

**Monday, November 5, 2012**

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 Kathy Norem and Dan Bridegroom present and the following proceedings were held to wit:

The meeting was called to order by President, Kathy Norem. Commissioner Bridegroom made a motion to approve the agenda, as presented. The motion was seconded by President Norem, and passed with two ayes.

**RE: MINUTES, PAYROLL CLAIMS, VENDOR CLAIMS, & COUNTY GENERAL FUND—MISC. REVENUE REPORT**

Commissioner Bridegroom made a motion to approve the payroll for the pay period ending October 13, 2012, in the amount of \$170,002.31, and the payroll for the pay period ending October 27, 2012, in the amount of \$172,705.98. The motion was seconded by President Norem, and passed with two ayes.

Commissioner Bridegroom made a motion to approve the minutes of the October 15<sup>th</sup>, 2012 regular session, the minutes of the October 19<sup>th</sup>, 2012 executive session, and the minutes of the October 22<sup>nd</sup>, 2012 special session. President Norem seconded the motion, and it passed with all ayes.

President Norem also advised the Board of Commissioners will need to transfer appropriations in the amount of \$496.10 from the juvenile detention account line item of the County General Fund, Department 025, line item 31501 to the legal fees account line item, 31500 of the same budget, in order to pay the invoice from County Attorney, Marty Lucas, in the amount of \$2,482.50.

Commissioner Bridegroom made a motion to approve the vendor claims as presented except the following: the meals and parking expense reimbursement of the claim submitted by Larry Keiser therefore reducing his claim by \$19.00; withhold the claim to DLZ in the amount of \$42,756.00 until a loan is established to provide financing to begin the jail project; noted to pay the Weaver Boos claim out of the Cumulative Capital Fund instead of the Commissioner's portion of the CEDIT Fund; and withhold the claim to the SKILL Center in the amount of \$30,000.00 since sufficient funding was not available at this time.. President Norem seconded the motion, and it passed with all ayes. The net amount of vendor claims approved for payment was \$289,574.82.

Auditor Chaffins presented a report of the misc. revenue of the County General Fund, noting that the total balance of misc revenue is at 2.1 million year to date, a 14.91% increase over the projected annual amount of 1.8 million. She also presented the Board with a report of the cash balances and the investment balances of each of the County's funds. A copy of the report is on file in the Auditor's Office.

**RE: EMS DEPARTMENT MONTHLY REPORT**

EMS Department Clerk, Mary Lynn Ritchie appeared before the Board, along with EMS Director Paul Mathewson. Clerk Ritchie advised there has been a 15% increase so far this year in the amount of EMS billings, and she has completed billings up through October 29<sup>th</sup>. She advised she is currently working on the removal of the old Accounts Receivable balances from their financial software to get a correct listing of the actual 2012 listing of the A/R. She advised, based on the policy that was established, she has removed \$300,000.00 out of the AR total balance. She advised the write off policy will need to be revised to also include the elderly write offs. Attorney Lucas advised they need to add that provision to the policy and then bring it back for approval. He noted they should number each section of the policy so that their A/R notes could reflect the specific number of the policy, to clarify the write offs. Commissioner Bridegroom made a motion to approve the write offs of the elderly as presented to them, in the amount of \$5,524.65. President Norem seconded the motion, and it passed with two ayes. Commissioner Bridegroom made a motion to approve the listing of the deceased/bankrupt A/R write offs in the total amount of \$6,834.17. President Norem seconded the motion, and it passed with two ayes.

Clerk Ritchie presented a letter to the Board that she created in response to the requests they receive to reduce the amount of the EMS charges. She noted the standard letter states it is not the County Commissioners' policy to allow any reductions in the amount of the charges. The Board approved the wording of the letter.

President Norem noted a total of \$389.55 was received from Collections Attorney, Jonathan O'Hara and a total of \$1,615.11 from the County Clerk, the results of small claims court. Clerk Ritchie advised she will work with President Norem to revise the A/R policy.

Director Mathewson presented a report in regard to the costs of replacement cots versus the dollar amount of workers' compensation claims due to lifting injuries. He noted that Bridget Markin of 1<sup>st</sup> Choice Insurance is arranging a seminar on proper lifting techniques.

