue sponsored training in Warsaw last month. From that training they implemented new traffic control protocols especially for their bucket truck. Thirteen employees are signed up for the May 19th MUTCS Road Building Class at the Swan Lake Resort. Ten employees attended the Lifting Safety Training Class held by the County. The Superintendent advised he will be attending the APWA Snow Conference this month. In regard to Equipment he advised they had recently purchased a used roller for \$8,000.00 from West Michigan Tractor Sales in South Haven, MI. He advised they normally would have rented a roller and it would have cost more than the \$8,000.00 that he is spending on that roller. He advised they are accumulating old equipment for sale at a future action. He stated they are dealing with 1/3 Mechanic position is open and they had eight applicants apply for the position. Superintendent Ritzler advised there were no safety injuries this last month.

IT POLICY/LEASE NEW SERVERS

Brian Pinson, the County's IT Director, appeared before the Board. He advised he hasn't had a time to meet with Attorney Lucas yet to discuss his initial IT Policy. He also advised the County had purchased two servers and now they have two smaller servers in need of replacement. He noted if those were repaired they would be completely redundant. He is looking at leasing the two servers but has not discussed it yet with the Auditor to see how it could be funded. He also received a price quote from Mediacom in regard to the fiber cable. He stated they had set the price at \$1,200.00 a month plus a \$500.00 installation fee. He asked them to re-group and resubmit the prices. They advised they would have it ready to go within a week.

REPORT FROM PARK BOARD PRESIDENT

Roger Chaffins, President of the County's Park Board, appeared before the Board to discuss the Bass Lake Beach and Campground. He advised the Park Board had received a letter from the LWCF (Land & Water Conservation Fund). They were told they need to purchase a permit in the amount of \$25.00 and he also needs signs stating "No Glass Containers at Beach". He was advised the Highway Department could make the signs. Commissioner Norem advised since the Park Board does not have a budget they could pay for the permit out of the Commissioner's budget. Commissioner Binkley noted the Highway Department does make signs. Mr. Chaffins advised Rich Callahan, operator at the Bass Lake Beach is having difficulty in determining what repairs and purchases are considered a capital improvement. Mr. Chaffins noted Mr. Callahan is wanting to purchase sand for the beach and call that a capital improvement. He stated the Park Board does not see that as a capital improvement. He also noted Mr. Callahan is needing to comply for the permits and needs to be inspected by Terry Stephenson before he opens up this spring. Mr. Chaffins advised they are not sure the beach and campground are safe for the public. Debbie Mix asked Attorney Lucas if he would attend their May 17th meeting, at 6PM. Attorney Lucas advised he could attend. In regard to the Starke County Forest Mr. Chaffins noted that the Board of Commissioners approved a price quote from Allsop Construction to handle on ongoing beaver problem at the Forest. He stated Surveyor Bill Crase had visited the Forest to see if the new system had been installed and saw that it had not yet been done. There currently is flooding to the neighbor's property again. He advised they are experiencing constant problems with that property also.

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

Commissioner Norem made a motion to approve the minutes of the April 18th meeting as presented. 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 4/23/16 with a pay date of 4/29/16 in the total gross amount of \$ 217,378.33. Commissioner Binkley seconded the motion and it passed with all ayes. Commissioner Norem made a motion to approve the vendor claims as presented. Commissioner Binkley seconded the motion and it passed with all ayes. The total amount of approved claims was \$ 448,252.25.

IN OTHER BUSINESS TO COME BEFORE THE BOARD

Attorney Lucas advised he had composed an Ordinance, Adoption of Section 207(k) of the FLSA and Establishing a Forty-Eight Day Work Period for County Employees Engaged in Law Enforcement Activities. He advised only road officers, jailers and detectives qualify for this ordinance. The ordinance creates compensation time in lieu of overtime if an officer works 171 hours in a 48 day work period. If more hours than 171 are worked the regular overtime would come into play. Attorney Lucas noted this will make an impact on overtime. Commissioner Norem made a motion to approve the Ordinance, Section 207(k) of the Fair Labor Standards Act in a 48 day work period. Commissioner Binkley seconded the motion and it passed with all ayes. Attorney Lucas noted this program would begin with the next complete pay period.

