

EXECUTIVE SESSION
Tuesday, September 5, 2017

The Starke County Board of Commissioners met in an Executive Session at 5:00PM on Tuesday, September 5, 2017, in the Starke County Annex Meeting Room, Knox, IN with Commissioners Don Binkley, Kathy Norem, and Charles Chesak, County Attorney Marty Lucas, EMS Director Travis Clary, EMS Clerk MaryLynn Richie, EMA State Director Ted Bombagetti and Auditor Katherine Chaffins present, and the following proceedings were held to wit: The meeting was held to interview a person to fill the position of EMA Director pursuant to IC5-14-1.5-6.1part(b)(6)(B). I can attest the only issue discussed at this meeting was in regard to the interview.

The meeting adjourned at 5:27PM.

Katherine Chaffins, Auditor of Starke County

TUESDAY, SEPTEMBER 5, 2017

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 Don Binkley, Kathy Norem and Charlie Chesak present and the following proceedings were held to wit:

The meeting was called to order by Commissioner President Don Binkley at 6:00PM.

RE: EMS MONTHLY REPORT

EMS Director, Travis Clary, and EMS Clerk, MaryLynn Richie appeared before the Board to present their monthly report. Clerk Richie advised she had received a total of \$1,540.82 from Collections Attorney Jonathan O'Hara and \$165.68 from Small Claims Court. She advised a total of 177 runs were billed in the month of August and 39 transfers were made. She stated the revenue was slightly down from the previous month. Clerk Richie noted they had received two checks, one from Anthem for \$12,683.75 and one from Mdwis in the amount of \$ 14,805.09, for a grand total of \$37,590.68 in Medicare reimbursement taking the Grand Total for 2014 to \$89,832.67. She also noted she has been working on the Medicare recertification and the recertification for Medicaid and IL Medicaid. She advised they have to file the recertifications every year for the new licenses.

Director Clary advised he has participated in the interviewing of four candidates for the position of EMA Director.

He advised he had spent a day with Mike Fort, the State EMS Representative who inspected all three of the ambulances at the three bases. He also reviewed the paperwork and procedures. They did great on all items reviewed.

In regard to Personnel: Director Clary advised he has hired five part time Paramedics and one part time EMT, in order to cut down on overtime. He advised he has been using free advertising which has helped getting new applicants to Starke County for the part time positions. He noted he is constantly looking at ways to cut down the overtime expense.

In regard to Education, Director Clary advised he held training with the Knox High School Football team in regard to Spinal Precautions. He also held an airway course with flight Paramedic Todd Schindler; a Pediatric Certification Course with the Plymouth Fire Department; and an audit and review session with the Knox Hospital. He noted they also have scheduled an Emergency Vehicle Operator Course Instructor to provide a course certification to their staff free of charge.

Director Clary advised he had spoken with Commissioner Norem at the Department Head Meeting about using the AED's that they are no longer using in the rigs. He noted these AED's could be placed in the Annex Buildings, and the Courthouse. He stated he is checking to see the cost to certify employees in those buildings on the proper use of an AED.

In regard to Rig Maintenance, Director Clary advised routine maintenance was performed during the month of August. No major mechanical issues were experienced last month. The EMS Director's car was out of service for one week to replace the fuel pump and some other small mechanical issues.

In regard to Base Maintenance, Director Clary advised routine base maintenance was performed at all three bases. In regard to Safety; no injuries were reported in the month of August. He is researching ways to keep their crews safe and cut down on injuries. He is searching for grants to purchase power cots, and other items that will improve the safety of their staff.

RE: COUNTY HIGHWAY DEPARTMENT MONTHLY REPORT

Highway Department Superintendent Rik Ritzler appeared before the Board to present his monthly departmental report. He advised the bids for three bridges will take place on October 2nd. One of the bridge's bids was scheduled to be opened at this meeting but the opening of the bids has been moved to October 2nd.

Superintendent Ritzler advised he has been working on the RFP for the next round of bridge inspections. They will be sent to INDOT later this month and they are using USI Consultants for the inspections. In regard to current road improvements, Superintendent Ritzler advised in August they were hampered a bit by the weather but they were able to schedule some cold mix asphalt paving. They also completed 19 miles of gravel roads last month also. Mowing has been scaled back from 6 mowers down to 2 mowers.

In regard to culvert maintenance, he advised they will be beginning their second round of culvert replacements this month. They have presently replaced 34 of the 59 deficient culverts that were identified earlier this year.