**RE: COUNTY HIGHWAY DEPARTMENT REPORT**

Superintendent Steve Sidall, appeared before the Board to present the monthly highway department report. The opening of bids for the 2013 county highway departmental purchasing had been scheduled for today, but Commissioner Bridegroom noted that the prior bid practice has been deemed incorrect by the last audit of the highway department. He advised more research should be put into the subject, before any bids are opened. Attorney Lucas advised per IC 36-1-12-4 (7)(a)(b): the opening of the bids could be delayed if both it is the best interest of the Board to delay the opening of the bids, and the date, time, and place is announced as to when the bids will be opened. Commissioner Bridegroom made a motion to delay the opening of the county highway department's bids until the Dec. 3<sup>rd</sup>, 2012 meeting, at 9:00AM. President Norem seconded the motion, and it passed with two ayes. Attorney Lucas advised he will research the proper procedure, noting he believed the bidding process is utilized when there is a specific public works project, not just for an open ended quote. He also added, the bid time is closed, and no more bids can be accepted, at this time.

Superintendent Siddall advised Bridge 51 has been completed and is open to the public. They are awaiting its inspection by Beem, Longest, & Neff. He advised Bridge 43 is the next bridge project and inquired if he should advertise for engineering bids. The Board advised him that was decided at the last meeting that the bids could be opened at the Dec. 3<sup>rd</sup> meeting. President Norem inquired as of the scrap metal 3<sup>rd</sup> quarter reconciliation report. Superintendent Siddall advised there was no scrap metal taken in or picked up during the 3<sup>rd</sup> quarter, and President Norem reminded him the scrap was picked up in July which is in the 3<sup>rd</sup> quarter and there was also a towing invoice submitted for the towing of the county ambulance. Both the Superintendent and Commissioner Bridegroom advised they had not received a report from Mr. Coffin. Commissioner Bridegroom inquired if this was a violation of the agreement, by not filing the report, therefore not following the terms of the agreement. Commissioner Bridegroom asked Auditor Chaffins to send Mr. Coffin a letter in regard to this apparent non-performance. Auditor Chaffins inquired if there should be a request made as to settling up with Mr. Coffin, since there was only one invoice for towing, versus the dumpster load of scrap metal received by Mr. Coffin. Commissioner Bridegroom noted it does not say anywhere in the agreement about settling at the end of the agreement. Commissioner Bridegroom then advised both the Superintendent and himself would visit Mr. Coffin personally with a copy of the agreement.

President Norem advised she had received a letter from Wrightman & Petrie requesting a letter of reference as to their work on the engineering of Bridge 51. Commissioner Bridegroom agreed with the letter of reference, since he believed they had done an excellent job, and Superintendent Siddall also agreed, noting the project had been completed ahead of schedule. Commissioner Bridegroom stated he had passed out a fuel comparison report comparing the cost and usage of fuel this year compared to last year. He noted it was difficult to compare since the cost increase was mostly due to the increase in the cost of fuel. He advised they are working on a spreadsheet to determine the total costs expensed per county vehicle.

#### **RE: IT DIRECTOR REQUESTS**

IT Director, Joe Short, appeared before the Board to request the Board's signatures on the latest Sworn Statement: Proof of Loss document received from the insurance company. He advised this statement was for the losses incurred from the June 29<sup>th</sup>, 2012 storm. He noted the total of the claims submitted to the insurance company were \$13,165.84, but due to the \$1,000.00 deductible policy, a net total of \$12,165.84 will be received from the insurance company. Commissioner Bridegroom made a motion to approve the request for signature, seconded by President Norem. The motion passed with two ayes, and President Norem signed the form, and Attorney Lucas notarized the signing of the document.

Director Short advised he has the Database Maintenance Agreement Notice which will cover any new updates and releases in regard to the County's CSI software program. The term of the agreement will be from 1/1/13-12/31/13, with a renewal cost of \$1,500.00. He noted the CSI software is utilized by the Circuit Court, and the Probation and Prosecutor Departments. Director Short advised he also has the Equipment Maintenance Agreement, which is also with the CSI Company; an annual agreement with the renewal cost of \$5,886.00. He noted he does have the appropriations in his budget to cover both renewals.