Commissioner Norem made a motion to approve the letter replacing CarLa Thomas with Jill Rhoda for Anthem Blue Cross Blue Shield. Commissioner Binkley seconded the motion and it passed with all ayes. Commissioner Binkley signed the letter.

Commissioner Norem read into record the resignation letter received from Fred Boyer. Commissioner Norem made a motion accepting Mr. Boyer's resignation. Commissioner Binkley seconded the motion and it passed with all ayes. Commissioner Norem stated she would contact the Railroad Museum that Mr. Boyer was referring to in his letter. She also advised she would need to look into the political race of Mr. Boyer to make sure the right replacement is chosen. She asked that this be added to the next meeting's agenda. EMA Director Jacob Lippner volunteered to serve on the Board. Commissioner Norem stated she would look into to seeing if he is applicable.

Commissioner Norem stated the County had received a renewal letter from Umbaugh Services who has been completing the work on the jail bond. She read the letter into the record. Commissioner Norem made a motion to approve the letter as she was requesting still utilizing Umbaugh's Services. Commissioner Binkley seconded the motion and it was passed with all ayes. The letter was signed by Commissioner Binkley.

Commissioner Binkley advised the Ordinance written by Attorney Lucas on the creation of the Internal Control Account will be tabled until the next meeting.

Commissioner Norem talked about the meeting they had with DLZ and Skillman on Friday April 20th to discuss the Courthouse and Old Jail renovations. She advised of the renovations to the Courthouse and the Old Jail Building but noted there was a discussion on the heating and cooling of each building. She advised at the Old Jail Building she had the Auditor look into when that expense was made and she advised it was in 2011 when both sections of the HVAC were replaced. In the Courthouse they advised in order to obtain AC on the second floor of the Courthouse they would need to install VRF to that building at an estimated expense of \$356,000.00 for the Courthouse. Commissioner Norem stated she was told they would shift other items around to cover that expense and then the VRF will replace the four furnace option/alternate. Judge Kim Hall stated he felt the infrastructure of the Courthouse was the most important aspect of the building. He inquired about the amount of noise involved with a VRF and if they mount it on the walls or in the ceiling. He also inquired if the VRF system is used in any other courthouse. The Judge stated he was in favor of the sidewalks surrounding the Courthouse building and he is in favor of the new security to the entrance of the Courthouse as he was sure it would be installed in a new building. Commissioner Norem stated she will email DLZ tonight to have them begin answering some of these questions. She advised she will also talk to NIPSCO to see why the costs at the Jail are so high.

PUBLIC COMMENT

EMA Director Jacob Lippner appeared before the Board to give a report of his department. He advised of the situation with the radios stating he is missing 23 radios but 11 had IPPSC IDs and he asked if he should have those radios shut off. Commissioner Binkley stated yes they should be shut down and then maybe he would know who has them. He advised the County can have four grants through KIRPC each year and so far they have one active grant. He also advised all major components of the ADA program are in place in the County and just need to be updated.

Auditor Chaffins advised they have received the SEA67 monies: \$890,306.67. She stated ¾ of the money, \$667,730.75 was deposited into Fund 1229, created especially for the Highway Department, and the other \$222,576.92 was deposited into County General for now. She stated the County Council may change the location of that money from County General.

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 8:00PM.

MAY 2, 2016

ABSENT _____
Kent Danford, President

Donald Binkley, Vice President

Kathryn Norem

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

EXECUTIVE SESSION

Tuesday, May 10, 2016

The Starke County Board of Commissioners and the Starke County Council met in a combined Executive Session at 5:30 PM, in the office of the Starke County Annex Meeting Room, Knox, IN with Commissioners Kent Danford, Kathy Norem and Donald Binkley, Council Members Freddie Baker, Robert Sims, Brad Hazelton, Bryan Cavender and Pamela Stalbaum, Councilman Dave Pearman on the telephone, County Attorney, Martin Lucas and Auditor Katherine Chaffins present, and the following proceedings were held to-wit:

The meeting was held to discuss the lease of real property by a governing body pursuant to IC 5-14-1.5-6.1(b)(2)(D). I can attest the only issue discussed at this meeting was in regard to the lease of real property by a governing body.

The meeting adjourned at 6:30PM.

Katherine Chaffins, Auditor of Starke County