In regard to the truck grant, Superintendent Ritzler advised they have submitted a grant application for a diesel wise grant to South Shore Clean Cities Organization. If accepted they will receive 25% of the cost of a new tandem axle truck from that organization. He will be meeting with Carl Lisek, the Executive Director or that organization to explore more grant opportunities.

In regard to Training, he advised more training takes place on rainy days. He noted on August 16th ten of their employees attended an INDOT sponsored Meth lab and roadside explosive awareness class in Winamac; 9 of their employees attended an LTAP Road Scholar Class on August 31st, at Swan Lake Resort on liability and risk training; In August the Superintendent attended the APWA National Public Works Conference; On September 11th Ricky Fisher will be attending a day long course "Transitioning From Worker to Supervisor", in his preparation to becoming an Operations Foreman.

He presented a sheet on each employee and their status in reaching the goal for becoming Road Builder Status and Master Road Builder Status.

Superintendent Ritzler advised he had checked out the building in San Pierre and that wouldn't be a large enough space to use but he has been looking throughout that area for space for possible storage.

RE: MAINTENANCE DIRECTOR'S PROJECTS

Maintenance Director Jim Coad appeared before the Board to discuss some projects. He advised the price quote he had submitted for the Annex Building parking lot was for sealing it only not for asphalt. The quotes he received were \$ 1,700.00 from Les Jensen and \$ 2,400.00 from Scott Lehiy.

Commissioner Norem stated she also received a price quote from Supt. Ritzler for hot mix asphalt from E & B Paving and that quote was \$16,717.15. After a brief discussion Commissioner Norem made a motion to have Scott Lehiy seal the Annex Building Parking Lot since Les Jensen had done the job the last time it was done. Commissioner Chesak seconded the motion and it passed with all ayes.

Commissioner Norem then advised an area of the Annex Building 2 Parking Lot needs to be marked, or striped depicting the handicap assessable parking. She advised the company who was contracted to do the work advised they will not be returning in order to complete that. A credit will be received from that company. She also noted that was something the Highway Department would be able to complete. She thought they could borrow a handicap template from the City. The work for both projects should be paid out of the Cumulative Capital Development Fund.

Mr. Coad then inquired if they could upgrade the electric on the Courthouse's 3rd Floor. He advised he had received a price quote in the amount of \$ 3,430.00 from EMCOR Hyre Electric. He stated this was not in the original project plans. Commissioner Norem made a motion to approve this project.

Commissioner Chesak seconded the motion and it passed with all ayes. Commissioner Norem advised this project should be paid using the Project funding.

Mr. Coad then advised he has two cameras on the outside of the Warehouse Building and has the south side repaired from the vandalism. He advised the bill for the completed work to the warehouse has been submitted to the Starke County Prosecutor by submitting it to Autumn Ferch.

RE: RENEWAL OF COUNTY'S INSURANCE

Carrie Block of 1st Choice Insurance appeared before the Board to present the information on last year's County insurance and the predicted amounts for this year's coverage. She advised of the training sessions held throughout September 2016-2017; the different liability loss runs; the auto loss runs and the workers compensation loss runs. She did note the amount of worker's compensation claims have increased this last year from \$ 68,922.00 up to \$ 186,000.00 and the County will be noticing an increase in the cost of worker's comp. insurance in the next couple of years. She advised the total amount of premiums for the next year will be \$393,938.00, a savings of \$27,609.00. Some of the highlights of her presentation was that the number of employees attending the trainings have been decreasing throughout last year; and she will be computing some comparative figures on the deductible amount for liability coverage and auto coverage. She advised she will email out the information as she receives it. Ms. Block advised the coverage expires on September 17th but any changes in coverage can be made at any time.

Commissioner Norem made a motion to renew the insurance coverage as presented. Commissioner Chesak seconded the motion and it passed with all ayes.

RE: ANTHONY RYBICKI REQUEST TO PURCHASE COMMISSIONER OWNED PROPERTY AT KOONTZ LAKE

Anthony Rybicki appeared before the Board to request permission to purchase a piece of property that is marked as owned by the Board of Commissioners in Starke County. He advised the piece of property is at Koontz Lake, right behind his house. Attorney Lucas advised this request for property was new to him. He noted that when a property states that the Board of Commissioners is the owner it usually means that it was a public dedication and not actually titled to the Board of Commissioners. He stated they were acting more as a trustee and not the actual owner. He noted the property was probably just a "right of way". Attorney Lucas stated he would suggest they conduct a procedure for partitioning for the vacation of a right of way and that would not be the same as buying the property. He stated they should have an attorney do the paperwork for a vacation as there needs to be a title search.

