

**Monday, August 1st, 2011**

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in regular session at 9:00am in the Annex meeting room, Knox, Indiana, with Dan Bridegroom, Kathy Norem, and Jennifer Davis present and the following proceedings were held to wit:

**RE: PAYROLL AND VENDOR CLAIMS**

Commissioner Bridegroom presented the pay claims for the period dated August 1st, 2011. Commissioner Davis made a motion to approve the claims for payment except for the two claims submitted by the Assessor's office to be reimbursed for meeting expenses; seconded by Commissioner Norem. (They stated the claims were not submitted correctly.) The motion passed with all ayes. The amount of the approved vendor claims totaled \$316,325.51

Commissioner Norem made the motion to approve the payroll claim for the pay period ending July 23rd, 2011, in the amount of \$165,281.48, seconded by Commissioner Davis; passing with three ayes

**RE: MINUTES**

Commissioner Norem made the motion to approve a draft of the minutes of the July 18<sup>th</sup>, meetings and the July 21<sup>st</sup> Special Session and Executive Session. Commissioner Davis seconded the motion. The minutes were approved with three ayes. The final minutes of the July 5<sup>th</sup> & July 6<sup>th</sup> meetings were then signed.

**RE: EMS**

Mary Lynn Ritchie, EMS Clerk, presented to the Board a listing of the month's uncollectable accounts totaling \$ 1217.92. Commissioner Davis made a motion to approve the list; seconded by Commissioner Norem. The motion passed with all ayes. Mrs. Ritchie also advised them of \$434.31 collected from Jonathan O'Hara and \$131.00 received from the Starke County Clerk for accounts that were in collections. She also presented a report she had completed showing a breakdown of the billings for the month of July, and previous months' percentages of past due billings. She advised approximately 30% of the runs is transfers. EMS Director, Paul Mathewson, also appeared before the Board and advised two EMTs, and one firefighter, have been accepted into an ALS training program. Commissioner Norem advised that the program, offered by St. Mary's, is a nine month accelerated program for paramedic training. The two accepted into the program are Monica Combs and Travis Clary. Mr. Mathewson inquired about the vehicle that is to be provided to him, as is part of his benefits package. Commissioner Norem advised she had spoken to Steve Siddall, County Highway Superintendent and he advised there is an older Ford Explorer that is available. But, the truck would need a battery, tires, brakes, oil change, and intake gasket repaired. The total costs of the repairs would be approximately \$1500.00, with Steve advising that is an estimate of repairs and not a quote. Also, the vehicle would need plates, and he was not sure about insurance coverage. Mr. Mathewson advised the vehicle would also be used as a paramedic chase vehicle. Commissioner Norem made a motion to make repairs to that vehicle, and have it insured and plated for the EMT Director, the funding to be transferred from Cum. Capital to County General, EMS Department. The motion was seconded by Commissioner Davis and passed with all ayes. Mary Lynn also inquired about a telephone for the new director, and that the telephone will probably have to be switched from Centennial to AT&T. Commissioner Bridegroom advised he will be the contact person for the telephone situation, and will attempt to get all of the county's cell phones on the same countywide plan.

**RE: COUNTY HIGHWAY**

Ken Minett, of Butler, Fairman and Seufert Co. of Indianapolis, IN appeared before the Board to give a report on the status of the county's bridge projects. He stated on Bridge 156, he just received word this morning that the DNR permit had been approved. He advised he will bring hard copies with him to the meeting on Thursday, August 4<sup>th</sup>. He advised that he has the preliminary plans for bridges 9 & 62. Bridge 9 will be a forty foot span bridge, and Bridge 62 will be a 49 foot bridge. He inquired if the plans for Bridge 9 could be submitted to Steve for DNR, CORE, & IDEM permits. Also, on Bridge 62, a determination regarding wetlands is still being made. Steve Siddall reminded the Commissioners of the need for a project manager for the Bridge 156 as was discussed in the beginning of the project. He passed out paperwork from Butler, Fairman, & Seufert, a Supplement Agreement No. 1 For Construction Inspection Services, an agreement to provide a part time inspector with an expense not to exceed \$29,000.00. Mr. Minett advised they charge cost plus, which is an hourly rate, plus mileage. The hourly rate will depend on the class of the inspector. He stated the agreement would be supplemental to the original agreement. He advised his company could provide the inspector. A discussion followed with the Board requesting Steve look into being qualified to do inspections in the future. Marty Lucas reviewed the contract and advised it was a standard contract, and the total maximum expense with

