

Monday, August 4, 2014

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in regular session at 9:00AM in the Annex Building Meeting Room, Knox, Indiana with Jennifer Davis, Kathy Norem, and Kent Danford present and the following proceedings were held to wit:

President Jennifer Davis called the meeting to order at 9:00AM. She advised the first item on the agenda will be the opening of the bids received on the Bridge 31 and Bridge 86 replacement projects. County Attorney Marty Lucas verified with the County Auditor Chaffins that all bids were received in a timely manner and proceeded with the bid openings. He announced the following bids received: JCI Bridge Group, Bridge 31: \$323,121.00; JCI Bridge Group, Bridge 86: \$318,110.76; LaPorte Construction, Bridge 31: \$302,099.42; and LaPorte Construction, Bridge 86: \$303,018.94. County highway Superintendent, Rik Ritzler, advised Bridge 31 is on CR800E over Eagle Creek, and Bridge 86 is located over the Bogus on CR900S. The Superintendent advised Mark Wilson of JPR and Bob Lorenz, the County's Construction Inspector will meet in the Break Room and review the bids checking for compliance per the advertised bid specifications. He advised he will be joining them following his departmental report to the Board, and they will report back later on in the meeting.

EMS MONTHLY REPORT

EMS Interim Director Keith Emigh and Clerk MaryLynn Ritchie appeared before the Board to present their monthly report. Clerk Ritchie advised a total of \$1,456.01 had been received from the Clerk of Starke County from Small Claims Court, and \$685.73 from Collections Attorney, Jonathan O'Hara. She also presented a report of the monthly runs and monthly revenue for the month of July. Interim Director Emigh stated everything has been running smoothly. He advised they just hired three new part time paramedics and one of them is an EMT that just completed his ALS training, Kurt Mosher. Director Emigh also noted the flag pole at the Knox EMS Base has been taken down and is being repaired. He also advised he has been looking into the possibility of the creation of a service fee for working the surrounding festivals such as the Mint Festival, the Bass Lake Festival, the Yellowstone Trail Festival, and the 4-H Fair. He stated he had checked with the surrounding counties, and only LaPorte County currently charges a fee of \$25.00 an hour per employee and \$10.00 an hour for the rig. The festivals pay the employees directly and the County for the ambulance fee. He stated the other counties work that expense into their budgets and then don't share extra for the festivals. Commissioner Norem asked him to put his proposal in writing and then present it to the Board.

Interim Director Emigh then inquired in regard to the subject of the paramedic program expansion to the North Judson base and the Grovertown base. Commissioner Norem stated Council President Dave Pearman had presented a great report that should be used in the County as a model for future projects. She acknowledged she did have some questions but she had discussed them with Councilman Pearman. She noted there will be a need for additional equipment at an approximate cost of \$65,000.00 and other operational expenses but that does not include any additional revenue the program will see. She noted the expense of the needed equipment could be paid from the Commissioners' capital budget and the operational expenses be paid out of the EMS budget. Commissioner Norem stated she would like to see the paramedic program be expanded to both bases, beginning now to the North Judson base and incorporate those expenses out of this year's budget, and then to the Grovertown base in 2015 and add the needed extra funding into the proposed 2015 EMS budget. Commissioner Norem also pointed out she is adamantly opposed to agreeing to the MOU with IU Health-Starke. She stated she is strongly against transferring out patients that are capable of being treated at the Knox hospital, and the transfers out are a huge economic problem when the county's hospital isn't being supported. Emigh stated the IU-Health Starke only has a surgeon ten days out of the month. Commissioner Norem stated that is IU Health's problem as they need to better plan for their staffing. She also noted she realizes not all issues can be handled here at Knox but they currently are sending patients to LaPorte for procedures which could be done at Knox. Emigh noted he wants to see the patient receive the best care possible. Commissioner Norem made a motion to approve the expansion of the EMS Paramedic program to the North Judson base immediately and to the Grovertown Base on January 1, 2015. Commissioner Danford seconded the motion and it passed with all ayes.

COUNTY HIGHWAY DEPARTMENT MONTHLY REPORT

County Highway Superintendent, Rik Ritzler, appeared before the Board and presented his monthly departmental report. He advised the County's mowing program is progressing as planned, noting he had reduced the number of mowers from 5 to 4 to allow an additional driver to assist with the chip sealing and paving. Superintendent Ritzler advised during the month of July the department has chip sealed 47 miles of roadway at a total cost of \$325,117.86, equating to \$6,917.40 per mile. He noted they still have another round of chip sealing planned and may do as many as 20 extra miles. The Superintendent noted the department has also begun paving with the pug asphalt they made in June, stating a total of 6.5 miles of roadway has been paved. He noted also planned for this month is 20 miles of crack sealing and 6 miles of fog sealing along with the planned paving. Superintendent Ritzler commended the paving crew of Ricky Fisher, Tony Dowd, Louis Sommerfield, George Pranger, and Ralph Saine who worked hard and the department was able to pave and chip seal more miles than they ever had in a month's time.

