

MONDAY, JUNE 4, 2018

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 Charlie Chesak present and the following proceedings were held to wit:

The meeting was called to order by Commissioner Binkley. Commissioner Norem arrived at the meeting at 6:08PM.

EMS MONTHLY REPORT

EMS Director Travis Clary and Clerk MaryLynn Richie appeared before the Board. Clerk Richie advised a total of \$3,604.23 was received from the Small Claims Court and \$986.08 was received from Collections Attorney Jonathan O'Hara. She advised the number of runs for the month of May was down and she noted the number of transfers was down listed only at 12%. Clerk Richie advised the collection of accounts receivable was holding steady over last year. She also stated she had removed approximately \$90,000.00 from the computer's file of accounts receivable that were over 4 years old. The write offs were mostly coming out of the 90+ day file. Clerk Richie noted the accounts will still be worked on for collecting, but are just no longer listed in the computer.

Director Clary advised Clerk Richie had attended a seminar in Crown Point last week to learn about the new process of Medicaid billing for a non-emergent transfer. They have contracted with Southeastrans to process those claims. The biggest change they will notice is that the Hospital will need to call Southeastrans dispatch and the dispatch will call EMS and they will give us an ID number for the run. The run ID needs to be placed on the run report for billing. He also noted they are still waiting on Rodeman and Associates, their software vendor to get the software updated. They need the update so they can start sending information from their runs to the State of Indiana for their compliance.

In regard to Personnel, Director Clary advised 2 out of 3 Part Time Paramedics hired have now completed their orientation time. He advised they had one of their Part Time Basic EMTs recently pass her Paramedic test and will be receiving her license to practice in Indiana. She will be starting her orientation this week.

In regard to Education, the Director stated they are continuing to collaborate with local departments to train. They recently completed water rescue training with the Koontz Lake Fire Department, and will soon be having extrication training with the Koontz Lake Fire and Knox Fire Department. They will also be doing river rescues with the Knox Fire Department in the near future. Director Clary also noted they had their monthly audit and review with Starke Hospital. He noted they trained on the advances in Stroke Care, and also recertified some employees in CPR.

In regard to Ambulance Maintenance, Director Clary advised they had quite a few ambulance problems lately. He stated they are having problems with Unit 3308 out of North Judson. They replaced the turbo in the truck and had the DEF System repaired. It was out of service for nearly two months for its repairs. That is continually eating away at the ambulance maintenance budget. They also had some air conditioning issues with the other rigs but they have all been resolved. They recently took 0086, the Ford Truck, to Dobson Ford in Winamac for repairs and sensor work, but all rigs are now back in service.

Director Clary stated he was in the process of getting price quotes for a new ambulance. He stated he had contacted the insurance company to see if they had an idea of how often a rig should be replaced. They advised it would be either 150,000-225,000 miles, or 4-7 years. Commissioner Binkley asked him to get at least three price quotes or more. Director Clary advised it will take approximately 200-250 days to check into a new ambulance.

In regard to Base Maintenance Director Clary advised they have no major base maintenance issues to report. In regard to Safety, he reported no injuries for the month of May.

In regard to the Foundation Grant, Director Clary advised he had submitted the final paperwork that day. He stated they are in the final round of the grant and he will be meeting with the committee later on this month. He is expecting the final decision within two months.

In regard to the ALS Non-Transport vehicle he advised his application was approved with the State of Indiana last week. The certificate number will need to be decal'd onto the vehicle, # 4149. Once he has the vehicle repainted he will equip it with the needed equipment and then have the State inspect the vehicle. Once it is certified he will be able to make runs with the vehicle. He advised he had received three price quotes for the painting of the vehicle: T & T

Paint, \$3,000-4,000., Mark's Body Shop, \$6,489.03; and Patrick's Auto, \$2,030.90. Commissioner Norem made a motion to approve Patrick's Auto for the price of \$2,030.90. Commissioner Chesak seconded the motion and it passed with all ayes. Commissioner Norem advised it will be paid out of the Cumulative Capital Development Fund.