that company will be--not to exceed \$72,500.00. Also, it was a supplement to the original agreement. Commissioner Davis made a motion to hire Butler, Fairman, & Seufert to complete the inspections; seconded by Commissioner Norem. The motion passed with all ayes.

Steve advised the department should start chip and sealing this month. Commissioner Norem inquired as to what maintenance has been done to bridges, and Steve replied that the concrete decks need to be sealed. He advised the salt and sand is hard on bridges and ideally the concrete should be sealed every two years. Commissioner Bridegroom stated, contrary to an earlier meeting, he has received new information regarding additional houses being built on CR100W, south of CR800S, and therefore has asked the County Highway Dept. to chip & seal that stretch on the roadway, ending at 100 feet past the last home on that road. He also received a request to settle the dust on the county line road, east of SR39. Ken Minett reminded the Commissioners of the meeting on Thursday, Aug. 4<sup>th</sup>, and requested the bid be awarded that day, to keep the project moving.

#### **RE: YELLOW RIVER DEBRIS REMOVAL PROJECT**

Edwin Buswell, of KIRPC, appeared before the Board to request signatures on the "Resolution Authorizing the Submittal of a Disaster Application to the Indiana Office of Community and Rural Affairs and Addressing Related Matters". Dennis Estok, Starke County Surveyor, advised that an application for a grant had been submitted through OCRA as part of the stimulus package. The grant would allow for the cleanup of the Yellow River, from US35 east to the Starke-Marshall county line. He advised log jams are causing the erosion of the river banks, which in turn causes the loss of land. Mr. Buswell advised the county match for the grant would be \$5000.00, and Mr. Estok stated it would be paid from the Yellow River Basin Fund. Mr. Buswell advised the grant would be for \$190,140. Commissioner Norem made a motion to approve the signing of the resolution; seconded by Commissioner Davis. The motion was approved with all ayes. Denny advised once the grant is awarded, the time frame for the beginning of the project would be late fall, or early winter. Copies of the paperwork are on file in the Auditor's Office.

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

Recorder, Lisa Minix, was present at the meeting and introduced a concern of the county attorney and the contract with the software vendor, FIDLAR. Marty Lucas addressed the Board with his concerns which included the Bulk User Agreement; the portion of the contract that addresses liquidated damages; and the creation of exclusivity of proprietary data. He suggested one of the Commissioners assist in negotiating the contract. Commissioner Bridegroom will be the Commissioner to work with Mr. Lucas, and Commission Bridegroom requested the Recorder check with surrounding counties to see how they address these concerns.

The Auditor, Katherine Chaffins, requested the Commissioners develop a policy for addressing insurance companies wanting to supply supplemental insurance coverage to county employees. The Commissioners do not want to address individual insurance companies' presentations during a regularly scheduled Commissioner meeting. Commissioner Davis suggested establishing a policy in which the Auditor would present information to the Commissioners as it is presented to the Auditor's Office, they in turn would review and make recommendations back to Dona, the HR Deputy Auditor, who would then contact the companies and advise them if they will be asked to attend a yearly meeting with the Commissioners. At the yearly meeting the Commissioners will decide which companies can offer insurance products to the employees. The meeting for this year will be scheduled for the last week of September. In future years the meeting will be held in June or July.