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

Commissioner Chesak made a motion to approve the payroll claims docket for the pay period ending on 8/26/17 with a pay date of 9/1/17 in the total gross amount of \$227,317.32. Commissioner Norem seconded the motion and it passed with all ayes.

Commissioner Norem made a motion to approve the Vendor Claims Docket for the gross amount of \$223,868.79. Commissioner Chesak seconded the motion and it passed with all ayes.

Commissioner Norem made a motion to approve the Building Corporation Claims Docket, already approved by the Building Corporation at their morning meeting, in the total gross amount of \$145,232.54. Commissioner Chesak seconded the motion and it passed with all ayes.

Commissioner Chesak made a motion to approve the minutes of the August 21st meeting.

Commissioner Norem seconded the motion and it passed with all ayes.

IN OTHER BUSINESS TO COME BEFORE THE BOARD

Commissioner Norem made a motion to approve the 2018 Holidays as presented. Commissioner Chesak seconded the motion and it passed with all ayes. A copy of the 2018 Holidays is on file in the Auditor's Office.

Commissioner Norem made a motion to approve the Peterson Consulting Agreement for 2018 to complete the capital asset annual report for the County. Commissioner Chesak seconded the motion and it passed with all ayes.

The date of Feb. 15, 2018 was chosen to hold the 2018 Commissioner Tax Certificate Sale.

Commissioner Norem made a motion to hold the Certificate Sale on 2/15/18. Commissioner Chesak seconded the motion and it passed with all ayes. Resolution 2017-0905, establishing the intent to conduct a Commissioners' Sale to sell tax sale certificates for properties that are severely delinquent in their payment of property taxes, was signed by President Binkley.

President Binkley advised the County had received a request for GIS from WTH Technology for electronic map data. Commissioner Norem made a motion to approve the request. Commissioner Chesak seconded the motion and it passed with all ayes. The Board of Commissioners each signed the Application Agreement.

Coroner Danny Hoffer appeared before the Board to request a pay increase for 2018. He had stated his pay at \$7,813.00 was the lowest in the State. President Binkley advised they had researched it and suggested a pay of \$9,000.00. He advised that was just a recommendation for the County Council and that is the Board that would be approving his pay for 2018. Coroner Hoffer advised he would also need a pay raise for his deputies as he is running out of money for them this year. The Board advised him he would need to address the 2017 pay with the County Council and the Board of Commissioners will look into a possible pay increase recommendation for the Deputies for 2018. Coroner Hoffer advised he always has a Deputy assist him on each call. Attorney Lucas advised he had completed the Coroner's Agreement but did not bring that to the meeting. Coroner Hoffer also stated that Marshall County is interested in building a Coroner's Building and would like to see and measure the Coroner's new building. IT Director Mark Gourley, who was present at the meeting, advised he is working on a solution for the Coroner's computer issues, and is looking for a WIFI connection. He advised it could cost approximately \$220.00 to hook it up.

Mr. Rybicki stopped back into the meeting and inquired if he could have the property surveyed, the piece of property at Koontz Lake he is interested in. Attorney Lucas stated he thought that was fine and Commissioner Norem advised it would be his cost, not the county's cost.

Commissioner Norem advised they had conducted interviews and are announcing a possible candidate for EMA Director, Danielle Stormy Friday, who has a Bachelor's Degree in Meteorology, and an Associate Degree in EMA. Commissioner Norem made a motion to approve the selection of Danielle Stormy Friday as EMA Director. Commissioner Chesak seconded the motion and it passed with all eyes. (In two days the Auditor's Office received a telephone call from Ms. Friday stating she was not accepting the position.)

President Binkley informed the IT Director, Mark Gourley, since the Board has not received any bad comments on Mr. Gourley's performance as IT Director, they will be honoring the offer made to him when he was hired: a \$2,000.00 increase in his pay following 90 days of employment. He advised the next pay increase of another \$2,000.00 will come his way at the end of six months and another favorable evaluation. Commissioner Norem made a motion to approve the pay raise of \$2,000.00. Commissioner Chesak seconded the motion and it passed with all eyes.

PUBLIC COMMENT

Attorney Lucas advised the Indiana Court of Appeals has agreed with the Decision of the Starke County Merit Board in regard to a case of a former employee. Attorney Lucas advised he had written the Appeal Brief. The Board complemented Attorney Lucas on the great work.

There being no further 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 eyes. The meeting was adjourned at 7:36PM.

SEPTEMBER 5, 2017

Don Binkley, President

Kathryn Norem, Vice-President

Charles Chesak

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