COUNTY HIGHWAY DEPARTMENT MONTHLY REPORT

Highway Department Superintendent Rik Ritzler appeared before the Board to present his monthly departmental report. He advised April had been a hectic month and May has been super busy but in a more focused way. He noted this month has begun their summer construction operations. He stated that Bridge 58, on 800S is almost complete and they have begun work on Bridge 36, which is located on CR25N. The Superintendent advised they have completed the first of three summer paving rounds. Round 1 consisted of over 11 miles of asphalt paving. All three Community Crossing Grant projects have been completed. He also noted that TCS and his department have been working on the sign and marker installation of the railroad crossings in the County. He advised that was the work of the Railroad Crossing Grant he received at the end of last year.

The Superintendent noted the three Community Crossings Grant projects had been completed and they have been reimbursed from the State. He stated the next round of Community Crossing Grants will begin soon with the applications being due on Monday, August 6, and the deadline is September 28th. Beginning in 2019 the Community Crossings Grant will be awarded twice a year with applications due in January and July. Also, next year, no retroactive projects will be accepted as candidate projects. The completed 2017 Community Crossings Grant projects are: Bridge 50 located on CR1150E, Bridge 47 located on CR625S; and the paving with hot mix asphalt overlay from SR8 to 250 feet south of Division Road.

He also noted the next round of that grant will include: Bridge 154 replacement; intersection improvement at CR210 and Old SR10/CR600S; 5 miles of hot mix asphalt road; and Bridge 137 rehabilitation.

Superintendent Ritzler stated the Community Crossing Grant proceeds were put back into the funds that provided the payment originally so some of the money was paid into both the CEDIT Fund and the LOIT Fund. That money will then be used to pay for Bridges 36 & Bridge 154. He noted he will be asking the Council for their approval and appropriation.

The Superintendent stated he is ready to submit his Annual Report which required the President Commissioner's signature. Commissioner Norem made a motion to approve the Annual Report. Commissioner Chesak seconded the motion and it passed with all ayes. He stated he is having Auditor Chaffins review the financial portion of the report.

In regard to County Parks, Superintendent Ritzler advised he would be willing to install glacial stone at the Bass Lake Beach. He stated sand had been delivered to the Koontz Lake Beach. Commissioner Norem advised the Park Board should pay for the sand as they have received a hefty donation and have the money. She stated Koontz Lake would also like a couple of picnic tables but the Commissioners could pay for those. Commissioner Norem made a motion to approve all projects. Commissioner Chesak seconded the motion and it passed with all ayes. A road will be made at the Starke County Forest after it receives the Planning Commission's approval. He noted this would be a County Road, 1065E, and will be in their inventory when it is complete. County Attorney Marty Lucas advised Bob Alois has completed his draft of the plans to the Forest. The Superintendent stated in regard to Prairie Trails, he noted he will order signage for the trails and roadway approaches for the trails, but they will pay for the signs.

In regard to personnel, Superintendent Ritzler stated the paving and other summer construction work uses much of their full time manpower. They are using part time workers and two WorkOne workers to replace some of their maintenance man hours. WorkOne has already asked the Superintendent if they would need any more workers.

In regard to Training, Superintendent Ritzler advised they sent employees to the June 6th Road Scholar Class # 3, Highway Funding; to the June 14th Chainsaw Safety Class at Fair Oaks Farm and the Superintendent will be attending the ADA Conference. He stated he will be receiving his ADA coordinator certification this year, while it will be mandatory next year.

In regard to Equipment Replacement, the Superintendent advised he is interested in purchasing a new or a slightly used 8 passenger van for road crews and to attend trainings. He stated he had received price quotes and the best buy would be the new Ford van in the amount of \$28,720.00. He advised he already has it in his budget to purchase the vehicle. He also advised he had listed his vehicle inventory and he marked the items that need to be replaced or were already replaced this year.

REQUEST FOR USE OF A CREDIT CARD BY COMMUNITY CORRECTIONS

Starke County Community Corrections Director Shawn Matraw and Clerk Jennifer Strickland appeared before the Board to request permission to obtain and to use a credit card for their department. He noted it would be used only by Community Corrections and not the Probation Department at this time. They listed different situations in which a card would work better than an employee needing to be reimbursed for expenses paid. Commissioner Binkley asked how many employees would be allowed the use of the card and Director Matraw advised 2 to 3. Commissioner Norem advised she is checking to see if there were other options instead of a credit card. She stated in several other counties there has been a large amount of miss-handling of a credit card. She asked Auditor Chaffins for her response to the use of a credit card. Auditor Chaffins advised they have been asked by several different departments for the use of a credit card and it has never been approved. She felt that if this department's use of a credit card is approved it will open the door for the other departments. She asked if their bank account offers the use of a debit card. They advised they had not thought of that and advised they would look into that possibility. Commissioner Binkley advised the issue will be tabled until their next Commissioner meeting.

