

## MONDAY, JULY 6, 2015

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, Kent Danford and Donald Binkley present and the following proceedings were held to wit:

The meeting was called to order by Commissioner President Kent Danford.

### **RE: EMS DEPARTMENT MONTHLY REPORT**

EMS Director Keith Emigh and Coroner Adam Gray appeared before the Board to discuss the use of a County Rig by the Coroner when a body would need to be transported for an autopsy. Director Emigh advised the Coroner has used a County Rig when needed for his Department since the first of the year at the expense of the EMS Department, for the cost of fuel. Coroner Gray noted he does have it in his budget to pay for that expense. He advised he would submit the total mileage he traveled when using the County Rig and will reimburse the EMS Department accordingly. Coroner Gray advised now that the Sheriff has received the two new Explorers the old Durango has been passed on to be used by the Coroner. He inquired about getting it painted a one tone color, and also inquired about obtaining municipal plates for the vehicle. The Board advised him to go ahead with the painting of the vehicle and have it painted by the same person who painted the EMS vehicle. Auditor Chaffins advised her Department will assist him in obtaining a municipal plate.

EMS Clerk, MaryLynn Richie, presenting the total amount received from Small Claims Court, \$209.00, and advised \$ 910.76 was received from Collections Attorney Jonathan O'Hara. She also provided a report of the number of runs for the month of June and the total amount of revenue received which is showing an increase over the same time period of 2014. The year to date revenue received as of June 30<sup>th</sup> was \$ 366,602.05.

Director Emigh advised they are still looking into new software for the EMS Department but noted they were advised by the State not to purchase Image Trend at this time until they received further information from the State. He also noted the Department has been working on updating their protocols, and they are working with IU Health Starke in regard to cost saving measures on pharmacy expenses. He also noted they are in the process of revising their Standard Operating Procedures.

In regard to their personnel he noted they have posted the openings for part time paramedics and EMTs due to the increased need for part time employees to fill in due to vacations and or resignations and maternity leaves. Director Emigh advised monthly departmental training is continuing and is also available to the local fire departments.

In regard to rig maintenance he advised they have routine maintenance done by the Highway Department. He also noted they have addressed the estimated expense of rig repairs to be incorporated into their 2016 budget request.

In regard to base maintenance he advised due to the large amounts of rain that has fallen they have been encountering an increased problem with bugs. He noted they called in an exterminator, Arrow Pest Control, and have established routine monthly maintenance at all three bases. Director Emigh advised he is continually looking for new vendors to save money on the purchasing of monitors for use on the rigs, and getting quotes for savings on their service contracts. He also noted he added into his 2016 EMS County General Budget the purchase of a new ambulance at the estimated cost of \$ 130,000.00. Commissioner Norem noted it was good for him to make the Council aware of his request but advised it would not be a County General expense; that such an expense would be paid out of the Cumulative Capital Development Fund and not out of County General.

### **RE: COUNTY HIGHWAY DEPARTMENT REPORT**

Since Highway Department Rik Ritzler was on vacation, Office Manager Rachel Oesterreich presented the County Highway's monthly departmental report. She advised in the month of June all work involved dealing with the massive amount of rainfall received in the County: dealing with road flooding, clearing trees off roadways, and replacing damaged culverts and roadways due to the water. Other than the water issue the department was able to crack seal for three days, cleared brush for 12 days, made 2500 tons of pug asphalt, mowing completed, and completed a bridge replacement.

In regard to the Road Improvement Program they were able to resume their paving operation in late June, noting they paved the County portion of Campbell Road in front of North Judson-San Pierre High School. They are expecting to complete the bulk of their scheduled paving in July and August since most of the asphalt is made, cured, and ready to go. She noted they will also begin their limited chip sealing program in early August. She also advised road patching was done throughout June and will continue into July. During the month of June they replaced or repaired seven culverts.

Rachel advised the mowing progress was hampered by the rainy weather but they were still able to mow 2,799 miles in June and the brush chopper is still working on its first circuit of the County whose progress was also slowed due to the rainy weather.

In regard to Local Bridge Replacements: Bridge 70 is complete and open; Bridge 79 is complete and was opened for traffic on July 2<sup>nd</sup>; Bridges 1 & 71 are both currently being designed with construction to begin later this summer.

She also noted the next round of bridge inspections is ongoing.

Rachel noted they added a tandem axle dump truck (#11) and a water/dust oil truck which was made possible by the extra help in the shop due to the third mechanic and they were able to refurbish the trucks themselves. They have plans to refurbish two other chassis that have been out of service to create two more spare trucks to assist with winter operations.

(Copies of both the EMS and the Highway Department's monthly reports are on file in the Auditor's Office.)

## **RE: AUDITOR'S BUSINESS: MINUTES, PAYROLL CLAIM, VENDOR CLAIMS**

In regard to the vendor claims docket, Commissioner Norem suggested they table all inmate medical claims until they can further review the County's contract with Quality Correctional Health Care. Commissioner Binkley made a motion to approve the vendor claims docket except those tabled medical claims, in the total net amount of \$ 603,888.40. Commissioner Norem seconded the motion and it passed with all ayes. Commissioner Binkley made a motion to approve the payroll claims docket for the pay period ending on June 20<sup>th</sup>, with a pay date of June 26<sup>th</sup>, in the total gross amount of \$ 207,380.53. Commissioner Norem seconded the motion and it passed with all ayes. Commissioner Norem made a motion to approve the Building Corporation Vendor Claims Docket in the total amount of \$ 261,383.35 that was already approved by the Building Corporation that morning. Commissioner Binkley seconded the motion and it passed with all ayes.

Commissioner Norem made a motion to approve the minutes of the June 15<sup>th</sup> regular meeting of the Board and the minutes of the June 24<sup>th</sup> Executive Sessions. Commissioner Binkley seconded the motion and it passed with all ayes.