Superintendent Ritzler then presented the specs sheets for the replacement of Bridges 70 & 79. He advised the bids will be advertised to be opened at their October 6th meeting, and the replacement construction will begin next spring. He also noted the emergency repairs to Bridge 27 have begun and are on schedule for an August 15th completion date. He advised the bridge will be re-opened as soon as the bridge inspector gives the approval for reopening. He stated the bridge maintenance crew has completed the sealing of all the concrete bridge decks and railings which will help preserve the bridges and reduce repair and replacement costs.

Superintendent Ritzler then presented to the Board a listing of additional roads to be added to the County's Road Inventory. He advised the roads presented are a total of 8.9013 miles which will be submitted to the State and will increase the amount of revenue received from the State. Commissioner Danford made a motion to approve the presented roads be added to the County's Road Inventory, seconded by Commissioner Norem. The motion passed with all ayes. The newly added roads are as follows: CR350S off CR750E, .33 miles; Rosebud Court, .10 miles; Rosewood Lane, .38 miles; Chesapeake Run Sub-division—all roads: Chesapeake Run, .222 miles; Jones Drive, .0106 miles; Hagen Circle, .0546 miles; Masters Way, .3066 miles; Sawgrass Dr., .1295 miles; Brooks Bluff, .1444 miles; Palmer Circle, .0475 miles; Quail Run Sub-division: Fox Crossing, .2656 miles; Quail Run South, .1586 miles; Quail Run East, .1301 miles; CR860E. off CR50S, .20 miles; Garba Street, .25 miles; Kamar off CR350W, .26 miles; Angela Drive off Toto Road, .18 miles; Slipaway Bay (all roads), Shipping

Lane West, .2262 miles; Shipping Lane East, .1610 miles; Anchor Drive, .213 miles; Canoe Court, .0637 miles; Captain's Court, .0602 miles; Navigator Drive, .0644 miles; Peppermint Road off CR100E, .20 miles; Spearmint Road off CR100E, .15 miles; Hillcrest Road off S. CR600W, .27 miles; S. CR590W off CR600W 700S, .20 miles; W. CR250S off Range Road, .30 miles; S. Fernwood off CR200S, .50 miles; E. CR250S off CR700E, .25 miles; S. 750E off 50S, .23 miles; E. 75N. off SR23, .50 miles; E. Frost Ave. off 1100E., .22 miles; Wild Rose Dr. off 700E, .55 miles; W. 250S. off 100W., .25 miles; 675E off 250S. near 700E, .17 miles; Lakewinds Blvd. off 650S., .35 miles; Linwood Ave. off 600E., .25 miles; CR400E off 210, .40 miles; Calumet Ave., .0264 miles; Kramer Lane, .1267 miles. He advised from these additional miles to the County's Road Inventory, the County will receive an added \$255,000.00 to their paving budget for next year. Commissioner Danford made a motion to approve the one road deletion from the County's Road Inventory: Railroad off 900S, .1256 mile. Commissioner Norem seconded the motion and it passed with all ayes. The Superintendent also noted the four way stop at Sporty'z at Bass Lake will be installed as soon as the remodeling project is completed at Sporty'z.

ASSESSOR'S REQUEST, PRINTING OF FORM 11

Assessor Rhonda Milner appeared before the Board to request approval to hire a company to print out the Assessor's Form 11 and process the mailing of the forms to the property owners. She presented the following price quotes: The Master's Touch, \$2,693.50 for the supplies, \$6,033.00 for the postage; Worrell Corp., \$4,981.78 for supplies, \$4,280.88 for the postage; and L & D Mail Masters, supplies \$3,307.00 and postage \$8,323.00. Assessor Milner advised The Master's Touch is the company utilized by the Treasurer's Department. Commissioner Danford made a motion to approve The Master's Touch to provide the printing of the Form 11 statements, seconded by Commissioner Norem. The motion passed with all ayes.