MAINTENANCE DIRECTOR'S FENCING PRICE QUOTES

Maintenance Director Jim Coad appeared before the Board to present the price quotes for fencing around the air conditioning units at the County Courthouse Building. He advised he received one price quote from Tim Miller, Royal Star Builders, who built the Coroner's Building, for a price of \$7,000.00, and he advised he would not be able to start the project until the end of July or beginning of August. He also advised he had received a price quote from Larry Mann for the price of \$4,475.00 but he won't be able to begin until September. Commissioner Norem made a motion to approve the price quote of Larry Mann for \$4,475.00. Commissioner Chesak seconded the motion and it passed with all ayes. Director Coad also advised he has installed all three Knox Boxes and they have the keys installed in the boxes. Director Coad advised he is still working on getting price quotes for curb pricing at the Annex 2 Building and is also getting price quotes for the installation of carpeting in the Surveyor and Auditor's private offices.

CLERK PRESENTS ELECTION BOARD RESOLUTION

Clerk Cooley appeared before the Board and asked if she would also be able to get new carpeting in her office soon. Commissioner Norem advised Director Coad to also add the Clerk's Department to his list of price quotes. She advised the Clerk it would probably be later on in the year and maybe some painting could be done before that. Also, she noted it would help if more files were out of the department too. Clerk Cooley advised they all had scanners at their desks and continually work at scanning in all the files. She said she had received a quote to scan in all the records they have stored in the warehouse and she was told it would cost approximately \$40,000.00. Commissioner Norem advised the Clerk she should check with Work One to see if they could provide help to do just strictly scanning for her.

Clerk Cooley then presented to the Board a copy of a Resolution, 2018-3, that was created by the Starke County Election Board, advising that a penalty would be enforced to any election candidate who is late in filing their Report of Receipts and Expenditures of Political Committee. She advised the Election Board has not specified the amount of the penalty. The State has a \$50.00 a day penalty in effect but she advised the Election Board did not want the penalty to be \$50.00 per day. Commissioner Norem advised an amount should be set. Commissioner Binkley advised the penalty needs to be applied to all delinquent reports and not to pick and choose as to who would be expected to pay a penalty. Clerk Coolie noted this Resolution announcement was just for their information. No action was necessary.

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

Commissioner Norem made a motion to approve the minutes of the May 21st meeting. The motion was seconded by Commissioner Chesak and passed with all ayes. Commissioner Norem made a motion to approve the Vendor Claims Docket in the total gross amount of \$374,962.25. Commissioner Chesask seconded the motion and it passed with all ayes.

Commissioner Norem made a motion to approve the Payroll Docket with the pay period ending on May 19th, with a pay date of May 25th in the total gross amount of \$254,901.65. The motion was seconded by Commissioner Chesak and it passed with all ayes.

IN OTHER BUSINESS TO COME BEFORE THE BOARD

Auditor Chaffins wanted to verify that the DLZ invoices for the Courthouse Elevator Project were to be paid out of the Courthouse Elevator County’s 10% Match Fund. Commissioner Norem advised that was correct but first they needed to be sent to Shawn at KIRPC for her authorization. Commissioner Norem advised they will be opening bids for that project on July 12th at 2PM. She advised the County did not receive any bids at their first meeting.

PUBLIC COMMENT

There being no 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 7:06PM.

JUNE 4, 2018

Don Binkley, President

Kathryn Norem, Vice-President

Charles Chesak

Commissioners

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

EXECUTIVE SESSION
Monday, June 11, 2018

The Starke County Board of Commissioners meet in an Executive Session, at 6:00PM, 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 in regard to a personnel matter pursuant to I.C. 5-14-1.5-6.1 part (b)(6)(B).

I can attest the only issue discussed at this meeting was in regard to a personnel matter. The meeting was adjourned at 7:06PM.

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