Commissioner Bridegroom made a motion to approve both renewal requests, seconded by President Norem. The motion passed with two ayes, and President Norem signed both documents.

Next, Director Short advised the copy machine in the County Clerk's Office is not functioning properly and is fifteen years old. He noted he was advised by Kemp's Office Supply that they were ready to stop the maintenance agreement on that copier due to its age. He noted he has located a used, 2008 copier, with a three year warranty, for the cost of \$1,574.34. He advised this copier would produce copies for approximately 1 cent a copy, while the old copier cost 5 cents to produce each copy.

Commissioner Bridegroom made a motion to approve the purchase of the used copier, seconded by President Norem. Director Short noted he has the appropriations in his budget to cover that expense also.

The last issue Director Short had to discuss was the County's email server. He advised the current email server was not designed for this large of a county wide system, noting the county currently has 126 users. He advised he currently is spending at least two hours a day trying to block spam and other threats to the County. He stated he had received a couple different price quotes in regard to replacing the email server. He advised the cost of an exchange server, an industry standard was \$67,000.00. He also advised he had received a price of \$10,997.00 for an exchange server with a maximum of 140 users, with security included. He advised the cost to add additional users over the 140 number would be approximately \$60.00-70.00 a user. He stated the \$10,997.00 fee was a one-time payment, and noted he has the appropriations for that in the maintenance line of his budget. Commissioner Bridegroom made the motion to approve the purchase of the new email server, seconded by President Norem. The motion passed with two ayes.

#### **RE: SHERIFF'S REQUEST TO PURCHASE VEHICLE**

Sheriff Oscar Cowen appeared before the Board to request the purchase of a second new squad car for his department. He advised they will be taking a 2008 Dodge off the road. He noted there that would make two decommissioned vehicles, the 2008 Dodge and the 2006 Ford he currently has in his list of spare vehicles. He advised they are removing the decals off the 2008 Dodge and will move it out to the County Highway on Tuesday to have them properly check it out for possible use by the Health Department. President Norem advised the Health Department had to recently decommission the Jeep that had been utilizing, and had requested another County vehicle to be used by their department. Commissioner Bridegroom requested the Sheriff have both vehicles checked out by the highway department, the 2008 Dodge, and the 2006 Ford to see which one would be the best one to be used by the Health Department.

In regard to the Sheriff's request for another squad car, he reminded the Board he had originally requested three new squad cars to be purchased in 2012, but so far, has only received permission to purchase one. Commissioner Bridegroom made a motion to approve the purchase of a new squad car, seconded by President Norem. The motion passed with all ayes. The Sheriff advised he will be purchasing the vehicle locally, getting a price quote from both the Chevy Dealership and the Ford Dealership here in town. President Norem advised him to have the specs and quotes ready to present to the Council at their next meeting. She advised the vehicle could be paid from the Cumulative Capital Fund.

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

##### **ANNEX BUILDING MAINTENANCE**

The County Annex Building Maintenance person, James Coad, appeared before the Board to advise that Simplex, had recently conducted their annual inspection of the building's emergency lighting and it all passed the inspection. But, he noted, the backflow failed to pass the inspection. A back flow relief valve needs to be replaced, at an expense of \$1,304.33. He advised he does have the appropriation in his budget to cover that expense. Commissioner Bridegroom made a motion to approve the purchase of the back flow valve, and also to x out # 16 of the Simplex agreement. The motion was seconded by President Norem and it passed with two ayes. Attorney Lucas noted the Simplex Company has the most overreaching contracts; the County is required to carry the insurance, and Simplex does not guarantee their product.

Mr. Coad noted he is concerned with an issue with the north sidewalk as there is a tripping hazard to one section of the sidewalk, and also the stairs on the south west side of the building are deteriorating. Commissioner Bridegroom advised they will look into the repairs needed to the sidewalk and stairs.

