

# ATTN: THIS IS A DRAFT--NOT YET APPROVED BY COMMISSIONERS

July 21, 2010

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in special session at 4:30 PM in the Annex meeting room, Knox, Indiana, with Dan Bridegroom, Kathy Norem, and Jennifer Davis present. Also present was Mark Smith (Council), Todd Samuelson (Umbaugh), Brittany Dollar (Umbaugh), and Gary Fisher (RQAW). The following proceedings were held to wit:

## **IN RE: CAMS (Capital Asset Management Strategy)**

Todd Samuelson (Umbaugh) presented a draft (for discussion purposes only) copy of a Comprehensive Financial Plan to those in attendance. This document is the foundation for an operating, debt service, and capital improvement management plan. Members will thoroughly study for an in-depth discussion at the next meeting.

Gary Fisher (RQAW) completed a review of departments current and anticipated future space needs. From those interviews, Gary presented a preliminary possible projects list. Further discussion will be needed in conjunction with the review of the Comprehensive Financial Plan.

**The next meeting will be held Wednesday, August 4, 2010 at 2:00 PM in the Commissioners meeting room in the annex.**

Kathy Norem made a motion to adjourn the meeting. Jennifer Davis seconded the motion with 3 ayes.

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Dan Bridegroom, President

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Kathy Norem, Vice President

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Jennifer Davis

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Michaelene J. Houston, Auditor and  
Secretary to the Commissioners

July 30, 2010

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in regular session at 9:00 a.m. in the Annex meeting room, Knox, Indiana, with Jennifer Davis absent and the following proceedings were held to wit:

## **IN RE: ATTENDANCE**

Others in attendance include the County Attorney, Martin Lucas; Chirag Patel, Project Engineer with Wightman Petrie; Kimberly Baker, K.I.R.P.C.; Paul Warnke, K.L.R.S.D. President; and Bob Aloï, K.L.R.S.D. Board Secretary.

## **IN RE: KOONTZ LAKE REGIONAL SEWER DISTRICT**

This meeting was called to discuss the overview of the project and roles of Starke County K.I.R.P.C. and K.L.R.S.D.

All documents will be executed by the county and all grant money will be sent to the county. All invoices will be paid by the County Auditor after approval by the K.L.R.S.D. No monies will be paid out until the funds are deposited with the county.

Kim Baker presented papers showing dates of all aspects of the engineering, grant administration and construction. Copies on file in the Auditor's Office.

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Item #1, the sub-recipient agreement between K.L.R.S.D. and Starke County has not been seen by the county attorney or the commissioners. Paul and Bob will locate this agreement and get it to Martin Lucas for approval. Once approved and signed, they will be sent to Kimberly Baker.

Since federal dollars are involved, all OCRA guidelines must be followed and the county needs to procure a grant administrator. Proposals must be submitted to the auditor by August 2, 2010, at 4:00 pm. A review committee will be set up and the members will be appointed by the commissioners.

Paul Warnke questioned that K.L.R.S.D. has a contract with Wightman Petrie and now they must get the ok for all the money to come from the county per the grant agreement. He feels that payment of invoices will have an additional 30 days added. Kimberly Baker explained that this grant involves federal dollars and the county to execute the grant agreement, so that is how it has to be. The K.L.R.S.D. is receiving grant money and loan money from the U.S.D.A. and \$1 million from O.C.R.A.

The grant was awarded 6-18-10 and mailed out 6-23-10. The county has not received this letter and contract as of this date. Kimberly will call O.C.R.A. to get another copy sent. Dan Bridegroom requested that she gets e-mail copies if possible and e-mail them to Martin Lucas and Kathy Norem as he will be gone the week of August 2<sup>nd</sup>.

There is an 18 month start to finish date on this project and the 18 months starts 6-30-10. The project must be completed by 12-31-11. There was much discussion on this as it is felt that this is an unrealistic time frame. The construction can't start until the ground is thawed, possibly as late as March 2011. The construction costs could escalate if forced to start earlier to comply with the December 31 finish date. An extension could be requested, but Kim has never seen one granted. If the extension is not granted, OCRA may ask for money already spent to be returned by the county and the K.L.R.S.D.

It is up to K.L.R.S.D. to decide if they want to proceed with the grant. They will be calling a meeting as soon as possible, with posting requirements the earliest date would be 8-4-10. The commissioners worried about signing anything before the K.L.R.S.D. meeting, but Kim Baker said if the county signs and the K.L.R.S.D. decides not to pursue the grant any further, neither will have any problems getting future grants.