IT DIRECTOR REQUEST, COMMUNICATION SERVICES TO THE GROVERTOWN EMS BASE

IT Director, Joe Short, appeared before the Board to request permission to enter into an agreement with MediaCom to provide internet, telephone, and basic cable to the EMS Grovertown Base, for the cost of \$ 89.95 per month. Director Short noted in the past the internet service had been provided free by the internet company but they are no longer providing that service, and the base has never received any type of television signal. He advised he contacted MediaCom who can provide all three services but the agreement is for a three year period. Commissioner Norem made a motion to approve the MediaCom agreement, seconded by Commissioner Danford. The motion passed with all ayes. In regard to setting up the proper tax software authorizations for the Treasurer's Department, he advised he has completed the Deputy Treasurer's authorizations prior to the meeting, and will be completing the modifications to the Treasurer's authorizations following the meeting. Director Short also noted that his Deputy, Matt Voltz, has resigned from his position, and the employment opening has been posted.

CR300E & SR8 INTERSECTION PROJECT, CHANGE ORDER # 1

Charlie Weaver, Director of the Starke County Economic Development Foundation, and Robert Aloï, of Territorial Engineering appeared before the board to present Change Order # 1 to the CR300E SR8 Intersection Project. Director Weaver stated in order to keep costs down when the project was bid out the issue of a deceleration lane on SR8 was not included in the specs for project construction. But since the construction bids came in low and the original construction project contract was for \$506,500.00 and the approved grant amount for construction was \$766,700.00, this change order will only be increasing the original cost by \$70,000.00 up to a total of \$576,500.00. The total cost of the change order including administration & legal expenses, engineering fees, project inspection fees and contingencies along with the construction fee is \$100,000.00. Director Weaver advised they were asking for the budget to be increased by \$100,000.00 since they need to show the legal expenses for the EDA grant. He also noted the listed contingencies expense should not be needed but was done to be in compliance with the EDA Grant. Commissioner Norem inquired as to why the County couldn't save money by utilizing their own construction inspector instead of the \$4,000.00 inspection fee and noted there could be a problem when the designer of the project also acts as the inspector. Both Director Weaver and Engineer Aloï stated since Territorial Engineering is already familiar with the project it makes the most sense not to bring in a new inspector at this time. There was a brief discussion in regard to utilizing the County's own inspector in projects such as this to save the County money and if not completing the main duties of an inspector they should at least consider the County to assist in the inspecting. Director Weaver reminded the Board there wouldn't be any contingencies or legal expenses without the Commissioners' approval and they would also come back to the Board before spending the \$4,000.00 on inspections. President Davis stated she felt the Board should leave the inspections as is, but Commissioner Norem stated she would like to see them use the County's own inspector. Director Weaver advised it is the Board's call as they are the owner. Superintendent Ritzler suggested the project utilize the County's inspector for the position of assistant inspector which was posted at \$50.00 an hour. Engineer Aloï stated since it was his plans he would be inspecting it anyway. Director Weaver stated the EDA defines inspection on many levels, as many services. Commissioner Danford made a motion to approve the change order # 1 with the following costs: Administration & Legal Expenses, \$5,000.00; Engineering Fees \$7,000.00; Project Inspection Fees \$4,000.00; Construction \$70,000.00; and Contingencies \$14,000.00; subject to any additional inspection fees would utilize the County's in house inspector to the greatest extent possible, and also any additional fees would require additional permission by the Board. Commissioner Norem seconded the motion and it passed with all ayes.

BRIDGE BIDS CONTINUED

Superintendent Ritzler and Mark Wilson of JPR appeared back before the Board and advised the bids received were in compliance with the specs. The Superintendent stated he is recommending they accept the bids received from LaPorte Construction on both of the bridge replacements. He also noted the County may have the ability to save some costs by completing some of the work themselves. Commissioner Danford made a motion to approve the bid received from LaPorte Construction in the replacement of Bridge 86, in the total amount of \$303,018.94. Commissioner Norem seconded the motion and it passed with all ayes. Commissioner Danford made a motion to approve the bid received from LaPorte Construction in the amount of \$302,099.42 for Bridge 31. Commissioner Norem seconded the motion and it passed with all ayes. Superintendent Ritzler advised the projects will begin right away and should be completed in approximately ninety days.