James Coad, Annex Building Maintenance Custodian, appeared before the Board along with Penny Huffman, Sales Service Representative, and Will Slone, Sprinkler Sales Associate of SimplexGrinnell, a company that provides fire safety equipment and inspections. They presented the Board with price quotes for providing annual inspections of the fire equipment at the Jail, the Courthouse, the Annex Building, and the Highway Department. They advised the pricing would be good for three years. They also provided pricing for having inspections performed quarterly, which is according to Indiana code. They also advised the billing would be filed after the inspection is completed. They could bill quarterly, instead of annually, if the county chooses. Simplex advised they do not replace fire extinguishers. That is a service the County receives from Frtiz Fire Service on a will call basis. After reviewing the contract, Marty Lucas advised he considered the contract, Drakonian, severely one-sided. Ms. Huffman stated the contract proposed was a corporate template contract and if Marty chooses they will review his recommendations for change, and return the contract. Marty is concerned with the company's limited liability clause. He would like to see the input from the county's liability insurance company concerning Simplex's limited liability. The Commissioners advised the Auditor should include these amounts in the 2012 budgets for those departments that were in the proposals, and also the estimated costs for fire extinguisher replacements.

Sheriff Oscar Cowen appeared before the Board to inform them of a procedure he had learned of at the last conference he attended. He presented a copy of a card that could be completed at the scene of an accident, when county property has been damaged. The card would contain the number of the accident report, or incident report, so that the county highway department would know which report to get a copy of, to receive the information of the party who had damaged the county property, and seek restitution from that party, or their insurance company, for the county. He advised there appeared to be a lack of communication now between the police department and the county highway department when county property had been damaged in the past. The Commissioners agreed with the idea, and Steve Siddall advised he would have copies of the card made up.

Ted Bombagetti, the EMA Director, appeared before the Board to present to them a copy of the paperwork from FEMA, a reimbursement for the April 28<sup>th</sup> Robbins Ditch Levee Break. The amount approved was in two parts: one for the levee repair in the sum of \$20,115.88 and the second amount was for the repairs and replacement of Range Road for the sum of \$25,687.86, for a total amount of \$45,803.74. FEMA will reimburse the County for 75% of the total costs, totaling \$34,352.80. A copy of the FEMA paperwork is on file in the Auditor's Office.

Commissioner Bridegroom stated he had received a request for keys for Paul Mathewson and Joe Short, which he signed. He also advised he will be attending a meeting, that afternoon, at 1:00PM, with Lawson-Fisher Associates, Charlie Weaver, and Steve Siddall, regarding the CR300E project. He also advised, regarding the electrical lighting grant, someone will be here next month to conduct an inspection. In the event he won't be present at that time, he asked James Coad to handle the tour.

The Commissioners addressed the situation of the destruction of public records. Commissioner Davis requested a report from the Clerk, as she is the keeper of the records for the County.

Commissioner Davis made a motion to proclaim all county flags be flown at half-mast from Monday, Aug. 1<sup>st</sup> through Friday, August 5<sup>th</sup>, at sunset, in honor of MIA, Viet-Nam Veteran, Andy Howes. Commissioner Norem seconded the motion, and it passed with all ayes. Commissioner Davis advised she would document the proclamation.

Marty Lucas advised he would like to see the Yellow River Debris Removal Project be brought before the County's Drainage Board, for their approval, before he signs the agreement.

Commissioner Davis made a motion to adjourn the meeting, seconded by Commissioner Norem. The motion passed and the meeting was adjourned at 11:40AM.

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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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Katherine Chaffins, Auditor &  
Secretary to the Commissioners

### **EXECUTIVE SESSION**

Monday, August 1, 2011

The Starke County Board of Commissioners meet is a special executive session, at 3:00PM, in the Annex meeting room, Knox, IN and the following proceedings were held to wit:

The meeting was called to discuss personnel issues in the County.  
I can attest, the only issue discussed at this meeting was the county's personnel.  
The meeting was adjourned at 3:43PM.

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Katherine Chaffins, Auditor &  
Secretary to the Board of Commissioners