Chirag Patel from Wightman Petrie asked if change orders must be signed by the county or the K.L.R.S.D. Kim stated that the commissioners can assign someone on the K.L.R.S.D. to take care of this if they want to.

There being no further business to come before the board, Kathy Norem moved to adjourn seconded by Daniel Bridegroom with 2 ayes.

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Dan Bridegroom, President

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Kathy Norem, Vice President

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ABSENT  
Jennifer Davis

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Michaelene J. Houston, Auditor and  
Secretary to the Commissioners

**August 2, 2010**

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in regular session at 9:00 a.m. in the Annex meeting room, Knox, Indiana, with Dan Bridegroom absent and the following proceedings were held to wit:

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## **IN RE: MINUTES**

Jennifer Davis moved to approve the minutes of the 7-19 and 7-21-10 commissioner minutes seconded by Kathy Norem with 2 ayes.

## **IN RE: PAYROLL AND VENDOR CLAIMS**

Jennifer Davis moved to approve the payroll claims seconded by Kathy Norem with 2 ayes.

Jennifer Davis moved to approve the vendor claims including a declaration of emergency claim for the jail to Arctic Air in the amount of \$20,332.02 out of Cum. Cap. Funds seconded by Kathy Norem with 2 ayes.

Kathy Norem moved to approve a claim to S.R.I. for postage for the tax sale in the amount of \$2780.00 seconded by Jennifer Davis with 2 ayes.

## **IN RE: E.M.S./E.M.A.**

Mary Lynn Ritchie presented write offs in the amount of \$5024.93. Jennifer Davis moved to approve seconded by Kathy Norem with 2 ayes.

Receipts from Small Claims were received in the amount of \$987.03 and from O'Hara Collections in the amount of \$572.49.

Three grants for the E.M.A. that Mary Lynn had worked on before Ted Bombagetti was hired were awarded and received. One for the partial reimbursement of the E.M.A. director's salary for \$8703.00, one for G.I.S. Enhancement for \$14,891.62 and one for R.A.C.E.S. Enhancement in the amount of \$4267.78.

Mary Lynn also reported that she and Ted attended a class on I.G.S. grant management.

Mary Lynn submitted an E.M.S. financial report to the commissioners.

Lisa Burger, E.M.S. Director, reported that the construction was done on the two bases and she is happy with the work done.

Jennifer Davis moved to approve Doug Allen's claims for E.M.S. base repairs in the amount of \$13,800.00 pending council approval of funds seconded by Kathy Norem with 2 ayes. (Claim had already been approved with regular claims earlier as well.)

## **IN RE: HIGHWAY**

Steve Siddall, Highway Superintendent, submitted a copy of a letter he received that stated that we did not receive funding from the state on C.R. 500N.

Jennifer Davis moved to approve moving the Environmental Waste Management offices to the Highway Garage from their current location on Main St. at the end of September or early October (the end of their current lease) seconded by Kathy Norem with 2 ayes.

Steve reported that Ben Osinski, Auctioneer, is willing to take vehicles or all items to his consignment sale. Steve stated that we would have to haul it out there and he would prefer not to. The squad cars for sale would require painting rather than just remove the decals, as you cannot sell them if they are two-toned. We may have to sell these to another government unit or sell them as scrap, because repainting would cost more than we could get for the vehicles.

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The auction date has to be changed due to publication requirements. The date will be decided at the next meeting.

## **IN RE: ENERGY GRANT BID PROPOSAL**

Only one bid was received for materials for the energy grant. It had to be rebid due to the "Made in the U.S.A." requirements. The bid was from Banner Electric, Plymouth, Indiana, and it was for \$29,192.40. A waiver was included as some of the items required do not have a U.S. source. Jennifer Davis moved to take the bid under advisement until the next meeting seconded by Kathy Norem with 2 ayes.

## **IN RE: C.R. 300 E PROJECT ENGINEERING CONTRACT**

Charlie Weaver brought the contract for the C.R. 300E project for engineering. The contract is with Lawson-Fisher Associates, P.C. He is asking for approval from the board and the authorization for the board to sign. Jennifer Davis wanted to make sure it was disclosed that this contract is of no personal or financial benefit to Charlie Weaver or the Development Foundation. Kathy Norem moved to approve the contract seconded by Jennifer Davis with 2 ayes. The project will be bid in late 2012 and construction will begin in 2013.