Attorney Lucas presented a proposed "Purchasing Policy: Accounts and Local Preferences of July 6, 2015". He advised Auditor Chaffins had composed the proposed policy and he modified it. The policy addressed retail charge accounts and their approval by the Commissioners in order to establish an account; it addressed present county departmental accounts; a consolidation of the county's accounts with Sears; local purchasing preference—allowing up to 10% price variation; credit cards are prohibited, and personal use of county accounts is prohibited. Commissioner Norem advised the reason for creating this purchasing policy is in regard to establishing further internal controls in purchasing. Commissioner Binkley made a motion to approve the proposed purchasing policy, seconded by Commissioner Norem. The motion passed with all ayes and was signed by the Board and attested by the Auditor.

Commissioner Norem stated a special Resolution 2015-0706 was created in order to consolidate the County's present accounts with Sears. President Danford read the resolution into the record. The resolution states Sheriff Bill Dulin and Highway Department Superintendent Rik Ritzler will both sign off on their present Sears account in order for Sears to open an account in the name of Starke County which will allow any other Department needing supplies or equipment to be able to purchase them at Sears locally. Commissioner Binkley made a motion to approve the Resolution 2015-0706, seconded by Commissioner Norem. The motion passed with all ayes and was signed by the Commissioners and attested by Auditor Chaffins. (Sheriff Bill Dulin and Superintendent Ritzler have also since signed the Resolution.)

Auditor Chaffins presented a report on the County's only TIF District, the Sysco TIF. She advised the TIF District was established in the spring of 2006. At that time the Board of Commissioners created the Starke County Redevelopment Commission who held their first meeting of March 9, 2006. The RDC Board was comprised of John Goble, Dennis Estok, Bruce Fingerhut, Guy Gardin, and Kevin Kroft. The same members of the Redevelopment Commission were reappointed by the Board of Commissioners on February 19, 2007 but no minutes other than the March 9, 2006 minutes have been located. Auditor Chaffins further advised there are no employees of the RDC, nor did they incur any expenses. The total amount of revenue received from the TIF Sysco beginning in 2008 and up through the 2015 Spring Settlement totals \$ 15,427.71 and has been deposited into County General. She noted there are only five parcels of real property that makes up the TIF Sysco with two of those properties being Government Owned properties. (The complete report is on file in the Auditor's Office.)

Commissioner Norem stated the County Council has the authority to close a TIF District and she suggests the Board of Commissioners recommends to the County Council that they continue the TIF Sysco District. She also suggested the Redevelopment Commission be repopulated by the Board of Commissioners, and also recommend to the Council that they create a Fund designated for the TIF revenue and any future expenses of the TIF District would be paid out of that Special Fund.

Commissioner Norem made a motion to repopulate the TIF RDC Board. Commissioner Binkley

seconded the motion and it passed with all ayes. Commissioner Norem asked that the RDC appointments be placed on their next agenda.

**IN OTHER BUSINESS**

President Danford advised they had received a request from Assessor Rhonda Milner for the employees of the Assessor’s Department and some members of the PTABOA Board to attend an Assessor’s Conference in August for an estimated cost of \$ 5,330.00. Commissioner Norem made a motion to approve the request, seconded by Commissioner Binkley. The motion passed with all ayes.

President Danford advised he has a Letter of Engagement received from Peterson Consulting Services. Attorney Marty Lucas advised they provide a Capital Asset Management Program so that the County is in compliance with the GASB Capital Asset Annual Reporting. He noted it is a cost effective program. Commissioner Norem made a motion to approve the Letter of Engagement, seconded by Commissioner Binkley. The motion passed with all ayes.

Commissioner Norem made a motion to appoint Ken Porter to serve on the KRBC Drainage Board to fill the vacancy caused by the resignation of Board Member, Commissioner Danford. The motion was seconded by Commissioner Binkley and passed with all ayes.

Commissioner Norem advised in response to the email received from Weaver Boos in regard to vegetation/tree removal she has composed a Request for Quotes listing the mowing specifications of the project. Commissioner Danford made a motion to approve the proposed Request for Quotes, seconded by Commissioner Binkley. The motion passed with all ayes. Commissioner Norem asked Auditor Chaffins to put the Request on the Commissioners’ Letterhead and send to all of the Surveyor Dennis Estok’s mowing contacts. She also noted there are still no noticeable results in regard to the gas monitoring at the landfill site.

Commissioner Norem advised she has received a request from the Starke County Historical Society to conduct Courthouse Tours during the Harvest Festival in September, and also during the Wood-Starke Event on August 29<sup>th</sup>. The Board agreed to allow the tours as long as a Maintenance Person is present.

Commissioner Norem advised of some sewer line repair work taking place on the south side of the Courthouse. She stated the clay sewer tiles leading away from the Women’s Restroom on the south side of the Courthouse, out to the street, has collapsed and needs to be replaced. They are currently in the process of digging up the tile in order to replace it.

President Danford advised he will read a statement in regard to the response to an Employee Grievance filed by former Veterans’ Service Officer Terry Turner. He stated since the employee was an at will employee he was discharged without cause in keeping with the Starke County Handbook section 5.07-E. President Danford stated that was it and the meeting is now adjourned. Terry Turner stated he wants his printer back that is in the Commissioners’ Office. Commissioner Norem advised she will meet with the Auditor the next day to review the documents on the printer since the County shows Mr. Turner being reimbursed for a printer. Mr. Turner stated she wasn’t talking about the correct printer as the VA supplied a printer. Commissioner Norem advised they will look into the issue.

The meeting adjourned at 7:15PM.

**JULY 6, 2015**

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Kent Danford, President

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Kathryn Norem

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Donald Binkley

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