VENDOR CLAIMS, PAYROLL CLAIM, MINUTES

Commissioner Norem made a motion to approve the minutes of the July 21st meeting, seconded by Commissioner Davis, since Commissioner Danford was absent from that meeting. The motion passed with all ayes, and the final minutes of the July 7th meeting were signed by the Board. Commissioner Danford made a motion to approve the vendor claims in the total gross amount of \$254,435.11, seconded by Commissioner Norem. The motion passed with all ayes. Commissioner Danford made a motion to approve the payroll for the pay period ending July 19th, with a pay date of July 25th in the total gross amount of \$190,911.74. Commissioner Norem seconded the motion and it passed with all ayes. President Davis advised a vendor claim has been presented for approval in regard to the purchase of the property that was the County Landfill, the two parcels of land from the present owner, Stephen Ciesielski, in the total amount of \$25,473.55. She noted the price of the property was calculated by the owner's original purchase price, the total amount of property taxes that were paid, and 2% interest calculated annually. Commissioner Norem made a motion to approve the vendor claim pending the completion of the title work and an acceptable written agreement. Commissioner Danford seconded the motion and it passed with all ayes.

RATIFICATION OF RESOLUTIONS ESTABLISHING COUNTY'S CUMULATIVE FUNDS

President Davis advised at the last meeting of the Board the ratification of the two resolutions which were passed by the County Council to establish the County's Cumulative Bridge Fund, and the Cumulative Capital Development Fund for 2014 pay 2015 was tabled until all three Commissioners were present. Auditor Chaffins advised if these two funds were not established for pay 2015 there would not be any revenue for those funds as the property taxes are the only source of revenue. She noted after the squad car that the Sheriff ordered is paid for out of the Cumulative Capital Development Fund that would leave a balance in that fund of only \$33,000.00. Commissioner Danford made a motion to approve the ratification of the two funds, seconded by Commissioner Davis. The motion passed with three ayes.

IN OTHER BUSINESS

President Davis advised the Board had received a letter in regard to the resignation of Paul Warnke from the Koontz Lake Regional Sewer District Board. She advised she received a letter from Daniel Buchaniec who is interested in serving on the board. She noted since applications are not due until August 8th and since the Koontz Lake board does not need the appointment until September 2nd the decision could be made at the Commissioners' next meeting.

In regard to the destruction of public records, President Davis advised the County has twenty skids of public records to be shredded. The company who will complete the shredding will be here at 7AM on October 1st to pick up the items for shredding. The actual shredding will be conducted off site of the warehouse, at their own location. President Davis advised all of the public records designated for shredding had all gone through the process and had been approved for shredding. There was a brief discussion in regard to the funding for this project, the amount it would be, and where to pay it from. Auditor Chaffins suggested since a small portion of the 2014 Commissioner's County General budget had been moved to the CAGIT Certified Shares Fund and it didn't appear there would be a need for the full amount that had been appropriated for health insurance that they transfer \$10,000.00 from that budget line to a budget line item for the shredding. She advised it will require approval from the County Council at their next meeting. Commissioner Norem made a motion to present this transfer request within their budget of the CAGIT Fund to the County Council for approval. Commissioner Danford seconded the motion and it passed with all ayes.

County Council President Dave Pearman inquired in regard to the shredding of the public documents why more departments don't utilize the existing Docuware software which the County currently owns. He thought use of that software would help reduce the amount of documents. President Davis advised she will talk to the Judge about Docuware, but she thought it was a matter of staffing.

In regard to the salary of the new EMS Director, Commissioner Norem stated they didn't have to be in a hurry to make a decision as they were happy with the job Interim Director Keith Emigh had been doing and also noted the job description may need to be revised to state it does not need to be a paramedic. Councilman Pearman noted some of the surrounding counties use an Operations Manager and not a Director. Commissioner Norem stated a committee should be formed to discuss the position. Attorney Lucas advised the discussion in regard to the description of the EMS job description could be at an open meeting but the reviewing of applications and interviewing applicants should be during an executive session. President Davis also noted they will need to interview applicants for the open position in the Sheriff's Department. Attorney Lucas advised they would need to be two separate meetings, the EMS applicants and the Sheriff's Department applicants. He advised he will speak with the President of the Merit Board to see if everything has been completed by that Board and then see if the Executive Session could be established for Wednesday August 20th at 1PM.

Commissioner Norem advised, in regard to populating the Park Board, she will write up the request for the notice seeking interested individuals to serve on the Board. She stated the Commissioners have one appointment, the County Council has two appointments, and the Circuit Judge has two appointments to the Park Board. It was decided to address the appointment at their second meeting in September.

PUBLIC COMMENTS

George and Betty Dotlich commended the County Highway Department for the great job they had done on the county road that runs past the Dotlichs' residence.

There being no further business, Commissioner Danford made a motion to adjourn the meeting, seconded by Commissioner Norem. The motion passed with all ayes and the meeting was adjourned at 11:20AM.

August 4, 2014

Kathy Norem, President

Kent Danford

Jennifer Davis

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