## **IN RE: KOONTZ LAKE SEWER PROJECT GRANT**

Bob Aloï, Secretary to the Koontz Lake Sewer District, summarized the grant for the commissioners. If the commissioners approve the grant application, they can rescind it later, up until the contracts are approved.

Jennifer Davis would like in writing all the details with both parties and the commissioners being able to rescind.

Bob wants to discuss with their engineers and attorneys the probability of meeting timelines, etc. Jennifer wants to make sure there are no penalties and that they are not locked into anything. She wants all of this in writing.

Jennifer Davis moved to approve the grant application. Motion dies for lack of a second.

Bob Aloï is researching and trying to get this all together.

The RFQs for grant administrators is due today by 4 pm. (Auditor's note: Only one RFQ was received and it was from K.I.R.P.C.)

## **IN RE: DRUG FREE COMMUNITY FUNDS**

Jennie Carter requested permission to go to the council to appropriate funds for the Drug Free Community. Jennifer Davis moved to approve seconded by Kathy Norem with 2 ayes.

## **IN RE: JAIL INSPECTION**

Kathy Norem submitted the jail inspection and plan of compliance reports and the fire inspection report to the media.

Kathy gave a verbal report on the jail inspections and the re-inspection. Written reports are on file in the Auditor's Office.

Oscar Cowen, Sheriff, reported on what they are doing to comply with the findings. The lighting is being replaced and is more compliant with the inmate

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facility type of lighting. They are repairing a lot of things as suggested by the jail inspector and the fire marshal.

He is bringing in a new person who will be the jail commander and who will also head up the compliance to the inspection. Jennifer Davis stated that she would like to see in a daily e-mail the things that are being done to move towards being compliant within the required 30 days. A log consistent to the compliance.

Kathy suggested taking the inspection report and writing the date completed next to each item (violation) and send that to the commissioners. Kathy will meet with Oscar every Friday morning to go over the compliance results.

Kathy feels that the video system at the jail needs to be updated and needs to include sound. She has Bob Smith, I.T. Director, looking into getting quotes.

When Sharon Lemke retires at the end of August, Oscar is to use that slot for a jailer. When Bob Sims retires he is to use that slot for a jailer as well and use the Community Corrections fund for a part time jailer. Oscar stated that he had already hired someone for Bob's slot and Kathy told Oscar to use him as a jailer. Kathy feels he needs two jailers per shift. They discussed ways to accomplish this.

The commissioners want to have a written action plan in place before the inspector comes back.

Terry Turner with Newshawk asked about the costs for a new jail. The commissioners told him to come to the C.A.M.S. meeting on Wednesday.

## **IN RE: REQUEST FOR NEW SQUAD CAR**

Oscar Cowen, Sheriff, requested permission to go before the council for a new squad car. Jennifer Davis moved to approve seconded by Kathy Norem with 2 ayes.

Oscar submitted a monthly incident report and a U.C.R. Code report to the commissioners.

## **IN RE: BUILDING CODE ORDINANCE #2010-15**

Bruce Williams, Planning Commission Director, submitted the building code ordinance with the amendments requested by the commissioners. He showed the commissioners where they had changed Section 19 to meet the commissioners' requirements. Martin Lucas, County Attorney, informed the commissioners that they could appoint themselves as the "building code review board". Kathy Norem moved to approve the ordinance as amended seconded by Jennifer Davis with 2 ayes. Kathy Norem moved to have the commissioners comprise the building code review board for the time being seconded by Jennifer Davis with 2 ayes.

Bruce asked the commissioners if they had any questions on the Appendix A of the Wind Energy Ordinance.

The commissioners are going to set up a follow up time on the problems at Koontz Lake to go out with Bruce and Dave Singleton to check out the situation.

## **IN RE: AIR CONDITIONING PROBLEM-CLERK'S OFFICE AT COURTHOUSE**

Evelyn Skronski, County Clerk, informed the commissioners that two of the air conditioners in her office need replaced. One is not functioning at all and the other one has no knobs so it has to be plugged in and unplugged in order to turn it on and off. Due to the extreme heat, Kathy Norem declared this an emergency

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and moved to authorize the purchase of two window units not to exceed 10,000 BTUs to be paid out of Cum. Cap. Funds seconded by Jennifer Davis with 2 ayes.

The commissioners need to look at another alternative for air conditioning at the courthouse other than window units.

There being no further business to come before the board, Kathy Norem moved to adjourn seconded by Jennifer Davis with 2 ayes.

ABSENT

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Dan Bridegroom, President

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Kathy Norem, Vice President

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Jennifer Davis

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Michaelene J. Houston, Auditor and  
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