##### **THE 2013 HOLIDAY CALENDAR**

Commissioner Bridegroom made a motion to keep the holidays the same as the 2012 holiday calendar, except for the elimination of the two election days. President Norem seconded the motion, and it passed with two ayes. President Norem then read the 2013 Holiday as follows:

Tuesday, Jan. 1: New Year's Day  
Friday, March 29: Good Friday  
Monday, May 27: Memorial Day  
Thursday, July 4: Independence Day  
Monday, September 2: Labor Day  
Monday, November 11: Veterans' Day  
Thursday, November 28: Thanksgiving  
Friday, November 29: Thanksgiving

Tuesday, December 24: Christmas Eve  
Wednesday, December 25: Christmas

**WIC LEASE**

In regard to the lease on the WIC Office, President Norem advised she had spoken to the Lease Holder, Pat Dunn, to change the time frame of giving notice to end the lease, in the event the WIC grant funding was ever cancelled by the State. She advised Mr. Dunn will present an updated lease.

**BASS LAKE REPORT**

Commissioner Bridegroom advised there are still some issues with the Bass Lake Beach and Campground. He advised all the piers are still in the water, and the mooring stakes are still installed. He noted the DNR had advised it was illegal to leave piers in the water. Clyde Hanaford, who was present at the meeting, advised they have been removed.

Commissioner Bridegroom has noted the concern with regard to the submerged diving pier and the difficulty there would be to remove it. He also advised he is still concerned with the amount of debris left with nails in it, from the summer storms that went through the lake area.

He noted the other concern is with the number of campers still left at the campsite. He stressed if the campers are left there permanently, it could be considered a trailer park.

Mr. Hanaford also noted the lack of compliance in regard to having the water tested by the Health Department. He noted there were only two tests completed in May, three in June, July and August were alright, but not any water testing in September or October. He advised the State requires the testing to be continued if the facilities remain open. Commissioner Bridegroom requested approval to speak with the Callahan's attorney, Mr. Wallsmith, since he can't get in touch with Brian Callahan. President Norem agreed he should speak with Mr. Wallsmith.

**RAILROAD PROPERTY**

Attorney Lucas stressed the importance of being consistent with the case by case analysis in regard the parcels of property that were abandoned by the railroad. He noted it requires the successor should ascertain the rights revertor ownership of the railroad right of way.

**COMMON WAGE HEARING**

President Norem advised she was notified from Purdue University of the request to conduct a Common Wage Hearing in Starke County on Friday, November 9, 2012, at 11:00AM. Commissioner Bridegroom made a motion to ask Starke County Wage Commission board member, Kenny Wallace to attend the meeting. President Norem seconded the motion, and it passed with two ayes. Auditor Chaffins will notify Mr. Wallace.

In other business, President Norem requested the Board submit to Auditor Chaffins a listing of the times they are available to be in the Commissioners' Office during the month of November.

Auditor Chaffins passed out to the Board a written complaint she had received for the Board in regard to a retired employee and his complaint that he had not received holiday pay during 2011 and 2012. The employee states in his complaint that he has the documentation to prove his statement. The Board requested Auditor Chaffins contact the employee to provide the documentation, and then a date would be established to meet with the former employee.

Commissioner Bridegroom reminded everyone that Tuesday, Nov. 6<sup>th</sup> is Election Day, and to please vote.

Terry Turner, of the Newshawk newspaper, requested Auditor Chaffins contact all departments via email in regard to the Veterans' Day parade that will be held on Sunday, November 11, beginning behind 5 Star at 12:30PM, commencing north on Main St. to the memorial monument on the southwest corner of the County Courthouse, where there will be a program. Auditor Chaffins advised she will contact the departments. (The Auditor sent out an email on Friday, 11/09/12 to all departments with that information.)

**PUBLIC COMMENT:**

There were no comments from the public.

With there being no further business to come before the Board, Commissioner Bridegroom made a motion to adjourn the meeting, seconded by President Norem. The motion passed with two ayes, and the meeting was adjourned at 10:55AM.

**November 5, 2012**

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Kathy Norem, President

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Dan Bridegroom, Vice President

ABSENT  
\_\_\_\_\_  
Jennifer Davis

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Katherine Chaffins, Auditor &  
Secretary to the Commissioners

